

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC



# *Pre-Departure* GUIDE

Pre-College Program 2019

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# *Welcome to The George Washington University*

Congratulations on your acceptance to the George Washington University Pre-College Program! We have prepared this guide to assist you in preparing for your time at GW, and to be a useful resource throughout the program. It covers practical items such as arriving on campus, what to pack, course expectations, life outside of the classroom, living at GW and more. We encourage you to read this handbook in its entirety. You can also find this handbook on the Pre-College website: <http://precollege.gwu.edu>.

## **SUMMER AND NON-DEGREE PROGRAMS**

The Office of Summer and Non-Degree Programs at GW is responsible for summer programs for undergraduate, graduate and visiting students, including the GW Pre-College Program.

## **GW PRE-COLLEGE PROGRAM**

The GW Pre-College Program attracts top high school students from across the country and around the world, creating a dynamic and exciting community of learners. Outside of the classroom, a supportive team of residential advisors organize on and off campus activities, student panels and workshops and weekend excursions. Students reside on the beautiful and historic Mount Vernon Campus in the wooded residential Palisade neighborhood.

## **The GW Pre-College Program has Three Program Branches:**

### **COLLEGE INTENSIVE**

The College Intensive program gives rising juniors and seniors the opportunity to earn college credit by engaging in challenging undergraduate coursework. College Intensive students attend classes with GW undergraduate students or fellow Pre-College students. Completion of the program establishes an official record with GW. Students may request a transcript documenting credit earned.

### **SUMMER IMMERSION**

Summer Immersion students enroll in two-week, all-day, non-credit courses that integrate lecture-based instruction with experiential and applied activities. Courses emphasize student engagement through class discussions, group projects and presentations, guest lectures from field leaders and experts, and site visits to local Washington, D.C. institutions.

### **ONE-WEEK SUMMER EXPOSURE**

One-Week Summer Exposure students enroll in one-week, all-day, non-credit course that integrate lecture-based instruction with experiential and applied activities. Courses emphasize student engagement through class discussions, group projects and presentations, guest lectures from field leaders and experts, and site visits to local Washington, D.C. institutions. **Note: Students in the Summer Exposure Program can only choose the residential option due to the shortened length of the program.**

## **CONTACT INFORMATION**

Email: [precollege@gwu.edu](mailto:precollege@gwu.edu)

Phone: 202-994-6360 website:

[precollege.gwu.edu](http://precollege.gwu.edu)

# *Preparing For GW & D.C.*

One of the best ways to prepare for the Pre-College Program is to learn about GW and Washington, D.C. prior to your arrival. It is unrealistic, however, to expect that you will be able to prepare for all experiences, so we strongly recommend that you expect the unexpected! Here are some pieces of useful knowledge to prepare you for your time at GW and in Washington, D.C.

## **CLIMATE**

You should come prepared for a humid and hot summer. The temperature can rise as high as 100 degrees F (37-38 degrees C) with high humidity in the summer. Plan to wear cool clothing. Clothing for rainy weather will also come in handy. Residence halls and academic buildings are air conditioned during the summer months.

## **CLOTHING**

Though students do not dress formally for class, it is a good idea to bring some business casual/semi-formal attire for certain course trips (e.g., Capitol Hill, White House) or other formal events (e.g., closing ceremonies, presentations). On campus and in the class-room, informal attire such as t-shirts, jeans, slacks and shirts are acceptable.

## **COURSE-RELATED ITEMS:**

Students in Summer Immersion can find specific course required items on the GW Pre-College website. Students in the 3- and 6-week College Intensive Program can find more information about buying books for their course(s) in the *Academic Life* section of this guide.

# PACKING LIST FOR STUDENTS

## DOCUMENTS AND IDENTIFICATION:

- Government-issued **photo ID** (REQUIRED)\*
- Any applicable immigration documents (see next page)

## Transportation:

- Transportation arrangements from the airport to GW (please see the *Arrival Information* section)
- Street address of your destination
- \$60-\$80 for metro fare OR pre-ordered SmarTrip metro card with \$60-\$80 value
- Spending money (ATMs available on campus)

## Personal items:

- Additional blanket/comforter
- Casual warm weather clothing
- One business casual/semi-formal outfit
- Athletic clothing
- Swimsuit
- Toiletries and medications
- Raincoat and Umbrella
- Sunscreen
- Cell phone
- Fan
- Laptop computer (suggested for some courses)
- Extra water bottle (one will be provided)

## PROHIBITED ITEMS:

- Kitchen appliances
- Candles
- Incense
- Halogen lamps, Lanterns and oil lamps
- Non-surge protected extension cords
- Explosives, including fireworks
- Weapons
- Firearms

## BEDDING AND LINENS:

Students will be provided with bedding and towels by our program. Students are welcome to bring additional linens if they so choose. Students are provided with:

- ◀Twin XL Flat Sheet
- ◀Twin XL Fitted Sheet
- ◀Pillow
- ◀Lightweight Blanket
- ◀Towels

## INTERNATIONAL STUDENTS ONLY

### *Carry-on Luggage and Important Documents:*

- Valid passport
- Valid U.S. visa stamp (if applicable)
- Certificate of Eligibility (I-20) – for F-1 sponsored students only
- Proof of financial support – for F-1 sponsored students only
- Sufficient funds to cover expenses (such as a credit card and some cash in U.S. dollars)
- Medical records including immunizations (in English) and proof of adequate health insurance coverage
- Plug adapters and/or voltage converters (American electrical voltage is 110 volt/60 hertz and electrical outlets can have two or three pin plugs)

