June 25 – August 6, 2016
Advanced Placement/Early Admission
Fine Arts: Architecture / Art & Design / Drama / Music
National High School Game Academy

Jumpstart YOUR FUTURE

Carnegie Mellon University
Important Information & Phone Numbers

• **Student Life 412-268-2142** (pc-life@andrew.cmu.edu)
  Questions regarding residence life and planned activities should be addressed to this office.

• **Academic Departments**
  Questions regarding academic programs and requirements should be addressed to:
  APEA – Dr. William Alba **412-268-7333** (alba@cmu.edu) or Veronica Peet **412-268-3750** (vpeet@andrew.cmu.edu)
  Architecture – Spike Wolff (soa-precollege@andrew.cmu.edu)
  Art & Design – Elizabeth Keller **412-268-2409** (artschool@cmu.edu)
  Drama – Maria Stoy **412-268-3284** (mstoy@andrew.cmu.edu)
  Music – Stephen Neely **412-268-6743** (music-precollege@andrew.cmu.edu)
  NHSGA – Chris Klug **412-268-3258** (gcklug@andrew.cmu.edu), Melanie Lam **412-268-8249** (mjyee@andrew.cmu.edu)

• **Admission Office 412-268-2082** (precollege@andrew.cmu.edu)
  Questions regarding the application process and enrollment status should be addressed to this office.

• **Conference & Event Services Office 412-268-1125** or **800-590-4139** (confserv@andrew.cmu.edu)
  Questions regarding dining and housing should be addressed to this office.

• **The HUB**
  Questions should be addressed to this office as follows:
  Billing, student accounts & transcripts **412-268-8186** (thehub@andrew.cmu.edu)
  ID Cards **412-268-8186** (idplus@andrew.cmu.edu)

**CAMPUS RESOURCES**

Art Store .......................................................... **412-268-2968**
Birthday or Special Event order (Catering Services) .......................... **412-268-2129**
Cohon University Center Equipment Desk .................................. **412-268-1236**
Cohon University Center Information Desk .................................. **412-268-2107**
Cohon University Center Postal Services .................................. **412-268-2927**
Computer Store .................................................... **412-268-2636**
Computing Services Help Center ............................................. **412-268-HELP** or it-help@cmu.edu
Counseling and Psychological Services ..................................... **412-268-2922**
Emergency .......................................................... **412-268-2323**
Equal Opportunity Services Office ........................................ **412-268-2013**
Health Services Office ................................................ **412-268-2157**
Hunt Library Circulation Desk ............................................. **412-268-2444**
Morewood Gardens 24-hr. Service Desk .................................. **412-268-2080**
Office of International Education ........................................... **412-268-5231**
Parking Office ...................................................... **412-268-2052**
Textbook Store ..................................................... **412-268-2966**
University Police Office (24 Hour) ......................................... **412-268-6232**
University Store ..................................................... **412-268-2966**
Dear Pre-College student and family,

On behalf of Carnegie Mellon University, we would like to welcome you to your “home for the summer.” The Admission Staff, Student Life Office and other members of the university community look forward to your arrival on campus.

Our sincere hope is that you find your summer college experience challenging and fun, exploring all that Carnegie Mellon and Pittsburgh have to offer. This handbook contains very important information about the Pre-College program, academic experiences, living arrangements, expectations, and campus and Pittsburgh activities. Be sure to read the information carefully as there are several items that need to be returned to ensure your full participation in the program, including several enrollment forms, which are required to be on file in the Pre-College Student Life Office. Without these forms, your program reservation cannot be processed.

The handbook also contains general information including the expectations and policies of the program, campus services, what to bring with you and travel information. Use it as a guide for any planning you may need to do before the start of the program. Because there is such comprehensive information contained here, please be sure to bring this booklet with you when you come to campus. You may need to refer to it throughout the summer! The information found in this handbook (along with the Forms Booklet) can be obtained electronically by visiting www.cmu.edu/enrollment/pre-college/handbookandforms/. This site is not publicized to the public and is not linked from any other pages in the Carnegie Mellon Pre-College Web. The only way to find this information is to type the web address into your browser. We strongly encourage you to bookmark the link, as it will be very useful information for both the Pre-College student and family.

Opening Day will be held for all students and parents on Saturday, June 25, 2016 from 9 a.m. to 3 p.m. and is designed to acquaint students and their parents with the administration and faculty of the Pre-College program, as well as fellow students and the university. A formal schedule and welcome packet will be provided upon your arrival.

Once again, welcome to Pre-College and Carnegie Mellon. If you find that you have questions regarding admission or academic programs, please call the Office of Admission at 412-268-2082. For specific questions, please refer to the “Important Phone Numbers” on opposite page. Otherwise, we look forward to meeting you on Opening Day, June 25!

Sincerely,

Greg Edleman
Pre-College Admission Director

Susie Rush
Program Director for Pre-College
Student Life
Carnegie Mellon University Mission Statement

To create and disseminate knowledge and art through research and creative inquiry, teaching, and learning, and to transfer our intellectual and artistic product to enhance society in meaningful and sustainable ways.

To serve our students by teaching them problem solving, leadership and teamwork skills, and the value of a commitment to quality, ethical behavior, and respect for others.

To achieve these ends by pursuing the advantages of a diverse and relatively small university community, open to the exchange of ideas, where discovery, creativity, and personal and professional development can flourish.

Pre-College Mission Statement

The Pre-College Program upholds the mission and values of Carnegie Mellon University while providing high school students with the opportunity during the summer to experience a collegiate atmosphere that will allow them to grow academically, culturally and socially.

The Pre-College Program provides a safe, comfortable and challenging environment in which students can explore their academic and artistic pursuits within the foundations of Carnegie Mellon’s world-class academic programs.

The Pre-College Program also strives to foster growth in each student’s personal independence, global awareness and appreciation of diversity, as well as, to support their social, psychological and physical well-being.
Enrolling in the Pre-College Program

Step 1: A tuition payment will need to be made within 10 business days after receipt of your admission decision letter by visiting Student Information Online (SIO) www.cmu.edu/hub/sio. The payment must be a minimum of $200 with the option to pay any amount up to full tuition. Failure to do so will result in the cancellation of acceptance into the Pre-College program.

- To log in and make the payment via Student Information Online (www.cmu.edu/hub/sio), you will need to use your Andrew account.
- Your Andrew account is your gateway to the computing environment at Carnegie Mellon University. Your account gives you access to email, network registration, Computing Services’ public computer labs (clusters), Student Information Online (SIO), electronic bills, course schedules and grades (if applicable), as well as a place to update contact information.
- To set your Andrew Account initial password, you will need your Andrew userID and your Student ID number, which is found in your Admission letter. Information on how to find your Andrew userID and set your Andrew account password is available at www.cmu.edu/computing/precollege/.

Please see our website at www.cmu.edu/hub/billing/payment for payment methods.

Step 2: Submit your photo for your Pre-College ID Card by June 3, 2016. Your Pre-College ID Card will be used for housing, dining and additional access on campus.

Submit your photo electronically by uploading a digital photograph of yourself according to the following specifications through the website at www.cmu.edu/idplus/idcards/idphotos.html

- High quality color headshot only of yourself
- Photo taken within the last 6 months

Please see our website at www.cmu.edu/idplus/idcards/idphotos.html for photo guidelines.

Step 3: Pay any remaining balance by May 15, 2016. Your housing and dining plan cannot be established until payment is made in full. Please use your Andrew userID and password to access Student Information Online (SIO). Visit www.cmu.edu/hub/sio.

Students can authorize other individuals to receive e-bills by logging onto www.cmu.edu/hub/ebill-mps-instructions.

Carnegie Mellon University will notify students via email the first day of each month when new bills are produced. An authorized parent will receive a separate email with the invoice attached as a PDF.

Please see our website at www.cmu.edu/hub/billing/payment for payment methods.

Step 4: Return entire completed forms packet by May 15, 2016 using the provided preprinted envelope.

Step 5: Read the entire handbook in full. It will answer many frequently asked questions.
# TABLE OF CONTENTS

Welcome Letter .......................................................... 1  
Mission Statements ..................................................... 2  
Enrolling in Pre-College Program ................................. 3 

## Agreements
- Code of Conduct ..................................................... 9-12  
- Release of Transcript or Evaluations Agreement ......... 13  
- Housing and Dining Information ............................. 15  
  - Full-Time Resident Students  
- Housing and Dining Agreement ............................... 15-16  
  - Full-Time Resident Students  
- Full-Time Commuter and Part-Time APEA Commuter Students  
- Dining Information ............................................... 17  
  - Full-Time Commuter and Part-Time APEA Commuter Students 
- Dining Agreement ............................................... 17  
  - Full-Time Commuter and Part-Time APEA Commuter Students 

## Academic Program Information
- Academic Program Information ............................... 21  
- Open to All Students .............................................. 22  
  - Electives in Music for Non-Music Majors 
- Advanced Placement/Early Admissions (APEA) ... 23-26  
  - APEA Students Only  
- The Pre-College Architecture Program ................. 27-29  
- The Pre-College Art and Design Program ............... 31-34  
- The Pre-College Drama Program ............................ 35-39  
- The Pre-College Music Program ............................. 41-45  
- National High School Game Academy ................. 47-49 

## Pre-College Student Life
- Preparing for your Arrival ..................................... 52  
  - Special Accommodations .................................. 52-53  
  - Preparations: Packing List ................................ 53-54  
  - Residency Status Change .................................. 54  
  - Roommates .................................................. 54  
  - Shipping Belongings ....................................... 54  
  - Traveling to Campus ....................................... 54-55  
  - Planning Ahead ............................................. 55  
- Residential Life (and Dining Services) ................. 55-57  
- Student Services ............................................... 57-59  
- Health and Well-Being ........................................ 59-60  
- Financial Services ............................................... 60-61  
- Resources ....................................................... 61-62  
- Shopping on Campus .......................................... 62  
- Preparing for Departure ..................................... 62-63
Agreements
Code of Conduct

PLEASE REVIEW THE DETAILED INFORMATION BELOW AND SIGN THE CODE OF CONDUCT FORM FOUND IN THE FORMS BOOK.

Carnegie Mellon seeks to provide education of the highest quality so that all students will be prepared to achieve their potential as professionals and as thoughtful, well-informed individuals. In addition, the university encourages and supports scholarship, research and artistic production, both as essential components of its educational program and in fulfillment of the special role of an academic institution as a source of new knowledge and understanding. As a private university, Carnegie Mellon is free to set its own measures of excellence and to determine its own objectives.

Pre-College students at Carnegie Mellon are engaged in preparation for academic study of the highest standards. To assure the validity of the learning experience, the university establishes clear standards for student work and life. The policies set forth by the university exist to serve as a guide for each student to ensure the proper atmosphere necessary for academic and social development.