*\*Students must bring a government-issued photo ID in order to obtain a GWorld student ID card and participate in certain site visits.*

*If you do not have a government-issued photo ID, please contact our office to make other arrangements.*

*\*\*Students interested in ordering a Smart Trip metro card prior to their arrival can learn more on our website in the “Admitted Students” section. If unable to order online, students will have the opportunity to purchase a Metro card on the first day of class.*

*Please note: GW’s Foggy Bottom and Mount Vernon campuses both have convenient access to grocery and convenience stores where students can obtain basic toiletries, pharmaceuticals, cleaning products (such as laundry detergent) and food.*

## SPENDING MONEY

Students should consider the following when determining how much spending money to bring to the program: class-related books, materials and printing (College Intensive students only, see <https://printing.gwu.edu>), laundry (\$1.75 per load, subject to change), recreational activities, dining out, bus/cab/metro fares, postal service, toiletries, snacks, and transportation to and from campus. The amount of money to bring largely depends on the students’ normal spending habits. ATMs are located on both campuses.

The amount that students will spend on transportation by metro varies by course, but students should expect to spend \$60-\$80 on metro fare for site visits with their course and off-campus program excursions.

Breakfast, lunch and dinner are included in the program costs for residential students, and lunch is included in the commuter student program costs. However, students will also have opportunities to purchase additional food or snacks off campus, and may wish to factor that into their spending money amount.

# Arrival Information

## TRANSPORTATION

### *Campus Address \**

The first day check-in address is:

Mount Vernon Campus  
2100 Foxhall Road NW  
West Hall  
Washington, D.C. 20007

*\*Note: Students are responsible for providing their transportation to and from the check-in at the beginning of the program and after the end of the program*

### *Regional Airports*

Washington, D.C. is located within 50 miles of three major airports: Reagan National Airport (DCA), Washington Dulles International Airport (IAD) and Baltimore/Washington International Thurgood Marshall Airport (BWI).

All airports have the following services available:

- Taxi: Taxicabs serve all airports and signs within the airport will direct you to the appropriate exit. In most cases, this will be the most expensive method of travel with fares as high as \$80 depending on the distance and traffic.
- Super Shuttle: Door-to-door service is available to any destination in metropolitan Washington. Super Shuttles are often cheaper than taxis because they are shared among other passengers. For information, call 1-800-BLUEVAN or visit [www.supershuttle.com](http://www.supershuttle.com).
- Metro: Reagan National Airport is currently the only airport that is located adjacent to a metro station. More information can be found on the Washington Metropolitan Area Transportation Association website, [www.wmata.com](http://www.wmata.com). The Mount Vernon Campus is not metro accessible, but is approximately 10-15 minutes away from the Foggy Bottom Campus by free GW shuttle bus. GW's Foggy Bottom Campus is located at the Foggy Bottom/GWU metro stop. The Mount Vernon Shuttle can be picked up in front of Fonger Hall, 2201 G Street, NW.

### *Hotels Convenient to GW*

#### <http://www.gwu.edu/lodging>

- One Washington Circle Hotel, One Washington Circle, NW, Washington, D.C. 20037, 1-800-424-9671, 1-202-872-1680
- Courtyard Marriot, 515 20th Street, NW, Washington, D.C. 20006, 1-202-296-5700
- Doubletree Guest Suites, 801 New Hampshire Ave, NW, Washington, D.C. 20037, 1-202-785-2000



### *Early Arrival & Late Departure*

Students should make every effort to plan their travel to GW based on arrival and departure of the program start and end dates; however, options are in place to accommodate early arrival the day before the program start date and late departure the day after the program end date.

The fee for early arrival and late departure includes accommodations and meals. If you meet the early arrival and/or late departure criteria due to long-distance travel, please complete the Early Arrival and Late Departure Form found in the Enrollment Packet and submit to our office **no later than June 1**. We are unable to accommodate requests for early arrival and/or late departure after this date. Late departure is not available for the College Intensive 6-week program or students attending Summer Immersion 2 week session 3.

## **ARRIVAL AND ORIENTATION 2019**

### *College Intensive Sessions*

Location: Mount Vernon Campus

<u>Itinerary:</u>	<b>3:00 – 5:45pm</b>	Check-in/Residential student move-in/Parent information table
	<b>6:00 – 7:00pm</b>	Program orientation
	<b>7:00pm</b>	Optional commuter student pick up
	<b>7:00 – 9:00pm</b>	Welcome dinner & program activities
	<b>9:00pm</b>	Commuter pick-up

### *Summer Immersion and One-Week Summer Exposure Sessions*

Location: Mount Vernon Campus

<u>Itinerary:</u>	<b>3:00- 5:45</b>	Check in/Residential student move-in/Parent information table
	<b>6:00 - 7:00pm</b>	Orientation
	<b>7:00pm</b>	Optional commuter student pick up
	<b>7:00 – 9:00pm</b>	Welcome dinner & program activities
	<b>9:00pm</b>	Commuter pick-up (Please note: The Mount Vernon Campus shuttle departs every 30 minutes after 6pm)



### *Parking*

#### Mount Vernon Campus

Enter through the Whitehaven Parkway entrance and park in the Mount Vernon Campus parking garage.

Visit <http://parking.gwu.edu> for more information about visitor parking.

### *Commuter Students*

Commuting students should arrive for check in between 5pm and 6pm and make arrangements for pick up no later than 10pm.

### *Arrivals After 6pm*

Students should make every effort to arrive between 4pm and 6pm on the Sunday before their classes begin. Students who arrive after 6pm should notify our office at 202-242-6802 as early as possible.

### *Summer Immersion Intersession*

Students enrolled in multiple Summer Immersion sessions will automatically be assessed an additional \$165 fee to cover accommodations and meals between each set of sessions.

## **DEPARTURE**

All residential students must check out of their residence halls by 11:00am on the last Friday of their program. College Intensive students should notify an RA of any course conflicts with the check-out time. Six-week students' schedules will vary by course and they should be prepared to attend a final class on Friday, August 10 if needed. Students must return their key and access card to an RA before they depart. Students will be held financially responsible for unreturned keys.

Though RAs will be available to assist students with departure plans, students should arrange their departure travel plans prior to the program. Students will complete a Travel Arrangements Form during the last week of the program to ensure all students have made necessary travel arrangements home. **Housing will not be available to students after check-out, unless they have been registered for late departure prior to the program.**

# Resources for International Students

## INTERNATIONAL SERVICES OFFICE (ISO)

The International Services Office at GW provides visa processing and support services. For questions regarding your immigration status, travel or other visa-related inquiries, we recommend that you first contact the Office of Summer and Non-Degree Programs, 202-994-6360 or [gwsummer@gwu.edu](mailto:gwsummer@gwu.edu). We will do our best to answer your question immediately and will coordinate with the ISO office when needed. Students arriving on F-1 visas from GW will check-in with the ISO office during their first week of classes.

## GW SPONSORED F-1 STUDENTS: FOR 6-WEEK COLLEGE INTENSIVE STUDENTS ONLY

### *Obtaining a Visa to Study in the United States*

U.S. immigration regulations require F-1 students maintain a full-time status at all times. This means that you must be enrolled in a minimum of 6 credits throughout the program.

If you are an international student attending the 6-week College Intensive program and have applied for visa sponsorship from GW, you will receive I-20 documentation that is required to apply for your F-1 visa to study in the United States. If you have not received this document by early May, please contact us immediately at 202-994-6360 or [precollege@gwu.edu](mailto:precollege@gwu.edu).

We encourage students to contact their local U.S. consulate or embassy for specific visa application instructions; but in general, you should pay the Student and Exchange Visitor Information System (SEVIS) fee (preferably online) and schedule an interview appointment with the nearest U.S. consulate or embassy upon receipt of your immigration document. Bring your SEVIS fee receipt with you to your consulate meeting. You will then follow the consulate's instructions on the visa application process and required documents. Your entry visa will be stamped in your passport.

For more information, please review the websites listed below:

- Locate a U.S. embassy near you: <http://usembassy.state.gov>
- U.S. Department of State's visa service information: <http://travel.state.gov/content/travel/en.html>
- U.S. Department of State's visa wait times: <https://travel.state.gov/content/visas/en/general/wait-times.html/>
- Department of Homeland Security (DHS) information regarding SEVIS fee and payment instructions: [www.ice.gov/sevis/i901](http://www.ice.gov/sevis/i901)

### *Non-Immigrant Intent*

The F-1 visa is a non-immigrant visa, which means that students applying for F-1 visa type must demonstrate strong ties and a plan to return to their home country following completion of their academic program. The following are examples of possible ways to show proof of non-immigrant intent:

- Be prepared to express how you intend to apply your program at GW in your home country after completing your program; ►
- Show close ties to family who reside in your home country (perhaps your parents own property);

- Show proof of employment or study following completion of your program at GW;

### *Entering the U.S.*

Students may not enter the U.S. more than 30 days prior to the start date listed on their I-20. Please plan your travel to the U.S. accordingly and contact Office of Summer and Non-Degree Programs with any specific travel questions.

Hand-carry the following documents:

- Your passport (valid for at least 6 months after your departure from the U.S.)
- Your SEVIS form
- Your I-20
- Evidence of financial resources

In addition, it is strongly recommended that you also hand-carry the following documents:

- Paper receipt for the SEVIS fee
- Evidence of student status, such as letter of admission
- Name and contact information of the GW Pre-College staff

You should enter the United States for full-time study in the F-1 visa category. Only select students who are on a non-credit program for a short-term period should enter the U.S. on a B-2 tourist visa (or B-1 or Visitors Waiver Program). If you have questions about your visa status, please contact the Office of Summer and Non-Degree Programs for clarification.

At the port of entry in the U.S., your passport will be scanned, creating an electronic arrival record, and an immigration officer will examine your I-20 and entry visa. Upon arrival you will need to visit <http://www.cbp.gov/i94> to print your electronic I-94 record. The officer should stamp your I-20 form with "F-1" and "D/S." Please keep these extremely important immigration documents in a secure place.

### *Helpful Links*

- U.S. Immigration and Customs Enforcement: <https://www.ice.gov/sevis/students/>
- U.S. Customs and Border Protection: <http://www.cbp.gov/travel/international-visitors/study-exchange>

### **B-2 AND VISA WAIVER PROGRAM STUDENTS:**

The George Washington University offers several short-term programs which provide informal study or enrichment experiences including short-term courses through the GW Pre-College Program. Students attending these short-term courses, that do not constitute full-time study, often enter the U.S. on a B-2 visa or through the Visa Waiver Program provided this is their secondary purpose for entering the U.S. Permissible study is viewed as casual and short-term, toward a personal hobby or interest, and is not the main reason for visiting the U.S.