In keeping with the goals and objectives of the university, all Pre-College students are expected to abide by the following Code of Conduct:

Absences from Campus
Students who will be away from campus overnight or for an extended leave must have a document signed by the student’s parent or guardian granting permission for the absence. This document must be on file with the Student Life Office at least 24 hours in advance of the student’s departure from campus. This document must be filled out completely with dates and time of departure and return. All students must be accompanied by a responsible adult (21 or over) and that person must be named on the Absence form. “Blanket” permission statements, which do not indicate specific dates and times of departure and return, will not be accepted. Enclosed in the Forms Booklet is an Absence from Campus Release Form that can be photocopied and faxed or mailed to the Student Life Office, as needed. Due to the inability to verify their source, permission slips will not be accepted via email. Under most circumstances students will not be permitted to leave campus for an overnight stay unless picked up by a parent, guardian or other adult over the age of 21.

Accommodations
All students residing in the residential hall must occupy their assigned room each night of the program and abide by the established regulations.

Alcoholic Beverages and Drugs
Students are expected to abide by Pennsylvania law, which prohibits any person under 21 years of age to possess, purchase, consume or transport alcoholic beverages. The law also prohibits misrepresenting one’s age or using a fake ID card or another’s ID card for the purpose of obtaining alcohol. Entering and/or frequenting bars or lounges without a parent or guardian is illegal. Students who possess, purchase, consume or transport alcohol will be expelled. Students in the presence of others possessing, purchasing, consuming or transporting alcohol may also be expelled. Students are further expected to abide by federal and state law, which prohibits the sale, possession, production, purchase or use of drugs. Sale, possession, production, purchase or use of drugs prohibited by federal and state law will result in immediate expulsion. Students in the presence of individuals who are selling, possessing, producing, purchasing or using drugs may also be expelled. All students are expected to cooperate with the university in any investigation to enforce these rules regarding alcohol and drugs. Students who are expelled from the program will be sent home at their parent or guardian’s expense at the time of their expulsion and no refunds will be given. Students must depart from the campus within 24 hours of expulsion. Expelled students are not permitted on the Carnegie Mellon campus for any reason without prior written permission from the Director of Pre-College Student Life.

Students are not permitted to share medications whether prescription or over the counter. All medications are required to be secured in a lock box brought from home.

Attendance and Participation
Students are expected to fulfill all the requirements of the program in which they are enrolled, including, without
limitation: attending and participating in all classes; completing all assigned coursework, homework, projects, exams and any other program requirements. **Students who fail to attend class and/or to meet program requirements without explicit approval from their program directors may be asked to leave the program at any time. This will be considered an expulsion, not a withdrawal, as such students will not receive refunds.** If students have a legitimate circumstance, illness or emergency that affects their ability to attend class or fulfill the requirements of the program, they must give notice to the academic program directors as soon as reasonably possible.

**Bicycles**

Bicycles are not permitted in the interior common areas of the residence halls. Students may keep their bicycles in their rooms if they have received permission from their roommate but are strongly encouraged to lock their bicycles securely to the racks provided outside of the buildings. Students are also encouraged to register their bicycles with University Police in order to mark and identify the bicycle in the event of a theft. Information regarding bicycle registration will be available on Opening Day.

**Cheating and Plagiarism**

Students are expected to do their own work and not engage in cheating and/or plagiarism. In any presentation, creative, artistic or research, it is the ethical responsibility of each student to identify conceptual sources of work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism. The penalty for cheating or plagiarism ranges from failure in the course to expulsion.

Cheating includes but is not necessarily limited to plagiarism, explained below.
1. Submission of work that is not the student’s own for papers, assignments or exams
2. Submission or use of falsified data
3. Theft of or unauthorized access to an exam
4. Use of an alternate, stand-in or proxy during an examination
5. Use of unauthorized material including textbooks, notes or computer programs in the preparation of an assignment or during an examination
6. Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination
7. Collaboration in the preparation of an assignment: unless specifically permitted or required by the instructor, collaboration will usually be viewed by the university as cheating. Each student, therefore, is responsible for understanding the policies of the department offering any course as they refer to the amount of help and collaboration permitted in preparation of assignments
8. Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand. Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following are reproduced in the work submitted by a student:
   1. A phrase, written or musical
   2. A graphic element
   3. A proof
   4. Specific language
   5. An idea derived from the work, published or unpublished, of another person

**Curfew/Sign In**

All residential students must be physically present and sign in nightly at their residence hall by 10 p.m. on Sunday through Thursday, and by 11 p.m. on Friday and Saturday evenings. All students are required to stay on their assigned floor during the hours of 11 p.m. – 6:30 a.m. Sunday through Thursday nights and midnight – 6:30 a.m. Friday and Saturday nights. Any student found outdoors or in another hall or anywhere else during these hours will be subject to immediate disciplinary action. Disciplinary action can range from oral warning, written warning or expulsion for repeat or egregious violations.

Once a student has signed in for the night, he/ she will not be permitted to leave the Pre-College residential area under any circumstances other than an approved absence from campus or an emergency (see “Absences from Campus” for more information on this policy). Violations of this policy may result in the installation of earlier curfew for the remainder of the program up to expulsion from the program. The university reserves the right to determine the appropriate penalty for each offense and may take more severe action at any stage if it is deemed appropriate.
Students and parents must understand that the practice of signing-in and maintaining curfew helps to ensure student safety. A violation of this practice, regardless of the intention or potential for harm, will thus be considered a most serious violation. No system alone, however, can ensure personal safety. Parents should not allow their son or daughter to participate in the program if they have any doubts about the student's maturity and responsibility in this regard.

**Damages/Theft**
Students will be responsible for properly using and maintaining all Carnegie Mellon property and facilities provided for their use. Resources of the university are provided for the use of all Carnegie Mellon faculty and students. The privilege of use by a student is not transferable to another student or outside individual or organization. Students will be charged with the cost of restoring to its proper condition any property and/or facilities which through their negligence or misuse has been damaged. Where it is impossible to fix responsibility on an individual, members of the group to which property or space has been assigned will be charged with the cost of repairs. Students involved with theft, intentional damage or vandalism to university property will be expelled.

**Discipline**
Students who violate the Code of Conduct may be subject to discipline, up to and including expulsion from the Pre-College Program. Discipline matters involving possible expulsion from the program are reviewed automatically by the Director of Pre-College Student Life. In general, parents or guardians of students will be notified directly of serious policy violations. Students who are expelled will be sent home at their parents’ or guardians’ expense. They must leave campus within 24 hours of expulsion and they will not be permitted to return to the Carnegie Mellon campus for any reason without specific permission from the Director of the Pre-College Program.

Carnegie Mellon reserves the right to handle all disciplinary matters, up to and including required withdrawals and expulsion, according to its sole discretion and judgment. Students who are expelled at any time will NOT be granted refunds for tuition, housing, dining and/or activities fees in whole or in part.

Detentions for violations — Students may be assigned detention occurring on weekend mornings.

**Disorderly Conduct and Bullying**
A summer student is expected to conduct him/herself in a mature, responsible and thoughtful manner. Disorderly conduct is defined as use of abusive or obscene language or gestures to other members of the Carnegie Mellon community, publicly intoxicated behavior, or persistence, after a request to desist, in behavior which inconveniences or impedes others in their proper use of the campus area. Disorderly conduct, bullying and any actions or behavior, including threats, which harass, endanger or cause injury to other members of the university community are prohibited and will result in expulsion. This includes phone harassment, email harassment, sexual harassment, classroom, residence hall or dining hall disruptions, and/or excessive noise that results in complaint, and failure to observe established quiet hours.

**Fire Regulations**
Fire regulations and instructions will be discussed during the first floor meeting by a Pre-College counselor. Students are expected to exercise caution at all times. All Carnegie Mellon University fire alarms are directly tied into the City of Pittsburgh’s fire departments. As a result, activating any fire alarm box on campus unnecessarily will result not only in university disciplinary action and/or fine, but will also involve violation of civil law and the legal penalties that go with it. For the purpose of fire safety, items such as candles, incense and open coil appliances are not permitted in the residence halls.

**Guests**
Guests are not permitted in the residence halls with the exception of family members during Family Weekend or other approved times (please note that these family members must be listed on the Emergency Contact form in the appropriate section). If family members plan to visit in the residence hall, please be aware that only those individuals listed on the emergency contact form (space provided at the bottom) will be permitted to enter the building. Those individuals must be prepared to show ID and sign in and out each time. Guests are never permitted in the residence halls during curfew hours.
Harassment
Carnegie Mellon is firmly committed to intellectual honesty, freedom of inquiry and expression, and respect for the dignity of each individual. Acts of harassment or intimidation by or to any member of the summer community are inconsistent with this commitment and will not be tolerated. Such acts may include, but are not limited to, cases involving race, ancestry, ability, color, national origin, gender, handicap, religion, creed, belief, age, veteran status or sexual orientation. Any such harassment or intimidation by or to a member of the summer community is prohibited and will generally result in the expulsion of the perpetrator.

Pets
Students are not permitted to have pets or animals in the residence halls at any time.

Quiet Hours
Quiet hours are to be observed from 8 p.m. to 8 a.m. Sunday through Thursday. Friday and Saturday quiet hours are from midnight to 10 a.m. Quiet hours mean that all students are to respect the rights of others to work, study or sleep during those times. Courtesy hours are in effect 24 hours a day.

Residence Hall Access
Only the main entrance is to be utilized; all other exits are for emergency use only. Utilization of the other exits could result in disciplinary action.

Roommates
A part of the Pre-College experience is learning to live with a roommate, and therefore room or roommate changes during the program are not permitted except in extreme or unusual cases. The Pre-College residential staff is trained in working with situations concerning roommate conflict and mediation. We make every attempt to pair roommates within each program. Within that subgroup, roommate pairings are random. Pairings are by the same gender.

Smoking
Smoking is not permitted in or around any of the residence halls or university buildings.

Trespassing
Pre-College students are not permitted in any other residence hall, fraternity/sorority and/or academic building not affiliated with the Pre-College program for any reason, including social events or visitation. Violations of this policy will generally result in expulsion from the program. Additionally, there will be a significant amount of construction work going on this summer on campus. For the purposes of ensuring the safety of all individuals in the program, students are not permitted on the grounds of any construction site at any time. Any student found on a construction site will be subject to immediate disciplinary action, which may consist of expulsion from the program.

Vehicles
Resident summer students are not permitted to possess any type of motor vehicle on campus, or ride in any vehicle not affiliated with the program, with the exception of taxis, city buses or vehicles driven by administrators associated with the academic and/or residential portion of the program, unless a signed Absence from Campus form is on file for the occasion. Commuter students are permitted to utilize a motor vehicle only for the purpose of transporting themselves to and from campus. Commuter students are not permitted to drive other pre-college students. Please contact the director of Pre-College Student Life at pc-life@andrew.cmu.edu if you have any questions. Bicycle racks are located outside the residence halls and academic buildings for convenient storage. The university recommends the use of high quality U-locks in securing bicycles outdoors.

Visitation in University Buildings
Visitation is not permitted in fraternities, sororities and non-Pre-College residence halls (wings and floors included). Carnegie Mellon students not affiliated with Pre-College are not permitted in the Pre-College residence halls. Students are expected to sign into the Pre-College area each night before they retire (see Curfew). Failure to do so will result in implementation of a search and disciplinary action. Leaving the Pre-College residential area after signing in for the evening is strictly prohibited. Guests cannot be accommodated in the residence halls (see Guests).

Withdrawals
Students in the Pre-College Program who wish to withdraw from the program for any reason must report to the Student Life Office located in Morewood Gardens. The request must be made in writing and will result in a conference with the director of Pre-College. The director of Pre-College will initiate the withdrawal process. If students are asked to leave for any reason, there will be no refunds given and they will not receive their evaluations/grades.
Release of Transcript or Evaluations Agreement

By signing the “Agreement and Release of Liability Form” on pages 3 and 4 of the Forms Booklet, you grant Carnegie Mellon University permission to release your grades (transcript) and/or evaluation to the Carnegie Mellon Undergraduate Admission Office to be used when applying for undergraduate admission.

All transcripts, grade reports and evaluations will be held for individuals with outstanding balances.

APEA

Among the Carnegie Mellon Pre-College programs, only the APEA program offers university credit. Official Carnegie Mellon transcripts will be mailed to all students who have earned a grade in an APEA course. Transcripts will be mailed approximately six weeks after the conclusion of the program.

In addition, an official transcript will be given to the Carnegie Mellon Undergraduate Admission Office on November 1, 2016. There will not be a cost associated with this internal transcript release. Transcripts for other institutions or additional copies may be obtained for a nominal fee from The Hub (Enrollment Services) at www.cmu.edu/hug/records/transcripts/.

APEA students who wish to include/exclude their grades from their official academic record, and are eligible to do so, must take action by October 31, 2016.

Students who wish to remove a grade from the transcript must do so in writing to the Assistant Registrar:
5000 Forbes Ave.
Warner Hall A19
Pittsburgh, PA 15213

Architecture, Art & Design, Drama, Music and NHSGA

Evaluations will be mailed home by the Pre-College Summer Studies Office approximately six weeks after the conclusion of the program. Students in these programs will not receive an official academic transcript. Copies of evaluations are kept on file for one year by the Carnegie Mellon Office of Undergraduate Admission.

Please note: For students in these noncredit programs, evaluations are the only official record of attendance in the Pre-College program.
Students must be at least 16 years old by the start of the Pre-College Program (June 25, 2016) to be eligible for campus housing. The cost of room and board is included in the cost of the Program for all students enrolled in the Program on a full-time resident basis. Payment in full for the Program must be received by the due date (May 15, 2016) or housing will not be reserved and meals will not be available on a contract basis.

The meal plan for full-time resident students provides 19 meals per week (three meals per day Monday through Friday, two meals per day on Saturday and Sunday). In addition, students receive a snack allowance of $12 per week which expires weekly (i.e., the balance does not carry over from week to week). Resnik Café is the main dining venue for Pre-College students, but they may eat up to four meals per week at a different dining venue. The meal plan operates on a debit system encoded on students’ CMU ID cards.

If a student arrives late to the Program or leaves early, no adjustment will be made in the cost of the Program (including the cost of room and board). In addition, no refunds or adjustments will be made for students who leave the Program for disciplinary reasons. Students who leave the Program via verified withdrawal will receive a pro rata refund as described in the Pre-College Program Handbook.

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**Housing and Dining Agreement**

**Full-Time Resident Students**

1. **TERMS:** Carnegie Mellon University ("CMU") grants the Pre-College Program ("Program") student the personal right to occupy and use assigned accommodation in CMU housing and to participate in the full-time resident student meal plan, subject to the terms and conditions set forth in this Agreement.

2. **CANCELLATION:** This Agreement may not be cancelled after Opening Day of the Program, except for verified withdrawal from the Program.

3. **VERIFIED WITHDRAWAL:** Students who wish to withdraw from the Program must complete a Pre-College Withdrawal Form (available in the Student Life Office) with all the required signatures and return their ID to the Student Life Office. After withdrawal is verified, the student must vacate CMU housing within 72 hours upon notice by the director of Conference and Event Services or designee.

4. **QUIET LIVING AREAS:** Certain residence hall areas are designated quiet living areas. The student agrees to abide by a 24-hour quiet hour policy in these areas and to be responsible for ensuring that noise from his/her room is not audible at a distance of 10 feet from the room.

5. **SMOKE-FREE LIVING POLICY:** All areas used to house Program students are smoke-free living environments. CMU policy prohibits smoking of tobacco or any other substance in residential areas. This prohibition applies to guests as well as residents.

6. **KEYS:** All keys to CMU accommodations are the property of CMU and may not be duplicated, exchanged with or given to another person. Students must return all keys, including ID card access, to the Student Life Office within 24 hours of vacating CMU housing, or a fee will be assessed to cover costs of changing the locks and keys and deactivating ID card access.

7. **HOUSEKEEPING:** CMU will provide daily bathroom cleaning for all communal bathroom facilities and
public areas of residence halls and weekly cleaning for semi-private bathrooms. Students with private bathrooms are responsible for cleaning their own bathrooms.

8. SPECIAL NEEDS: Medical or other special needs with regard to CMU housing will be evaluated by the University Health Services staff. To begin this process, go to: www.cmu.edu/health-services/new-students/special-housing-needs.pdf.

9. AIR CONDITIONERS: Only students with documented medical needs, verified by University Health Services, will be authorized to have air conditioners in their rooms.

10. TELEPHONES: CMU will provide community telephones in designated areas. Collect phone calls will not be accepted.

11. PROHIBITED ITEMS AND ACTIVITIES: The following items and activities are prohibited in student accommodations: water beds, refrigerators larger than 4.3 cubic feet, unauthorized air conditioners, unauthorized loft units, pets, exterior radio/television aerials, controlled substances, ammunition or other explosives, firearms or other weapons, highly combustible substances and the operation of businesses by students.

12. CMU RIGHT OF ENTRY: CMU reserves the right for authorized representatives of CMU to enter an accommodation at any time to plan or perform maintenance or whenever a clear and present danger or violation of CMU regulations requires such entrance.

13. RESIDENCE HALL DAMAGE: The student is responsible for all damage in his/her assigned residence hall (including loss of furniture) caused, directly or indirectly by the student’s intentional or negligent acts or omissions and will be charged the cost of any subsequent repairs, replacement or special custodial services. The student is responsible for leaving the assigned area in reasonably clean condition and for removing personal items at the end of occupancy. Unless specific individuals can be held accountable, students will be held jointly responsible for damage to public and semi-public areas of their residence halls, and will be charged a prorated share of the cost of repairs.

14. PERSONAL PROPERTY: The student is responsible and liable for, and shall hold CMU harmless from, any and all injury and damage to persons or property caused, directly or indirectly, by student’s intentional or negligent acts or omissions (including injury or damage caused by student’s defective property). The student is responsible for insuring personal property, including for losses due to fire, smoke, water and theft. CMU is not responsible or liable for any loss or damage to personal property and does not provide any property or liability insurance coverage for student’s benefit.

15. RULES AND REGULATIONS: The student shall comply with all residence hall rules and regulations.
Dining Information

Full-Time Commuter and Part-Time APEA Commuter Students

The cost of a DineXtra meal plan is included in the cost of the Program for all students enrolled as full-time commuter students. Payment in full for the Program must be received by the due date (May 15, 2016) or the DineXtra meal plan will not be available on a contract basis.

The DineXtra meal plan allowance is $13 per day/$65 per week for the six weeks of the Program. The allowance operates on a debit system encoded on students’ CMU ID cards. Any remaining balance expires every Saturday at midnight (i.e., the balance does not carry over from week to week).

If a student arrives late to the Program or leaves early, no adjustment will be made in the cost of the Program (including the cost the DineXtra meal plan). In addition, no refunds or adjustments will be made for students who leave the Program for disciplinary reasons. Students who leave the Program via verified withdrawal will receive a pro rata refund as described in the Pre-College Program Handbook.

Dining Agreement

Full-Time Commuter and Part-Time APEA Commuter Students

1. TERMS: Carnegie Mellon University (“CMU”) grants the Pre-College Program (“Program”) student the personal right to participate in the full-time commuter student DineXtra meal plan, subject to the terms and conditions set forth in this Agreement.

2. CANCELLATION: This Agreement may not be cancelled after Opening Day of the Program, except for verified withdrawal from the Program.

3. VERIFIED WITHDRAWAL: Students who wish to withdraw from the Program must complete a Pre-College Withdrawal Form (available in the Student Life Office) with all the required signatures and return their ID to the Student Life Office and have the withdrawal verified by the director of Conference and Event Services or designee.
Academic Program Information
Withdrawals
A student in the Pre-College Program who wishes to withdraw from the program for any reason must report to the academic program director and complete the official withdrawal form, and secure the necessary signatures. The withdrawal will then be authorized by the Pre-College director, thereby initiating a refund if applicable. If a student is asked to leave for any reason, no refund will be given and the student will not receive evaluations/grades.

Refund Policy
Within the first week of the program (June 27 – July 1) 75% refund.

Within the second week of the program (July 4 – 8) 50% refund.

Beyond this point (July 11 – August 6)
NO Refund Given.

No refunds will be given for students who are expelled from the program.

Policy on Plagiarism and Cheating
Students at Carnegie Mellon are engaged in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of the learning experience, a university establishes clear standards for student work.

The following general guidelines on cheating and plagiarism apply to every course at Carnegie Mellon. Within individual courses, faculty members have the discretion to provide more specific guidelines regarding academic honesty policies. It is the student’s responsibility to understand these policies. In case there is a question of an academic honesty violation, students will have a hearing with the faculty member, program director and a dean from the college offering the course. If found culpable, students may incur a range of penalties, up to and including expulsion with failing grades permanently recorded.

In any presentation, creative, artistic or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action. Cheating includes but is not necessarily limited to:
1. Plagiarism, explained below.
2. Submission of work that is not the student’s own for papers, assignments or exams.
3. Submission or use of falsified data.
4. Theft of or unauthorized access to an exam.
5. Use of an alternate, stand-in or proxy during an examination.
6. Use of unauthorized material including textbooks, notes or computer programs in the preparation of an assignment or during an examination.
7. Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination.
8. Collaboration in the preparation of an assignment. Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the university as cheating. Each student, therefore, is responsible for understanding the policies of the department offering any course as they refer to the amount of help and collaboration permitted in preparation of assignments.
9. Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand. Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following are reproduced in the work submitted by a student:
   1. A phrase, written or musical.
   2. A graphic element.
   3. A proof.
   4. Specific language.
   5. An idea derived from the work, published or unpublished, of another person.

Transcripts/Programs Evaluations
Please see the Transcript Agreement on page 13 in the Agreement Section of this Handbook.
Open to All Students

Electives in Music for Non-Music Majors

The School of Music at Carnegie Mellon offers unique and exciting opportunities for excellent high school musicians. Summer students working in other programs are invited to join outstanding musicians from around the country for an intensive program of rehearsal, performance, private study and/or course work.