Details on obtaining a B-2 visa can be found on the U.S. Department of State website:

<http://travel.state.gov/content/visas/english/visit/visitor.html>

*Other Helpful Links:*

- Locate a U.S. embassy near you: <http://usembassy.state.gov>
- U.S. Department of State's visa service information: <http://travel.state.gov/content/travel/en.html>
- U.S. Department of State's visa wait times: <https://travel.state.gov/content/visas/en/general/wait-times.html/>

***Questions or concerns regarding immigration? Please contact our office at [gwsommer@gwu.edu](mailto:gwsommer@gwu.edu).***

# GW Basics

## GW ID

The GW ID is an 8-digit number beginning with the letter G (for example, G12345678). This number was provided in your acceptance letter. This number is used as an identifier for you throughout the campus network. This GW ID is unique to you and should not be shared with other students. You may be asked for your GW ID number:

- When you obtain a GWorld (GW student ID) card on the first day of class
- When you need to pay your bill
- When requesting a transcript (credit-bearing courses only)

## GW EMAIL AND NETID

GW email accounts are created when you apply for a GW Net ID. Your NetID is the portion of your GW email address that precedes the @ symbol. (For example, if you create a NetID of janedoe, your GW email address will be janedoe@gwu.edu.) This is the account where your student e-bill with your invoice balance will be sent. More details on billing can be found in the *Payment of Fees* section of this guide.

To check your email account, visit the MyGW portal at <http://my.gwu.edu>. Click on the email icon at the top left and select that you are a student. You will use your GW Net ID and password to login to check your email account.

## GWORLD

You will visit the GWorld Card Office on the first day of class to obtain your GWorld, or GW student ID, card. You must bring a government-issued photo ID\* to receive your GWorld card. Accepted forms of identification include:

- Driver's license with photo
- Passport (for International Students, your passport must contain a Visa stamp) -
- US Students: High School ID with photo

Your GWorld card will grant you access to your residence hall and academic buildings such as the library and can optionally be loaded with funds and used for purchases at GWorld merchant locations. Students can also use their GWorld to do laundry on campus. Students or parents can add money to their GWorld card online at <http://www.gwu.edu/gworld-card>.

*\*If you do not have a government-issued ID, please contact our office to make other arrangements.*

# *Codes of Conduct*

The GW Pre-College Program seeks to establish an environment that promotes intellectual inquiry and personal growth for all program participants that ensure personal success and safety for all. . Therefore, it is important for you and your parents to read the University Code of Academic Integrity and the Code of Conduct for GW in their entirety, as all university codes apply to summer program students.

All students participating in summer programs are subject to the following policies. Violation of program or university codes or disruptive behavior will result in disciplinary measures up to and including dismissal from the program. Depending on the violation, further measures such as uni-versity judicial procedures, which may become part of a permanent record at the university, may result.

Students dismissed from the program for policy violations are not entitled to a refund. If a determination is made by the program that a student must leave the program for any reason, then the parent, guardian, sponsor or organization acting in loco parentis must make arrangements for that student's departure within 24 hours of notification, and must assume all related costs.

All university codes can be found at <http://policy.gwu.edu>. Please see the Enrollment Packet for more details.

## **DISORDERLY CONDUCT**

Disorderly conduct is defined as behavior that is deemed to be lewd, inappropriate or offensive, that causes harm to others or is disruptive to the program or program participants, including bullying and cyber bullying, and will be grounds for disciplinary measures up to and including dismissal.

## **ALCOHOL**

Possession or consumption of alcoholic beverages is strictly prohibited. Any student found to be in possession or under the influence of alcohol while in the program, on or off campus, will be immediately dismissed and may be subject to university judicial procedures

## **CURFEW**

Students do have a nightly curfew. Students must be in West Hall by 10pm and in their rooms by 11pm. Violations of curfew guidelines will result in disciplinary action.

## **DRUGS**

The sale, use and/or possession of narcotics, illegal or controlled substances is prohibited, as is the use of prescription drugs for persons for whom the drug is not prescribed. Any student found to be in possession of or under the influence of an illegal or controlled substance will be immediately dismissed and will be subject to university judicial procedures.

## **SMOKING**

GW is a smoke-free campus. Smoking is strictly prohibited and will result in immediate dismissal.

## **ASSAULT**

Violations such as assault, harassment and/or sexual harassment or inappropriate, threatening or abusive behaviors will not be tolerated, and will be subject to disciplinary action up to and including dismissal. The student may also be subject to university judicial procedures.

## **SEXUAL MISCONDUCT**

Sexual misconduct of any kind will not be tolerated. Students who engage in sexual misconduct will be dismissed and may be subject to university judicial procedures or criminal charges, if applicable.

Sexual misconduct includes: Making any unwelcome sexual advances or requests for sexual favors to another person, or engaging in any activities or conduct of a sexual nature with respect to another person that is offensive, degrading or pervasive, or that creates an intimidating or hostile academic, work, living or social environment for that person. Depending on particular circumstances, sexual misconduct may include, but is not limited to, the following: Sexual Violence: Any physical sexual act against any person, including without limitation any sexual abuse, assault, battery, invasion or penetration (including but not limited to sexual intercourse), against that person's will, or without that person's consent, or when that person is incapable of giving consent due to his or her age, family relation to the other person, medical or physical condition, intellectual or other disability, or use of alcohol or other drugs. "Consent" requires words or actions indicating a freely given agreement to have sexual intercourse or engage in other sexual activities. The lack of verbal or physical resistance or participation in any act due to coercion, intimidation or incapacity does not by itself constitute consent. By way of example, consent to one form of sexual activity does not automatically imply consent to any other form of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. Consent can be withdrawn at any time. The degree of impairment of a person's ability to give or withhold consent (including but not limited to incapacity or helplessness caused by alcohol or other drugs) may be introduced as pertinent information at any university disciplinary hearing.