All electives are open for registration, space and schedule permitting. Private Lessons and Chamber Music can be arranged around the individual’s schedule.

Major Ensemble participation requires an informal audition with the music director. Private Instrumental Lessons include 6 hours of instruction. Students who register for private voice lessons receive a one-hour private studio lesson (with professional accompanist) and an additional half-hour private vocal coaching session each week through the summer.

The Wind Ensemble will meet June 27 – July 15, and perform over Family Weekend. The Orchestra will meet from July 18 – August 3, and will perform during concert week on August 4.

Please:
• Review the School of Music Pre-College Weekly Schedule found on page 41.
• Fill out the Non-Music Major Elective Form completely (please see Forms Booklet page 21).
• Return the completed form on page 21 of the Forms Booklet and refer to bottom of that form for payment instructions.
Dear Student:

We are delighted you plan to join us for an exciting summer of learning opportunities.

Purpose of the Program, Early Admission Policy and Applying Course Credits

The main purpose of the Advanced Placement Early Admission (APEA) Program is to provide the opportunity for talented and motivated high school students to take university courses at Carnegie Mellon University. Students earn college credit while working in an academic environment mirroring that which the student would encounter during the first year of college. All instructors in the AP/EA Program are selected by their respective academic departments for their knowledge of the subject as well as interest in presenting college material to younger students. The likelihood of a course being taught by a professor is approximately 80 percent.

Students who complete two courses in the APEA Program and who are able to graduate early from high school have the unique opportunity to apply Early Admission. By attending the APEA program during the summer of 2016, students who will be high school juniors in the fall of 2016 will have a strong understanding of college life and academics. These rising juniors are eligible to apply Early Admission by January 1, 2017, and if accepted can start as full-time degree students here in the fall of 2017. Students admitted under Early Admission are not obligated to accept the offer of admission until May 1.

Selecting Your Courses

Congratulations on your admission to the APEA Program! Regardless of whether students choose to apply to Carnegie Mellon, successful APEA students can leverage their experiences here as demonstration of their ability to succeed in college. APEA courses are college courses, not College Board AP classes, and as such, they count toward graduation requirements here and are widely accepted elsewhere. Students can request for official Carnegie Mellon transcripts to be sent to other institutions of higher education. Any use of APEA courses to satisfy high-school requirements should be approved ahead of time by an appropriate high-school official.

While most of the participants in the program will have just completed the sophomore or junior year of high school, suitably qualified students at earlier grade levels can participate. However, in order to stay in university housing, students must be at least 16 years old by the first day of the program.

Regardless of whether students choose to apply to Carnegie Mellon, successful APEA students can leverage their experiences here as demonstration of their ability to succeed in college. APEA courses are college courses, not College Board AP classes, and as such, they count toward graduation requirements here and are widely accepted elsewhere. Students can request for official Carnegie Mellon transcripts to be sent to other institutions of higher education. Any use of APEA courses to satisfy high-school requirements should be approved ahead of time by an appropriate high-school official.

While most of the participants in the program will have just completed the sophomore or junior year of high school, suitably qualified students at earlier grade levels can participate. However, in order to stay in university housing, students must be at least 16 years old by the first day of the program.

APEA students may also apply to Carnegie Mellon during their senior year, through Early Decision (various deadlines in November and December depending on the college) or Regular Decision (January 1 deadline, or December 1 for the College of Fine Arts).

To register for courses, visit: https://admission.enrollment.cmu.edu/pages/apea-course-registration.

If you are living on campus, select two main courses (9 to 12 units each). If you are commuting to campus from home, you may select either one or two courses.

Your course registration will be confirmed within a week after you complete the online registration, based on receipt of your deposit. Please refer to Student Information Online (www.cmu.edu/hub/sio) to confirm receipt of your deposit and to view your course schedule.
Course availability is on a first-come, first-served basis. Some courses offered during APEA are in high demand. Selecting a course during registration does not guarantee a place in the course.

Questions concerning this form and other questions concerning courses should be directed to: Dr. William Alba, APEA Director (alba@cmu.edu or 412-268-7333) or APEA Coordinator, Veronica Peet (vpeet@andrew.cmu.edu or 412-268-3750).

Carnegie Mellon University reserves the right to change or cancel class times and/or course offerings without notice.

Switching Courses
After the start of the APEA Program, students who wish to switch any courses must speak with Dr. William Alba, the APEA director, or Veronica Peet, the APEA Coordinator. Schedule changes should be avoided where possible and normally will not be permitted after the second day of classes because of the rapid nature of summer courses. In order for any course change to occur after the second day of classes, specific justification must be made to the APEA director. Students who reside in campus housing must remain enrolled in a full-time schedule of two main courses (9 to 12 units each) throughout the entire APEA Program. Students who live off-campus will be subject to the university’s tuition refund schedule if they drop from two to one main course.

Read the course descriptions carefully and make your final course selections based on your interests and background to do the work. Changing classes inevitably results in additional pressure to make up work that has been missed. Some classes have enrollment limits and it may not be possible for you to switch sections or add a particular course.

If you arrive on campus and still have some doubt about your final course selection, you are permitted to attend additional classes for the first two days of the program to help make the decision. However, you cannot attend classes that are already filled and would not have room to accept additional students.

If you intend to make any schedule changes after the APEA Program begins, even section changes for the same course, you must meet in person with the APEA director or coordinator; grades cannot be recorded properly for students not officially enrolled in a course. Informing the instructor of your intention to add or drop a course is not sufficient for you to add or drop a course.

Other issues related to adding and dropping courses include:
1. Regardless of any schedule changes, all students living in Carnegie Mellon housing must remain enrolled in at least two courses (totaling at least 18 units).
2. Exceeding 24 units is not recommended and may only occur with special permission

Textbooks and Supplies, Examination Policy, Homework and Extra Help
Textbooks and supplies required by the instructors may be purchased from the University Bookstore. Students should postpone buying books until after attending the first class of each course to be sure to purchase the correct books and supplementary items. It is almost essential to have a regular or programmable calculator for the science and mathematics courses and students can bring one of these from home or purchase one at the bookstore.

The schedule of examinations, papers and other assignments is different for each course. For example, some courses have an exam each week, while others give periodic quizzes and less frequent exams. Each instructor will provide you with a syllabus of the course, and inform you about what homework is expected, the exam schedule, the grading policy and other important information.

As mentioned in the “Policy on Plagiarism and Cheating” in this booklet and in the Code of Conduct signed by APEA student and parent/guardian, every incident of cheating or plagiarism is subject to disciplinary action. (www.cmu.edu/policies/documents/Cheating.html)

If you have academic trouble in any of your classes, you should see your instructor to resolve the problem as soon as possible. Summer courses move very rapidly and students can fall behind quickly. Instructors provide help through office hours, email inquiries, postings on websites or electronic bulletin boards, and personal appointments. Some courses will have tutors available at
announced times for additional help. The key message: ask for help when you need it — don’t wait!

If you have trouble in a course and are not able to resolve the issue with your instructor, contact the APEA director, Dr. William Alba or APEA Coordinator, Veronica Peet, for help. Dr. William Aba can be reached at Doherty Hall 2201, by phoning 412-268-7333 or by emailing alba@cmu.edu. Veronica Peet can be reached at Doherty Hall 1324, by phoning 412-268-3750 or by emailing vpeet@andrew.cmu.edu.

**Attendance and Participation**

Students are expected to fulfill all the requirements of the program in which they are enrolled, including, without limitation: attending and participating in all classes; completing all assigned coursework, homework, projects, exams and any other program requirements. Students who fail to attend class and/or to meet program requirements without explicit approval from their program directors may be asked to leave the program at any time. This will be considered an expulsion, not a withdrawal, and such students will not receive refunds. If students have a legitimate circumstance, illness or emergency that affects their ability to attend class or fulfill the requirements of the program, they must give notice to the academic program directors as soon as reasonably possible.

**Courses taken with Carnegie Mellon Students**

The Pre-College (APEA) program is designed to give talented high school students an opportunity to undertake a college program of study. In some courses, both APEA and Carnegie Mellon degree students are enrolled together, allowing APEA students to benefit by interacting directly with college students. Other courses are limited to APEA students in order to give them the experience of working in an intensive study environment with a peer group.

In either case, instructors hold students to a high academic standard of college work. Reflecting those equivalent expectations, there is no distinction for the purposes of college credit between classes that contain both APEA and college students and those that contain APEA students. Both kinds of courses carry full college credit.

Because you will be taking college courses among college students, there is an expectation that you will also conduct yourself as and assume the responsibilities of a college student. This includes responsibilities such as attending and being prepared for class and engaging directly with CMU faculty, teaching assistants and staff when you have concerns. You, the student, are in charge of your own schedule and responsible for your educational path. Students who are not prepared to handle these responsibilities over their education should reconsider applying this year.

**Policy on Cheating, Plagiarism & Unauthorized Assistance**

Students at Carnegie Mellon are engaged in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of the learning experience, a university establishes clear standards for student work.

The following general guidelines on cheating and plagiarism apply to every course at Carnegie Mellon. Within individual courses, faculty members have the discretion to provide more specific guidelines regarding academic honesty policies. It is the student’s responsibility to understand these policies. In case there is a question of an academic honesty violation, students will have a hearing with the faculty member, APEA program director and a dean from the college offering the course. If found culpable, students may incur a range of penalties, up to and including expulsion with failing grades permanently recorded.

In any presentation, creative, artistic or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so can be the basis for a charge of violation of academic integrity, which is subject to disciplinary action.

Please refer to the Policy on Academic Integrity earlier in this Handbook for further guidance and examples of policy violations with regard to cheating, plagiarism and unauthorized assistance.

**APEA Grading Policy Information**

Each instructor in the APEA program will have his or her own pre-announced policy for determining letter
grades (A, B, C, D, and R, with no + or – grades) for student performance in the courses. Courses cannot be taken on an Audit or Pass/Fail basis. At the end of the program, instructors will submit all grades on grade report sheets to Enrollment Services. However, Enrollment Services will record only A and B grades for permanent record on the official Carnegie Mellon transcript of grades. No D and R grades will be recorded. It will be possible to have C grades officially recorded on a student’s Carnegie Mellon transcript, but a request to do this should be made by the student to the instructor in writing preferably by the last day of classes. Requests to do this after the program ends can still be made, but must be directed to John Papinchak, University Registrar, within one year after the program ends. A grade of C is generally an “average” grade for a course and is considered a passing grade. The C grade will count for academic credit at Carnegie Mellon, but may not count as transfer credit depending on the policy of other institutions. This is not the normal grading policy for regular Carnegie Mellon students. It is a special policy for APEA Pre-College students seeking to test their backgrounds and skills in challenging university courses without the penalty of failure or low grades.