## **WEAPON VIOLATION**

Use, possession, or storage of any firearms, ammunition, knives, other weapons, or objects that could be construed as weapons, items that pose a potential hazard to health and safety of others are prohibited and if discovered, will be confiscated by GWPD.

## **DESTRUCTION OF PROPERTY**

Destroying or damaging University property, such as library holdings, or the property of others.

## **DISCRIMINATION**

Committing any prohibited acts because of a person's race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity or expression.



# Preparing for Academic Success

## ACADEMIC INTEGRITY

Students are expected to exhibit honesty in all academic endeavors. All work must be the student's own work. Failure to act in accordance with these guidelines will be considered academic dishonesty and may subject the student to university judicial procedures, including penalties up to and including dismissal from the program. The full policy on Academic Integrity can be found at <http://policy.gwu.edu>.

## CLASS MATERIALS/BOOKS

*3- and 6-week College Intensive:* You can find and purchase your books online by looking up your course(s) in the Textbooks & Course Materials section on the GW bookstore website (<http://www.bkstr.com/georgewashingtonstore/home>).

*Summer Immersion:* Please refer to the website for suggested and required course materials.

## ATTENDANCE

Attending regularly scheduled and make-up classes, discussions and recitations, laboratory sessions and other course meetings is a fundamental student responsibility. Faculty may use class attendance and participation as factors in determining course grades. The contributions of class attendance and participation toward course grades should be explicitly stated on the course syllabus as should all factors used in determining these grades. Any absence must be communicated to Resident Assistants and instructor.

## ACADEMIC SERVICES

Students have access to academic services such as research librarians, the GW Writing Center, and Disability Support Services to assist with paper writing and research as well as other learning needs. If you have a disability and believe that you may qualify for reasonable accommodations for a temporary injury, chronic health condition, ADHD or a hearing, vision, physical, psychological, learning or cognitive disability please contact the Pre-College Director at 202-994-6360 and call GW Disability Support Services at 202-994-8250 no later than May 1 to discuss your needs and the documentation guidelines for establishing your eligibility for accommodations.

## ACADEMIC PERFORMANCE

Students concerned about their academic performance should contact our office at [gwsummer@gwu.edu](mailto:gwsummer@gwu.edu) or 202-994-6360. Faculty and course assistants are also available in class and during office hours to support students through their coursework and clarify assignments or expectations.

## COLLEGE INTENSIVE

### *Methods of Instruction*

For each class, you will likely be required to buy at least one textbook from which regularly assigned readings are given. For the

College Intensive 6-week session, some classes may require several books, depending on the area of study. The instructor may also assign readings from other books in the library or will provide them to you online using Blackboard. Lectures will supplement these readings.

It is important to read all assigned materials and take careful notes on the lectures because examinations and papers are typically based on both. Be sure that you are aware of the specific expectations for each of your classes by thoroughly reviewing the syllabus the instructor has presented to you on the first day of class. Most instruction is organized and conducted in the following way: lecture, discussion section or seminar and will include materials available on Blackboard.

### *Blackboard*

Blackboard is an online course tool that allows faculty to share their syllabus, readings and other course content online. Some courses will utilize Blackboard more than others and students should log in to Blackboard frequently throughout the semester to ensure that they are keeping up with all assignments. In some courses, online discussions or submission of work will be an expected part of class participation. Students can log in to their Blackboard account using their NetID (email) log in and password at

<https://blackboard.gwu.edu/webapps/login/>

### *Lecture*

The lecture class is most frequently used at the undergraduate level. Lectures are sometimes large and make discussion difficult. For this reason, a lecture will often be supplemented with a recitation or discussion session to permit discussion and/or scientific experimentation.

### *Recitation/Discussion Section*

Often the recitation or discussion section is conducted by a teaching assistant (TA) who is a graduate student in the particular discipline. Students are encouraged and expected to ask questions either during the lecture period or during the recitation/discussion section. If you wish to speak during the question period, feel free to raise your hand. Additionally, TA's and faculty will have office hours where students can walk in and discuss any questions, concerns or clarifications regarding the course.

### *Exams*

Exams usually fall into three categories: quizzes, midterms and finals. Most professors will announce the format of the exams and the material it is to cover.

- Quizzes: These are short tests covering the material currently being studied. The instructor may or may not notify you in advance of this occurrence.
- Midterm Exams: These exams are given approximately midway through the course of a class. They may cover a small part of what has recently been studied or may be comprehensive and include all material from the beginning of the semester.
- Final Exams: "Finals" are given at the end of the semester and may cover all the materials studied during the semester or only those covered since the midterm. The requirements for each class will vary

## Grades

College-level coursework is demanding and grading is, for most students, far more rigorous than in high school. GW Pre-College students are graded on the same scale as first-year undergraduate students. Students should be prepared for an accelerated and challenging program. Grades establish an official academic record at GW. Although credits earned are typically transferable, policies on transferring course credit varies by institution. At GW, the following symbols are used in most, but not all, programs:

A = Excellent  
B = Good  
C = Fair  
D = Poor  
F = Failure  
I = Incomplete

## Sample Schedule

This is a sample student schedule. Actual student schedules will vary according to course meeting times. Late curfew is a privilege and is subject to change.

### 6-Week Session Sample Schedule

<b>7:30 - 8:45am</b>	Breakfast
<b>9:00am - 12:00pm</b>	Class/Independent or Group Study Session
<b>12:30 - 1:00pm</b>	Lunch
<b>1:00 - 6:00pm</b>	Class/Independent or Group Study Session/College Prep Workshops
<b>4:00 - 6:00pm</b>	College Success Series
<b>6:00 - 7:00pm</b>	Dinner
<b>7:00 - 10:00pm</b>	Residential Activities & Excursions/Free Time
<b>11:00pm</b>	Residence Hall Curfew Weekdays/Weekends
<b>Weekends</b>	Program Activities and Off-campus Excursions

### 2- & 3-Week Session Sample Schedule

<b>7:30 - 8:45am</b>	Breakfast
<b>9:00am - 12:00pm</b>	Class/Site Visit
<b>12:30 - 1:30pm</b>	Lunch
<b>1:30 - 4:00pm</b>	Class, Project Development or College Success Series
<b>4:00 - 6:00pm</b>	Free Time or Afternoon Programming

<b>6:00 - 7:00pm</b>	Dinner
<b>7:00 - 10:00pm</b>	Residential Events and Activities/Free Time
<b>11:00p m</b>	Residence Hall Curfew Weekdays/Weekends
<b>Weekends</b>	Program Activities and Off-Campus Excursions

## SUMMER IMMERSION

Summer Immersion students have the opportunity to engage in the academic and social life of college in a rigorous and experiential way. These non-graded courses are perfect for exploring a new subject area or furthering your understanding of the field with site visits and guest lectures from experts in the field.

### *Methods of Instruction*

Summer Immersion courses are designed to be experiential and hands on. Students engage in seminar-style lectures, class discussions, group work and guest lectures by leaders and experts in the field, along with related site visits. Summer Immersion classes are generally smaller, permitting opportunities for direct student participation and close interaction with professors. Coursework is completed during class hours.

### *Evaluation*

Summer Immersion students do not receive a grade for the course. Students will complete a final project in class to synthesize what they've learned over the course of two weeks. Summer Immersion students will receive certificates of completion.

### *Sample Schedule*

This is a sample student schedule. Student schedules are subject to change.

<b>7:30 - 8:45am</b>	Breakfast
<b>9:00am - 12:00pm</b>	Class/Site Visit
<b>12:30 - 1:30pm</b>	Lunch
<b>1:30 - 4:30pm</b>	Class, Project Development or College Success Series Free
<b>4:30 - 6:00pm</b>	Time or Afternoon Programming
<b>6:00 - 7:00pm</b>	Dinner
<b>7:00 - 10:00pm</b>	Evening Programming Activities/Off-Campus Excursions
<b>11:00p m</b>	Residence Hall Curfew Weekdays/Weekends
<b>Weekends</b>	Program Activities and Off-Campus Excursions

# Payment of Fees

## PAYMENT INSTRUCTIONS

When you first log in to the GWeb system, you will need to enter a PIN number. The first time you log in to the system, your pin will be your date of birth in MMDDYY format, where M=Month, D=Day and Y=Year (Example: March 5, 1983 would be 030583). The system will prompt you to change your pin to a 6-digit pin code. Please keep this information in a safe place.

Below you'll find the basic steps to checking and paying your bill. More detailed explanations on the billing process and payment methods can be found on the Pre-College website.

### *Accessing your bill and checking your current balance:*

1. Go to <http://my.gwu.edu>
2. Click on the GWeb Info System link on the left side of the screen
3. Enter your GWid (this can be found in your acceptance letter and email and looks like: "G12345678")
4. Select the Student Records and Registration menu
5. Select the Student Accounts menu
6. Select Student Account eBill
7. Click "Make a Payment" or select the "Payments" tab to be directed to your current balance

***This online bill will update as charges are applied to your account. Upon acceptance, students are expected to check their GW email address for their e-bill notification. Failure to pay your bill by the due date will result in late fees.***

# *Campus Logistics*

## **MOUNT VERNON CAMPUS**

Students live on the Mount Vernon Campus (commonly referred to as the Vern), which is approximately 10-15 minutes away from the Foggy Bottom Campus by free GW shuttle bus. It is located off of Foxhall Road and W Street in the northwest quadrant of D.C. It sits on 23 wooded acres in a quiet, polished residential neighborhood. There are regular shuttle buses (known as the Vern Express, or "the vex" from the Foggy Bottom Campus to the Mount Vernon Campus. The Mount Vernon Campus houses several large residence halls, a dining facility, several academic buildings, a library, a swimming pool, baseball field and soccer field.

## **COMPUTERS & THE INTERNET**

Students will have access to computer labs as well as campus-wide wireless Internet. GWireless is the GW community's secure wire-less connection. To access GWireless, select the "GWireless" network and log in with your GW NetID (the part of your GW email address before the "@") and associated password.

For issues or questions with GWireless connectivity, please contact the Division of Information Technology at 202-994-4948, [ithelp@gwu.edu](mailto:ithelp@gwu.edu) or visit <http://it.gwu.edu>.

## **COMMUTER STUDENTS**

Students must also make arrangements for their arrival and departure from campus on all class days. Commuter students are welcome and encouraged to attend evening and weekend programming activities. However, commuter students who plan to stay for afternoon/evening or programming activities during the day on the weekend are responsible for their own meals during those times.

Summer Immersion students are expected to be in their classrooms at 8:45am during the week, and parents or guardians are responsible for evening travel arrangements.