In order to retain the option of not having a grade recorded for a particular course or courses for whatever reason, students must attend and participate fully in class on a regular basis, meeting the faculty member’s standard for student engagement. Otherwise, the option to remove low grades from the official academic transcript will not apply.

Approximately four weeks after the program ends, students will be notified of their grades by the Pre-College Summer Studies office. Grade report sheets with actual grades and an official Carnegie Mellon transcript of grades with A and B grades (C also if requested) recorded will be sent to you. Additional copies of transcripts may be ordered from The HUB at the standard fee structure.

You will have the option in the Pre-College Forms Booklet to grant Carnegie Mellon permission to release your APEA grades to the Carnegie Mellon Undergraduate Admission Office to be used when applying for undergraduate admission. An official transcript will be given to the Carnegie Mellon Office of Admission on November 1, 2016. There will not be a cost associated with this transcript release. Transcripts for other institutions must be ordered through Carnegie Mellon’s normal process. Please be advised, students that wish to exclude/include grades from their official academic record will need to take that action by October 31, 2016. The University Registrar’s Office will then provide the Admission Office with official transcripts of APEA students on November 1, 2016. This allows us to honor those students who have requested any grade changes.

**A Message to Parents and Legal Guardians of APEA Students**

Before your child attends the APEA Program, take the opportunity to discuss as a family the ways you will interact with each other during the summer. While we hope you will stay constructively engaged during the program with your child, please refrain from bypassing the student to communicate with instructors and staff regarding non-emergency concerns. The faculty has cultural expectations that APEA students will conduct themselves as college students, and the university has legal obligations concerning the privacy of educational records that preclude many types of communication you may be accustomed to receiving from secondary schools and other summer programs. For residential and other student life support, contact Susie Sheldon Rush; for academic questions, contact Dr. William Alba or Veronica Peet. Please help us support your child’s growth in handling affairs independently, which will be a significant portion of the learning experience here.
The Pre-College Architecture Program

Schedule

Foundations: Spatial Concepts, weeks 1-3
Monday – Thursday
9 a.m. – 1:00 p.m.         Drawing
                          Digital Media, Seminars
2 – 5 p.m.                Design Studio
6 – 11 p.m.               TA Help Sessions
                         Open Studio
Friday                    Field Trips
Weekend                  Open Studio

Advanced Topics: Architectural Practice, weeks 4-6
Monday – Thursday
9 a.m. – 1:00 p.m.         Drawing, Advanced Digital Media,
                          Digital Fabrication, Seminars,
                          in current graphic format
2 – 5 p.m.                Design Studio
6 – 11 p.m.               TA help sessions
                         Open Studio
Friday                    Special Projects
Weekend                  Portfolio and Photography Workshops
                         Open Studio

The Program
Pre-College Architecture is an intensive summer program offering the creative energy and speculative culture of the college-level experience while introducing students to the interdisciplinary field of architecture. The Pre-College Architecture program is designed to provide students with a strong foundation of skills and a clear idea of what to expect from a college-level accredited program in architecture. Students will experience the dynamic of learning through making in the studio environment, supported by integrated coursework in digital media, drawing, seminars and workshops allowing experimentation with robotic and digital fabrication technologies. The program introduces students to the theory, process and methodology of contemporary design practice.

Architecture is a profession that occupies a unique role in the shaping of our built environment. Architecture is a progressive interdisciplinary course of study combining design creativity, historical perspective, technical knowledge and innovation, and social responsibility. The Pre-College Architecture program is structured to introduce you to the discipline of architecture and for you to experience the study of architecture in a university setting.
Expectations
Pre-College Architecture is an immersive program that offers the intensive energy and dynamic creative culture of the college-level experience. Design success is largely the result of focused effort and intensity of investigation; students should expect to invest significant time working in the studio with fellow students outside of class (evenings and weekends) to develop and complete project coursework.

Attendance and Participation
Students are expected to fulfill all the requirements of the program in which they are enrolled, including, without limitation: attending and participating in all classes; completing all assigned coursework, homework, projects, exams and any other program requirements. Students who fail to attend class and/or to meet program requirements without explicit approval from their program directors may be asked to leave the program at any time. This will be considered an expulsion, not a withdrawal, and such students will not receive refunds. If students have a legitimate circumstance, illness or emergency that affects their ability to attend class or fulfill the requirements of the program, they must give notice to the academic program directors as soon as reasonably possible.

Curriculum
Our program is structured to allow for enrollment in either a three- or six-week program. Students are encouraged to enroll in the full six-week program to allow for a more comprehensive learning experience and greater development of technical and creative skills. Skills are developed cumulatively; as skills learned in the first three weeks of the program are essential to the development of project work in the final three weeks, please note that the three-week program option is only available for weeks 1 – 3.

Foundations: Spatial Concepts, weeks 1 – 3
Theory, technique and general foundational principles of architecture are introduced through drawing, digital media and a series of full-scale installation projects developed in the studio. Working collaboratively in teams, students will learn through making and experience, exploring issues of site, context, scale, human movement and behavior, perception, material performance, graphic representation, and component and tectonic systems.

Advanced Topics: Architectural Practice, weeks 4 – 6
Intensive spatial development is explored as the program shifts to individually produced project design work. Advanced digital media and concepts of digital fabrication are fully and directly integrated into the studio environment; architectural ideas are investigated and represented through a variety of media including digital and analog images, composite imagery, digitally produced 3-D models and physical models built to scale. Seminars and special lectures introduce a wide variety of theoretical and practical topics; portfolio and photography workshops introduce skills to package work graphically for college submission. Process and product during these three weeks of the program most closely represents the working methodology of practicing design professionals. This final design experience allows for the continued advancement of conceptual and technical skills, as well as the development of students’ individual design sensibilities.

Course Descriptions
Design Studio
Studio is the core of the architecture pre-college program and serves as an introduction to the spatial concepts of architecture. Projects will explore the design and experience of spatial environments through a series of creative investigations consisting of both independent and collaborative work. Studio work focuses on experience and human sensory engagement in physical space; project themes include context, scale, perception, light, materiality and component systems. Studio work will be supported by individual critique as well as group discussion based upon critical review of student work. The course is focused entirely on project design work, while integrating concepts and skills from drawing and digital media as well as workshops and seminar courses.
**Digital Media**
Digital Media introduces students to the creative use of digital software and technology in architecture through in-class workshops and lectures. Students will learn the basic skills needed to create, explore, and critique digital images, drawings and three-dimensional environments. As a complement to the design studio, assignments will encourage an active dialogue between design intentions and representational tools. With a focus on Photoshop and Rhinoceros, skills explored include image editing, color manipulation, line drawings, curves, surfaces and solids, 3-D object manipulation and composite imagery.

**Guest Lecture Seminars**
Presentations by guest lecturers explore current topics in architectural research, process and advanced technologies. Guest presentation topics vary from year to year. Past topics have included digital fabrication technologies and robotics in architecture; environmental systems and design ecologies; biotechnology and energy research; nonprofit development of industrial sites; tangible interactive and computational design; architectural study abroad; and community based design-build projects.

**Field Trips and Special Projects**
Field trips and special projects introduce students to dynamic learning opportunities out in the field. Trips and projects vary from year to year. Past events have included visits to recently completed local architectural projects, building construction sites, museum exhibitions and workshop experiments in conjunction with the Carnegie Mellon School of Architecture Computational Design and Digital Fabrication Labs.

**Advanced Digital Media and Fabrication**
(weeks 4-6) Advanced workshops in 3-D digital modeling and imaging software, and an introduction to digital fabrication technologies in collaboration with our Digital Fabrication Lab. Techniques of digital media and fabrication will be fully integrated into the working environment of the design studio, creating a fluid creative workspace for students to explore ideas through a variety of media in the development of project design work.

**Portfolio and Photography Workshops**
(weeks 4-6) During the second half of the program, a weekend photography workshop will introduce students to the basic principles of documenting physical models for portfolios. The portfolio workshop will introduce skills, technique and strategies to package work graphically for college submission.

**Science in Design Seminar**
Bodies, cells and code: why the scientific imagery matters for contemporary architecture. For centuries architects have been fascinated by the world — and words — of science. With the increasingly important role of computers and code in contemporary architectural practice, an entire generation of architects has been inspired by science and technology as an important source of imagery, inspiration and often the main authority to justify design decisions. We will explore this new frontier through the investigation and discussion of iconic buildings, articles and short theoretical texts.

**Drawing**
This course introduces observational and creative drawing, including free hand and mechanical drawing of spatial environments: interior and exterior, architecture, still life and the human figure. A wide range of media will be explored including pencil, ink and charcoal. We will learn the basic principles of constructing two and three-dimensional drawings and perspective as well as a variety of sketching and free hand drawing techniques.

**Seminars and Special Lectures**
Seminars and special lectures introduce students to the expansive field of architecture, from history to advanced technologies. Subject themes are explored through lecture presentations, workshops, and group discussion; topics vary from year to year (see examples of recent seminars, below).

**Science in Design Seminar**
Bodies, cells and code: why the scientific imagery matters for contemporary architecture. For centuries architects have been fascinated by the world — and words — of science. With the increasingly important role of computers and code in contemporary architectural practice, an entire generation of architects has been inspired by science and technology as an important source of imagery, inspiration and often the main authority to justify design decisions. We will explore this new frontier through the investigation and discussion of iconic buildings, articles and short theoretical texts.
### The Program
The Pre-College Art and Design program motivates, stimulates and prepares you as emerging artists and designers. Exploring traditional tools and new technologies in a variety of media leads you to develop conceptual and technical skills as well as your portfolio — all excellent preparation for applying to and succeeding in college-level art and design programs. Challenging courses, stimulating workshops, museum and gallery field trips, and energetic interaction with dedicated faculty and talented peers introduce you to the spirit and substance of an art and design school culture and environment.

### The Schedule
Each student in session one will be assigned to one of four groups (A, B, C or D). In session two, students will be in one of two (A or B). Their schedule will differ slightly depending on their group assignment and Design Studio preference. Morning classes run 9 a.m. – noon, Monday – Thursday. Afternoon classes run 1 – 4 p.m., Monday – Thursday. Fridays are reserved for workshops, field trips and prep for exhibitions at the end of each session. Printed here is a sample schedule for sessions one and two.

### Sample Schedule: Session I

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### Sample Schedule: Session II

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Attendance and Participation
Students are expected to fulfill all the requirements of the program in which they are enrolled, including, without limitation: attending and participating in all classes; completing all assigned coursework, homework, projects, exams and any other program requirements. Students who fail to attend class and/or to meet program requirements without explicit approval from their program directors may be asked to leave the program at any time. This will be considered an expulsion, not a withdrawal, and such students will not receive refunds. If students have a legitimate circumstance, illness or emergency that affects their ability to attend class or fulfill the requirements of the program, they must give notice to the academic program directors as soon as reasonably possible.