## **SAFETY AND SECURITY**

The university is located in one of the safest areas in the city. However, no college campus is free from crime. Property crimes are the most prevalent crimes on the GW campus. Students should not bring valuables as GW is not responsible for lost or stolen items. Students should report all suspicious activity and criminal and safety-related incidents directly to GWPd when on campus, or to 911 when off campus. Students will receive emergency contact information when they arrive and should keep it on them at all times. For campus advisory information, the Office of Emergency Management maintains up to the minute information on their website. Additionally, more information about residence hall and fire safety is available through the Office of Health and Safety.

GW Police Department  
202-994-6111 (Foggy Bottom)  
202-242-6111 (Mount Vernon)  
[www.gwu.edu/safety/police](http://www.gwu.edu/safety/police)

Office of Emergency Management  
202-994-4936  
[www.campusadvisories.gwu.edu](http://www.campusadvisories.gwu.edu)

Office of Health and Safety  
202-994-4347  
[www.gwu.edu/safety/health](http://www.gwu.edu/safety/health)

## **RESIDENTIAL STUDENTS**

### *Residential Staff*

GW Pre-College residential students are housed in a community of their peers to enhance their social experience while they are in D.C. A team of trained residential staff members, made up of mostly GW undergraduate and graduate students, help students to balance their coursework and social life and adjust to living on campus. If you have an academic or personal concern, you are encouraged to seek out your RA for advice and assistance. All residential staff is overseen by senior residential staff. The residential staff operates on a 24 hour on-call system to respond to any emergencies that might arise and to enforce policies when needed.

### *Housing*

Residence hall rooms vary, but all students will live in a shared space with a bathroom that is private to their suite. Residence hall rooms share a common living space. Individuals staying in the residence halls will need to bring their own toiletries and cleaning supplies.

Students are provided with bedding and towels. You may wish to bring an additional set of bedding depending on the length of your stay, and it is recommended that all students bring an extra blanket. Residence halls are air conditioned; however, students may bring fans if they wish.

When you make GW your home, residence halls should be treated as such. While support exists for maintenance issues, you are responsible for the basic upkeep of your room to include: keeping the room(s) generally clean, regularly taking out trash (and not clogging the chute) and cleaning the inside of your appliances. Report any maintenance issues such as a light bulb that goes out or clogged plumbing to an RA, and they will assist you.

### *Property Damage*

Students are responsible for keeping their rooms clean and disposing of trash in rooms and common areas. Damage or destruction to property, vandalism or theft will be cause for disciplinary action up to and including dismissal. In addition, students will be held responsible for charges incurred as a result of the damage and an academic and administrative hold will be placed on the student's record. The student will be assessed for any damages occurring between the time of arrival and the time of departure and will also pay the university for lost, damaged, destroyed, altered or unreturned university property, including but not limited to keys, access cards, linens and the like. It is against the law to tamper with fire alarms and other safety devices. It is also dangerous and against university policy to remain in a building during a fire alarm. Students found in violation may be subject to a disciplinary procedures, fines or dismissal.



### *Residence Hall Security*

Your GWorld card will allow you access to your residence hall. You will only have access to the residence hall that you are currently living in and guests will need to be signed in with photo identification.

### *Roommates*

An important part of the college experience is learning to live in and respect a diverse community. Assignments, where possible, are made based on common academic interests. RAs will administer Roommate Agreements on the first night of the program. If a roommate issue arises, please bring it to the attention of an RA.

### *Curfew and Quiet Hours*

Curfew Policy: In residence hall by 10:00pm and in room by 11:00pm.

Quiet Hours: Sunday—Thursday: 9:00pm – 8:00am; Friday—Saturday: 11:30pm - 9:00am.

### *Guests*

Visitors are permitted in the residence halls during daytime hours and must be escorted by a resident at all times. Visitors are permitted in the community lounge or public spaces only. Overnight guests are not permitted.

### *Mail*

Mail should be sent to the Summer and Non-Degree Programs Mount Vernon Campus office address:

Student's Name  
The George Washington University  
c/o GW Pre-College Program  
Academic Bldg., Ste. 115  
2100 Foxhall Rd. NW Washington,  
D.C. 20007

It is up to each student to check for mail at the office.

### *Laundry*

Washers and dryers operate using the GWorld card or quarters. Using the university washers and dryers costs around \$1.75 (subject to change) for each cycle. You will need to supply your own detergent, softener, dryer sheets and bleach.

### *Dining*

Pelham Commons, the dining hall on the Mount Vernon Campus, offers a variety of cooked-to-order meals, as well as grab-and-go options and all ingredients are labeled. Dining Services will do their best to reasonably accommodate students' dining needs.

Students will have funds added to their GWorld cards for certain meals, and will also have the option of adding additional funds to their GWorld card for meals at GWorld vendors, see <https://dining.gwu.edu/where-eat>, for a complete list of GW Dining partners. To add additional funds, students or parents can add money online (<http://gworld.gwu.edu>) or at designated kiosks on campus.

Both campuses are located within a convenient distance of a grocery store if students would like to purchase snacks or additional food.

Please notify us of any food allergies, dietary restrictions or religious observations that require special dining arrangements on the Medical Authorization Form in the Enrollment Packet. If you have a dining concern during the program, please notify an RA.

### *Leave Policies*

#### Leaving Campus

The GW Pre-College Program gives students the opportunity to experience life in Washington, D.C. The city has much to offer, and students will have opportunities to visit D.C. neighborhoods and sites under supervision of staff on scheduled excursions. Additionally, students may leave the campus for short, non-supervised trips during free time. Students are advised to travel in groups of two or more when leaving campus and sign out with their Resident Advisor, giving a destination, contact information and a time of re-turn. Students must sign back in upon return. Violation of these rules or inappropriate behavior off campus is subject to disciplinary action and possible dismissal from the program. The student may also be subject to university judicial procedures. Students who choose to leave the campus area at any time understand that the farther they are from the main campus area, the more difficult it is for university and GW Pre-College staff to assist them should they need help. Students and their parents/guardians should discuss and decide upon appropriate boundaries and guidelines for traveling off campus while attending the program.

#### Program Leave

If a student is requesting to arrange for late curfew or to spend nights away from campus during evenings and weekends a request for permission must be sent from a parent or guardian. Requests for such permission must be submitted to the program director at least 72 hours in advance, during regular business hours, Monday through Friday, 9am – 5pm (no exceptions). The Leave Request Form is available on the *Admitted Students* section of the GW Pre-College website. Any requests conflicting with structured academic programs will not be approved. The GW Pre-College Program retains ultimate decision authority on all leave requests.

### *Lost & Found*

The university is not responsible for safekeeping of valuable items. Please report any missing items to an RA.

Inquiries can be made into lost items on weekdays between the hours of 8am and 5pm by calling 202-994-6948 or by stopping by Rome Hall, Suite 101, on the Foggy Bottom Campus. Email inquiries can be made at [lostandfound@gwu.edu](mailto:lostandfound@gwu.edu). Response to emails will usually be returned within 24 hours Mon-Fri. In order to claim your lost items, you must bring a photo ID card.

# Medical Care & Insurance

## WHERE TO GO FOR MEDICAL CARE

If you become ill or get injured during the program, first let a staff member know so that they can assist you in obtaining the proper medical care. The George Washington University has a Student Health Services office, as well as a hospital on campus.

Student Health Service  
Marvin Center, Ground Floor  
800 21st Street, NW  
Washington, D.C. 20052  
202-994-6827, Option #1

<http://gwired.gwu.edu/shs>

8:30am - 5:30pm, Monday - Friday

GW Hospital  
900 23rd Street, NW  
Washington, D.C. 20037  
202-715-4000  
[www.gwhospital.com](http://www.gwhospital.com)

## FOR EMERGENCIES

Students with illnesses requiring emergency treatment should contact our resident staff who will accompany them to the Emergency Room of a local area hospital.

### 911

In cases of extreme emergency where you cannot get yourself to the emergency room, you may dial 911 from any cell or home phone. 911 is the equivalent to 999 in some countries. Dialing 911 will automatically connect you to an emergency response operator. The operator will ask you what your emergency is and direct you to a hospital operator, dispatch an ambulance or connect you with local police. 911 can be dialed from anywhere within the United States. ***This number is not to be taken lightly and should be used in only extreme emergency cases.***

## DISABILITY SUPPORT SERVICES

The Office of Disability Support Services (DSS) at GW works closely with students, faculty and staff across campus to help students with disabilities to achieve maximum success during their studies at GW and promote disability culture and GW's broader diversity and inclusion initiatives. DSS aims to create an inclusive environment for all students and creates opportunities for them to fully participate in academic and campus life.

DSS offers assistance for students who need accommodations in housing or test taking, adaptive technology, animal assistance, classroom access, note-taking support, reading and interpretive services and materials, alternative text materials and other helpful services.

If you have a disability and believe that you may qualify for reasonable accommodations for a temporary injury, chronic health condition, ADHD or a hearing, vision, physical, psychological, learning or cognitive disability please contact the Summer and Non-Degree Programs Pre-College Director at 202-994-6360 and call GW Disability Support Services at 202-994-8250 no later than May 1 to discuss your needs and the documentation guidelines for establishing your eligibility for accommodations.

## **HEALTH INSURANCE REQUIREMENTS**

Students attending GW Pre-College who are not on a GW F-1 visa are recommended but not required to have health insurance coverage.

### *F-1 Sponsored International Students*

All F-1 sponsored international students will be automatically enrolled in the GW Student Health Insurance Policy through Aetna. This insurance policy meets the requirements outlined for your F-1 visa.

Students who choose to remain in the GW Student Health Insurance Policy will see the insurance charges on their GW bill. The coverage period for Summer 2017 is July 2 to August 15.

Students enrolled in an alternate health insurance plan or who have questions about the plan should contact our office at [gwsummer@gwu.edu](mailto:gwsummer@gwu.edu) as soon as possible.

# Sample Pre-College Events

## SUMMER IN THE CITY

D.C. is an exciting place to live and explore, and throughout your summer at GW we will be organizing weekly events as well as trips to nearby locales such as Annapolis, Baltimore or George Washington's Mount Vernon Estate. The list below includes examples of past activities:

- Meetings with professionals from a variety of national and international organizations
- Visits to historic D.C. neighborhoods, such as U Street, Georgetown, Dupont Circle, Columbia Heights and more
- Museum visits to Smithsonian Institutions such as the Natural History Museum, the Hirschhorn Museum and Sculpture Garden
- Concerts and shows at the Kennedy Center
- Lectures at non-profit organizations such as the National Institute of Health, World Bank or Brookings Institute
- A baseball game at the Washington Nationals Stadium
- Outdoor summer festivals, fairs, movies and jazz concerts
- Moonlight monuments tour to see D.C. landmarks
- College readiness programming
- Outdoor games, pool time, and soccer tournaments
- Arts and crafts activities
- Dances and ice cream socials under the stars

We look forward to meeting you this summer!