Outside the Studio
An array of events and opportunities combine to enrich your studio work, including:
- Group visits to places like the Carnegie Museum of Art, Andy Warhol Museum and the Mattress Factory
- A range of Friday morning workshops introducing new or unusual types of artistic activity
- Exhibition of student works in the School of Art is a highlight of Parents’ Weekend
- A portfolio critique with faculty during the final week of your program
- The opportunity to arrange a personal interview with the Office of Admissions

Course Load
Students are encouraged to enroll in the full six-week program to allow a better overall developmental opportunity. A three-week option is only available during session one. Students taking Session I only, must choose between Communication Design and Industrial Design. Six-week stays who take Communication Design in Session I, must take Industrial Design in Session II, and vice versa.

During Session I all students are enrolled in the following courses: Drawing, Sculpture, Digital Animation and the Design Studio of their choosing. During Session II all students are enrolled in the following courses: Painting, Photography, Printmaking and the Design Studio that wasn’t taken during Session I.

Fridays
On the Saturday of Orientation, students will select from an array of workshops to be taken on Friday mornings. Attendance at workshops is required. Workshops present introductions to a range of topics and skills. Examples of past offerings include: puppetry, soft sculpture, green screening, kinetics, creating an artist website, stretching your own canvas and using a laser cutter.

The first two Friday afternoons of each session are set aside for group field trips. Students will visit art museums, design studios and galleries. Attendance at these outings is required.

Art Studios

Drawing
Create and develop two-dimensional images through a variety of materials and techniques including charcoal, pencil, pen and ink, and non-traditional media. Work with subject matter that addresses the human figure, still life, portraiture, nature and architecture. Appropriate assignments are given to strengthen individual portfolios while sketchbooks are developed.

Sculpture
Explore the 3-D concepts, skills and processes of sculpture by learning a variety of hands-on techniques. Expand your technical vocabulary and confidence in fabrication and construction while working with a range of tools and materials — from the most traditional to the cutting-edge contemporary.

Digital Photography
Use the most up-to-date digital imaging techniques, while learning the fundamentals of photographic art. Learn about camera controls and techniques with respect to aesthetics and vision while using sophisticated computer software such as Photoshop to manipulate imagery. A digital camera (with the manual) is required.
Animation
Understand the tools and techniques necessary to create video art and 2-D animations. This course is a combination of screenings, discussions and hands-on projects. You will learn the basics of digital video editing, lighting, camera techniques, green screening, rigging and animation in Adobe After Affects and Adobe Premier. Students will explore both character-based narratives and non-narrative possibilities. Develop individual finished projects that use animation as a means of self-expression.

Painting
Work with the traditional tools, materials and techniques of painting to develop concepts and skills. Become involved in the creation and organization of shape, form, color and texture while experimenting with paint application and surface development.

Printmaking
Investigate a range of printmaking techniques and materials used to create reproducible images. From silk-screen and intaglio to “zines,” students will explore subject matter and develop new skills using this historically rich and contemporary medium. This course’s focus is on both the development of subject matter as well as technique.

Nudity
The pre-college curriculum is meant to very closely mirror the first-year undergraduate program of study in Carnegie Mellon’s School of Art. Our course work often requires that students work from nude models in courses such as drawing, painting and sculpture. We expect all students to be respectful of one another, their instructors and the models themselves in these instances. If students are unable to participate in class because of nudity, it is their responsibility to approach the instructor ahead of time and receive an alternative assignment.

School of Art Woodshop
As part of the pre-college sculpture course students will use certain tools and machines in the School of Art’s Woodshop. At the start of session one, our School Technician will provide students with a tutorial on how to responsibly and safely use these items. It is required that no students use these tools without appropriate supervision by either the instructor or teaching assistant.

Design Studios
Design is about answering human needs and desires with creative and responsible products and services. Classes in Communication Design and Industrial Design introduce you to new ways of seeing and thinking about the world in which you live — often challenging you in ways you never imagined. Throughout the design classes, you receive personal feedback on your work from your instructors, and learn how to both provide and accept feedback from your fellow students. Not only will the projects help you to develop a portfolio, but also the experience will help you discover whether design at the university level would be right for you.

Communication Design
Learn tools and techniques necessary to create clear and informative messages. Work with typography, color, shape and image to explore visual communication. During the three-week session, projects might include posters, diagrams, books or logos. Students will record their design process throughout the projects.

Industrial Design
Experience the thinking, processes and issues that face today’s product developers. Build the visualization, modeling and concept development skills that designers use to bring us the products and services of everyday life. During this three-week session, projects might include product concept development, visualization and model building. Students will record their design process throughout the projects.

Portfolio Reviews
Toward the end of each session, students wishing to participate may sign up for an individual portfolio review with School of Art faculty. These reviews are meant to be informative and casual. The purpose of the review is for students to get a sense of the review process at
the undergraduate level. Faculty will provide constructive criticism on the quality and content of your work as well as provide advice on how to develop and present an effective portfolio during the undergraduate admissions process.

**Equipment and Materials**

Listed below are items that are required or strongly recommended that you bring. If for any reason it is impossible for you to do so, please contact the program director before arrival to campus.

- 500 Gigabyte external hard-drive (required for all students for the storage of digital works such as animations and photo files).
- Quality digital camera with manual settings (required for all 6-week stays)
- Tackle box or other container for transporting art materials and tools
- Personal sketchbooks (works in progress and new)
- Large portfolio
- Documentation of previous artwork in the form of digital photo files on CD-R or Thumbdrive (for use during the portfolio review)
- Laptop Computer (not required, but recommended)

Material lists for each class are sent to the Carnegie Mellon University Art Store in advance. Everything you need for your individual classes will be available for purchase on the Saturday and Sunday of Orientation (or during family weekend for session two). We highly recommend that students buy their materials once on campus. The Pre-College faculty works with the art store staff to ensure that correct materials (brand, quality, quantity) are provided. That said, students might wish to bring items with them that they already have at home.

These may include:
- Pencils/sharpeners/pens/conté crayons/personal drawing materials
- Kneaded erasers and Staedler Mars plastic erasers
- Masking Tape
- Glue Sticks
- X-acto knife and fresh blades
- Scissors
- Measuring devices (36 inch metal T-square, measuring tape, steel ruler)
- Personal brushes
- Palette
- Palette knives
- Water containers

Any questions regarding materials and equipment should be directed to the Program Director PRIOR to the start of the Summer Program and before the student’s arrival to campus.
The Pre-College program in Drama offers professional theater training for talented high school students. The program offers the opportunity for aspiring artists to experience the rigorous demands of a college-level professional theater-training program.

The **Acting** curriculum includes classes in acting, voice and speech, movement, audition techniques, styles and dramatic literature, with courses in playwriting, directing and improvisation available as electives.

The **Music Theater** curriculum mirrors the Acting curriculum, with courses in singing and dance rather than voice and speech, movement and styles. Music Theater studies will focus on the rudiments of music and singing in large and small group sessions. Dance classes consist of training in ballet and jazz and are tailored for beginning, intermediate and advanced dance students.

**Design and Production Technology and Management** students will be exposed to a curriculum of basic design, scene painting, technical production, drafting, stage lighting and dramatic literature.

**Classes**

Class schedules will be available the first day of classes. In order to keep class sizes small, numerous sections of each course are offered. Classes run Monday through Friday from 9 a.m. to 6 p.m. Students will have a daily lunch break, and depending on course load, may have an additional free period during the day.

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### Music Theater Schedule

<table>
<thead>
<tr>
<th>Monday, Wednesday, Friday</th>
<th>Tuesday, Thursday</th>
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<tbody>
<tr>
<td>10:30 – 11:50 a.m.</td>
<td>9 – 10:50 a.m.</td>
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<tr>
<td>Noon – 1:20 p.m.</td>
<td>11 a.m. – 12:50 p.m.</td>
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<tr>
<td>3 – 4:20 p.m.</td>
<td>4 – 5:50 p.m.</td>
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<tr>
<td>4:30 – 6 p.m.</td>
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<tr>
<td><strong>Acting</strong></td>
<td><strong>Drama Lit</strong></td>
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<tr>
<td><strong>Audition</strong></td>
<td><strong>Elective</strong></td>
</tr>
<tr>
<td><strong>Ballet</strong></td>
<td><strong>Jazz</strong></td>
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<tr>
<td><strong>Singing</strong></td>
<td><strong>Speech</strong></td>
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<td></td>
<td><strong>Styles</strong></td>
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<tr>
<td>10:30 – 11:50 a.m.</td>
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<tr>
<td>1:30 – 2:50 p.m.</td>
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<tr>
<td>3 – 4:20 p.m.</td>
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<tr>
<td><strong>Movement</strong></td>
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<tr>
<td><strong>Audition</strong></td>
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<tr>
<td><strong>Acting</strong></td>
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</tbody>
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**Please note:** These are sample schedules and subject to change.
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Electives
Acting and Music Theater students may choose Directing, Playwriting or Improv as an elective at no additional cost. Please note that these electives fill quickly and prompt return of the registration sheet is suggested. Withdrawal from an elective is permitted only through the third class session. After this period, withdrawal will be granted only with permission of the Pre-College administrative staff. You may not withdraw from a required course.

Private Voice Lessons
Private voice lessons are available for an additional fee. Drama students wishing to take private voice lessons should fill out the private Drama voice form.

Final Auditions and Interviews
The honing of audition skills or the creation of a design and production portfolio is an essential component of the Pre-College curriculum. At the conclusion of the Pre-College program, students from all options are required to complete a mock audition or interview for the School of Drama at Carnegie Mellon. Each year, a small number of students (usually no more than five) are eligible for early acceptance notification based on their Pre-College audition or portfolio showing. Please Note: Students cannot skip their senior year if they are accepted and they must follow the normal undergraduate application procedure. Because the program is geared toward individual progress rather than product, there is no “final production.”

Pre-College to “Real College”
The School of Drama’s Pre-College program is not a summer camp. It is an intensive program modeled after our undergraduate BFA curriculum. Students should arrive on campus expecting to participate in an intense college-level program.

The Carnegie Mellon Pre-College program provides a strong basis for the student to decide whether or not to pursue further professional theater training. At the end of the program, students will receive a written evaluation of their work in each course. College or Advanced Placement credit is not given for the summer conservatory experience.

Please remember that there is an academic component to the Pre-College Drama Program. Students are required to take Dramatic Literature, for which they will be assigned a pass/fail grade. Students cannot drop this course.

The Faculty
Faculty is selected from resident faculty in the Schools of Drama and Music and working professionals from both inside and outside the Pittsburgh area. Training values and standards mirror those of an undergraduate professional theater training program. The Pre-College Drama faculty is subject to change. Current members of the School of Drama faculty who may be teaching in the Pre-College program include:

- Wendy Arons (Dramatic Literature)
- Kevin Hines (Drafting)
- David Holcomb (Production Manager)
- Gary Kline (Voice)
- Tony McKay (Acting)
- Don Wadsworth (Audition)

Resume and biographical information on the School of Drama faculty can be found at www.cmu.edu/cfa/drama/faculty.
Textbooks
All students will be required to purchase textbooks totaling between $100-$200. A complete booklist will be available in June.

Lockers
Lockers are available in the Purnell Center. All students should bring a lock to securely store personal items in these lockers.

Dance Attire Policy
The student must follow these dance attire requirements. Any questions should be addressed to the instructor.

What do I wear for Ballet Class?
Any color is acceptable

Leotard
Tights of your choice: footed, footless or convertible tights
Unitards
Spandex leggings, capris or shorts (close fitting)

NO JAZZ PANTS IN BALLET CLASS
Ballet shoes are REQUIRED for all students
Color of your choice: pink, white or black
Fabric of your choice: canvas or leather
Must have elastics attached

NO JAZZ SHOES IN BALLET CLASS
For Men
Dance belt is REQUIRED for proper support of the anatomy
Athletic supporter is NOT acceptable
Close fitting t-shirt to the waist for men in any color

For Women
Bra or sport bra foundation is REQUIRED for proper support of the anatomy

All Students
Hair tightly secured off the face
Remove all large jewelry, necklaces, watches, dangle earrings, etc.

What do I wear for Jazz Class?
Any color is acceptable

Leotard
Tights of your choice: footless or convertible tights
Unitards
Spandex leggings, capris or shorts (close fitting)
Spandex jazz pants

NOTE: Jazz pants come in a great variety of styles and are acceptable
Jazz shoes are REQUIRED for all students
Color of your choice: tan, black or white
Style of your choice: slip on, laced or tennis shoe style
In addition, WOMEN ONLY, please bring character shoes

NO BALLET SHOES IN JAZZ CLASS
For Men
Dance belt is REQUIRED for proper support of the anatomy
Athletic supporter is NOT acceptable
Close fitting t-shirt to the waist for men in any color

For Women
Bra or sport bra foundation is REQUIRED for proper support of the anatomy

All Students
Hair tightly secured off the face
Remove all large jewelry, necklaces, watches, dangle earrings, etc.

Purchase Dancewear/Shoes/Supplies
On the Saturday of Orientation Weekend, a local dance supply store will be onsite in the lobby of the Purnell Center 2 – 5:30 p.m. offering a wide variety of dancewear and supplies.

Shop online at some popular dancewear websites:
Discountdance.com
Dancedistributors.com
Capezio.com
Reminder: Personal Health and Hygiene
With the demands of rigorous physical training
daily maintenance of proper personal hygiene and
laundring of clothing is expected.

Additional Frequently Asked Questions
  Q. Can I wear leg warmers or warm-up sweaters in ballet or jazz?
  A. ONLY with permission of the instructor
  Q. Can I wear a dance skirt in ballet?
  A. ONLY with permission of the instructor
  Q. How many or how much dance attire should I have?
  A. As much as you feel you require. Remember you are in dance class every day and how often will you want to do laundry.
  Q. What if I want to wear something different?
  A. No substitutions without consent of instructor
  Q. Why do I need to wear this attire?
  A. Reasons for Proper Attire
  • Maximizes freedom of movement
  • Thoroughly exposes the skeletal and muscular structures
  • Keeps the lines of the body clean and clear in order to better assist the student to understand the aesthetic line of the body
  • Student learns how to execute the technique in the correct shoes

What is Unacceptable?
• Wearing the wrong clothing and/or shoes for the dance style
• Bulky sweatpants, bulky sweaters, loose fitting, baggy clothing, extra layers

Attire for Movement Class
(Actors only)

Men and Women
• Clothes that allow for freedom of movement: sweats, gym shorts, etc.
• No jeans
• Gym shoes

Note: you will be working in bare feet and socks as well as gym shoes, depending on the class activit

Attire for Styles Class
(Actors only)

Women
• Character shoes or other shoes with a heel
• Ankle length skirt

Design PTM Supplies
Students should bring a couple of sets heavy-duty clothing or, simply put, clothes that can get dirty or ruined with paint and not be worried about (long pants, sleeves, and hard soled, closed toed shoes or work boots). Students will also need standard school supplies, pens, pencils, notebooks for note taking, etc.

Students in the Design/PTM program generally need the following materials. No need to purchase new if you already have any of these. All items will be available in the CMU Art Store.

Materials:
1. Colorful magazine that you can cut up
2. Paper scissors
3. Glue stick-small
4. 1 small bottle Elmer's white glue
5. 1 pad #120 11x14 Bristol Vellum
6. 2 #2 B pencils
7. Tuff Stuff Eraser pen (no substitutions)
8. Set of Derwent Watercolor colored pencils
9. #8 Round brush with good point
   (#10 Round brush if no more #8s)
10. Wide-mouthed clear jar
11. Paper towels and napkins
12. 1 box T pins per student
13. Notebook for note taking
14. Black foam core: about 5 pieces @ 20"x30"
15. Heavy duty utility knife (comes with 3 blades)
16. X-acto knife and blades

Please also bring:
A computer is essential. You may use computers at CMU in the Purnell cluster, too. We will be doing a good deal of research in class and printing that research. Bring an I-book or laptop.
Drafting (all available at the campus art store)
- 30-60-90 triangle (at least 8” on the long side)
- 45-45-90 triangle (at least 8” on the long side)
- Adjustable triangle
- Bow compass with extension arm
- Architect’s scale rule
- Drafting tape/dots
- Drafting pencils: 0.5 & 0.9 (or lead holders) and assorted leads (2H to start)
- Erasing shield (metal preferable to plastic)
- Eraser
- Small set of assorted french curves

Stagecraft
- Shop safety glasses (we will have some, but it’s best to select a pair you like in non-tinted lenses please)
- Shop hearing protection (again, we will have this, but you may want to select a pair you like)

General
- Art box (bag, bin, box for the supplies above)

The last item on the list ought to be “cash.” An additional $250 for consumables would not be unheard of — neither would more, or less, it depends on the individual student. Pretty much everything specified above is available on campus (the prices may be slightly higher). There is a campus book store, art store and an ATM in the Cohon University Center where most materials are available. If you’re uncertain about any of the purchases, they can be made here over the course of the summer.
**The Pre-College Music Program**

### Music Pre-College 2016 Weekly Schedule

**Monday**
- 8:00-9:00: Theory 1 CFA 102
- 9:15-10:00: Eurhythmics 2 CFA 102
- 10:15-11:00: Acting B CFA A2
- 11:15-12:00: Voice Class CFA Kresge

**Tuesday**
- 8:30-9:20: Acting B CFA A2
- 9:30-10:20: Wind Ensemble* CFA ACH
- 10:30-11:20: Jazz Improv CFA Kresge
- 11:30-12:20: Opera Workshop CFA Kresge

**Wednesday**
- 8:00-9:00: Theory 1 CFA 102
- 9:15-10:00: Eurhythmics 2 CFA 102
- 10:15-11:00: Acting B CFA A2
- 11:15-12:00: Dance A CFA 102

**Thursday**
- 8:30-9:20: Acting B CFA A2
- 9:30-10:20: Wind Ensemble* CFA ACH
- 10:30-11:20: Jazz Improv CFA Kresge
- 11:30-12:20: Recording Techniques CFA A6

**Friday**
- 8:00-9:00: Theory 1 CFA 102
- 9:15-10:00: Eurhythmics 2 CFA 102
- 10:15-11:00: Acting B CFA A2
- 11:15-12:00: Dance B CFA 102

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**Note:**
- Schedule subject to change.
- *Orchestra* meets in place of *Wind Ensemble* during the 2nd half of the summer.
- **Major Studio Lessons, Minor Studio Lessons** and **Chamber Music** are scheduled individually, TBA.
The School of Music Pre-College program offers a unique view of the life of a music student at Carnegie Mellon in a supportive environment of study and performance. It is an ideal opportunity to experience a world-class conservatory program and discover your potential for a career in music. Coupled with the rich cultural life of the city of Pittsburgh and varied campus activities, the Pre-College Music program is an extraordinary way for young musicians to spend their summer.

The School of Music Pre-College Program will give you the opportunity to see what college is like. **This is not high school and it is not camp.** It is as close to college as a high school student can get. You get to live on campus, take classes with conservatory professors, play, rehearse, perform and enjoy the freedom of college life in a safe environment.

The Pre-College Music program employs a core faculty composed of professors, conductors, instructors and staff from its world-class conservatory program. Joining the core faculty will be working professionals engaged especially for the Pre-College program.

**Attendance and Participation**

Students are expected to fulfill all the requirements of the program in which they are enrolled, including, without limitation: attending and participating in all classes; completing all assigned coursework, homework, projects, exams and any other program requirements. Students who fail to attend class and/or to meet program requirements without explicit approval from their program directors may be asked to leave the program at any time. This will be considered an expulsion, not a withdrawal, and such students will not receive refunds. If students have a legitimate circumstance, illness or emergency that affects their ability to attend class or fulfill the requirements of the program, they must give notice to the academic program directors as soon as reasonably possible.

**Pre-College Performance**

The School of Music Pre-College is a performing program. All students participate in multiple performances throughout the summer and specifically during Concert Week, the last week of the summer. During Concert Week, solo instrumentalists, solo vocalists, the Summer Orchestra, Wind Ensemble, Jazz Ensemble, Concert Choir, Jazz Choir, Chamber Music Ensembles, Opera Workshop, Brass Clinic, Percussion Clinic, Woodwind Clinic, String Clinic and Guitar Ensemble all present concerts for the public and the campus community. All School of Music summer concerts are webcast live to the world on the web and available for download to Music Pre-College students.

**End of Summer Auditions**

All full-time students participate in School of Music auditions at the end of the summer. This audition experience is a valuable component of the summer, allowing students to participate in early auditions and to have the opportunity to express their interest in the Carnegie Mellon School of Music. This audition does not take the place of the major audition as part of the Carnegie Mellon application process, but may give the student advance standing in the audition process. Students will also receive evaluations of their coursework along with advice for future development in the profession.

**The Program**

The program is comprised of four main areas: instrumental performance, vocal performance, composition and music technology. Each student follows an individual schedule designed to meet his or her specific needs. A core curriculum of private studio lessons, major performing ensembles and music support courses are required for every student. There is a full offering of technology, recording and jazz electives available to all Pre-College students. Our curriculum is structured to emulate a typical semester of an undergraduate music major. It is also designed to assist students in preparation for college auditions. The Pre-College Music program at Carnegie Mellon will provide an exciting summer of study, experienced side by side with other young musicians who share common goals and aspirations.

The **Vocal Performance Major** has a rich curriculum of performance and music support opportunities. Voice majors receive a one hour private studio lesson (with a professional accompanist) and an additional half-hour
private vocal coaching session each week through the summer, where they work on technique and the preparation and presentation of classical repertoire. Voice majors also take dance, acting, vocal performance classes and perform with the summer Concert Choir and the Opera Workshop.

Students majoring in Instrumental Performance participate in classes and music experiences designed to develop them into well-rounded musicians. **Instrumental Performance Majors** receive a private studio lesson each week, participate in the summer Orchestra, Wind Ensemble, Chamber Music ensembles and have multiple opportunities to attend master-classes through the summer.

**Composition Majors** receive a private studio lesson each week and explore several areas of music composition including theory, orchestration and electronic music, both in classes and in individual instruction. All summer composition majors will submit original works at the end of the summer to be read and recorded by a professional chamber ensemble.

**Music Technology Majors** take courses in Recording Techniques and study the use of computers for analyzing and creating music in the Music Technology Lab. All Music Technology majors work in a private studio setting to develop the skills needed to be a successful studio engineer. They learn the basics of Pro Tools as well as how to use industry standard Waves Audio plugins necessary for post production. Along with private studio lessons, all majors work in a professional studio, recording local and national artists. In these sessions they will be taught proper recording practices such as microphone selection/placement, advanced microphone techniques and studio management.

Music Technology Lab covers the properties of sound, audio signals and how various equipment in the studio is connected and used. Students will also learn the basics of digital audio, MIDI, sequencing and multimedia by using several different computer programs. Basic and advanced concepts of the finale notation program will also be covered.

**Minor Studios**
All students are encouraged to take advantage of the many Minor Studios and electives offered. Students may register for as many Minor Studios and elective courses as they are able to schedule. Prior experience is not required for Minor Studios. Minor Studios are at an additional cost. Instrumental minors may have to provide their own instrument. **All Voice Majors are strongly encouraged to register for Minor Piano Studio.** Jazz Piano is only available to students with an intermediate or advanced piano skill level.

**Courses**

**Program Requirements of All Students (Core Curriculum)**
- Private Studio
- Music Theory
- Solfège (Sight-Singing)
- Eurhythmics
- Concert Choir
- Convocation (Weekly performances by professional musicians)

**Major Studios**
All students audition into a Major Studio when applying to the Pre-College Music Program.

**Students may major in:**
- Bagpipe
- Bassoon
- Cello
- Clarinet
- Composition
- Double Bass
- Euphonium
- Flute
- Guitar
- Harp
- Horn
- Music Technology
- Oboe
- Percussion
- Piano
- Organ
- Saxophone
- Trombone
- Trumpet
- Tuba
- Viola
- Violin
- Voice

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- Music Technology
- Oboe
- Percussion
- Piano
- Organ
- Saxophone
- Trombone
- Trumpet
- Tuba
- Viola
- Violin
- Voice
**Minor Studios**
Through the Minor Studio options, students may take introductory or advanced lessons on any of the instruments listed with the addition of Songwriting, Improvisation, Jazz Piano, Jazz Voice and/or Conducting.

**Music Technology Program**
- Music Technology Lab
- Recording Techniques

**Jazz Studies**
- Jazz Choir
- Jazz Ensemble
- Jazz Improvisation
- Jazz Chamber Music

**Additional Requirements for Vocal Performance Majors**
- Acting
- Dance
- Opera Workshop
- Vocal Performance Class

**Additional Requirements for Instrumental Performance Majors**
- Carnegie Mellon Summer Orchestra
- Carnegie Mellon Summer Wind Ensemble
- Chamber Music

**Instrument Specific Courses**
- Composers Forum
- Brass Clinic
- Guitar Clinic
- Percussion Clinic
- Piano Performance Class
- Woodwind Clinic
- String Clinic

**Music Elective Courses**
*Available to all students*
- Music Technology Lab
- Recording Techniques
- Jazz Choir
- Jazz Ensemble
- Jazz Improvisation

**Important Information**
All students are required to take a placement test in music theory. All students playing in the Wind Ensemble or Orchestra will play for the conductor for placement in the ensemble. All Voice and Piano Majors will perform for their respective faculty on the first Saturday of Pre-College for placement into private studios.

All instrumental students should come to Pre-College with a “work-in-progress,” meaning a solo piece (a concerto, sonata, etc.) which you have already begun working on. Since the Pre-College program is only six weeks in duration, your studio time will be best spent working on technique and interpretation rather than on learning notes. In addition, you may wish to use this literature for the conservatory audition at the end of the six weeks.

When packing clothing for the summer, all students should include “concert dress”: black bottom, white top, dress shoes and tie for the men. Additionally, Voice majors will need two more dressy outfits to wear when performing in Voice Class (dress, pant suit or blouse and skirt for the women and shirt and tie for the men, no jeans). Voice majors also require dance attire: form fitting bottoms (dance tights, running tights, leggings or biker shorts) and form fitting tops (leotards, unitards, form-fitting exercise tops; men: solid colored, form-fitting top) and bare feet — no shoes.

A sample copy of the School of Music Pre-College weekly schedule can be found on page 28. Please review the course scheduling when considering your elective choices. Please note that private studio lessons, coachings, Chamber Music, and Minor Studio lessons are not included on the schedule because they are all scheduled individually. Wind Ensemble meets for the opening three weeks of the summer and Orchestra will meet in its place for the final three weeks of the summer.
Please visit the School of Music Pre-College Info Website
http://music.cmu.edu/pages/information-for-accepted-students

This page was created to give you a one-stop place on the web where you can find general information, web links, schedules and forms for the Music Pre-College programs. We strongly encourage you to bookmark the link, as it will be a very useful information site for both the Pre-College student and family.

You Must Mail in the Music Registration Form
In addition to the paperwork you send to the office of Pre-College Summer Studies Office, it is necessary for you to complete the “2016 Music Summer Registration Form” found on pages 31 and 32 in the Forms Booklet. You will receive confirmation of your course schedule at the opening meeting of the Music Program on June 25, 2016.

School of Music Refund Policy

Arrangements will be made for School of Music students who require a private lesson or elective refund due to unforeseen scheduling conflicts. These refunds must be arranged through the Office of the Director, School of Music Pre-College.

Note: All refund checks will be mailed four to five weeks after the conclusion of the Pre-College Program.
The National High School Game Academy (NHSGA) explores the video game industry and the skills needed for a successful career. The program includes an exciting blend of hands-on exercises combined with traditional lecture and discussion. Students are encouraged to expand their own creative possibilities in a unique blend of left- and right-brain college-level work.

Inspired by the Carnegie Mellon graduate program, Entertainment Technology, the NHSGA is structured to give students a taste of the current state of video game development and provide guidance toward embarking on their own career in the video game industry.

Video games are now a major force in the world of popular entertainment. Video game sales, in the U.S., have outgrown the film industries annual box office sales. Plus, this industry is still growing with the emergence of casual gaming, online gaming and serious gaming, so companies are continually looking for passionate, creative and talented individuals.

While creating a real college-level environment, students are encouraged to explore their interests, expand their technical knowledge and develop their interpersonal skills. They will learn about job opportunities in the industry and what is needed to be competitive in this job market. There is a misconception that if one is good at playing video games, then they will be good at creating video games. Students in this program will discover just how much hard work and talent is needed to be successful.

The Focus

Upon applying for the National High School Game Academy, students are asked to choose an Art Focus or a Programming Focus. Their preference will help the staff in balancing cross-disciplinary groups. While all students will take classes in all three areas of art, programming and game design, their focus will dictate the length of time they spend in each area. In the first week of class, each of these two focus areas will then be split into additional groups (beginner, intermediate and advanced) in order to aid us in providing a challenging level of study for all students. If students are beginners, unsure of which focus to take or are accomplished programmers already, then it is suggested that they choose the Art Focus so that they can explore a new area of study at the NHSGA.

Materials

Each student must bring a personal laptop computer to the program for game development coursework and homework. The minimum system requirements for the computer are listed on page 35. Students will be given a copy of all game development tools and software required for the Topics in Game Development class. Students will be assigned homework in the areas of programming, design and drawing. Past students have also demonstrated a strong desire to continue working on their team projects outside of class hours. A list of required and optional supplies is provided on page 34. The art materials may be purchased at numerous locations including the Carnegie Mellon Art Store. They will be needed regardless of a student’s academic focus within the program.
**Attendance and Participation**

Students are expected to fulfill all the requirements of the program in which they are enrolled, including, without limitation: attending and participating in all classes; completing all assigned coursework, homework, projects, exams and any other program requirements. Students who fail to attend class and/or to meet program requirements without explicit approval from their program directors may be asked to leave the program at any time. This will be considered an expulsion, not a withdrawal, and such students will not receive refunds. If students have a legitimate circumstance, illness or emergency that affects their ability to attend class or fulfill the requirements of the program, they must give notice to the academic program directors as soon as reasonably possible.

**Course Description**

**Topics in Game Development**

This lecture style course will introduce students to all aspects of video game development. Local video industry professionals will aid us in examining the entire product life-cycle and discover new ways that video game techniques are being used. An existing commercial game development toolset will be used to refine skills in the areas of storytelling, world creation and level design leading up to the development of an emotionally evocative game module. Through these projects, team building skills and communication skills will also be emphasized.

**Game Design Studio**

The afternoon Studio is a collection of skill-specific classes and workshops that will explore the three areas in which all students take part. Workshops on digital and traditional art, design and programming will be offered for all students. Students’ focus on Art or Programming will determine how much time they will spend studying in each area. A thorough understanding of game design and the development cycle requires a basic understanding of each of these three areas of study. Also, students who enter as programmers often discover that they enjoyed art even more and vice versa. The NHSGA is a great chance for students to explore where their skills lie and how they might fit into the industry.

**Class Schedule**

Monday through Friday

9:45 – noon – Topics in Game Development

1 – 5 p.m. – Game Design Studio

* Schedule subject to change

* Please note classes run until 5 p.m. on Friday, August 5, 2016.

**Package Pick up for NHSGA only**

Packages and mail may be picked up between 8 – 9 a.m. Monday through Friday at the Postal Services front counter located in the lower level of the Cohon University Center.

All students should come to the NHSGA with the following supplies:

**Supply Kit**

- Notebook 3-5 subject
- Small utility pencil bag – lots of small stuff here that could get lost
- Eraser – preferably vinyl
- Hand-held pencil sharpener
- Drawing pencil 2-10 pencils
- Drawing pad 9” x 12”, 100 sheets
- Headphones – bud or headset – simple and comfortable
- 3-Button mouse
- Mouse pad
- Optional: Small speakers
- Optional: Graphics tablet (eg Wacom)
- Optional: USB flash drive, 8-16 GB
Laptop System Requirements

Software

• Microsoft Word
  Other software will be provided upon arrival

Hardware

Minimum System Requirements:

Windows

• Intel® Pentium® 4 or AMD Athlon® 64 processor (2 GHz or faster)
• Microsoft® Windows® 7 with Service Pack 1, Windows 8 or Windows 8.1
• 4 GB of RAM minimum (8 GB recommended)
• 2.5 GB of available hard-disk space for software installation
• 1024 x 768 display (1280 x 800 recommended) with OpenGL® 2.0, 16-bit color and 512 MB of VRAM (1 GB recommended)
• Internet connection, wireless card recommended

Mac OS

• Multicore Intel processor with 64-bit support
• Mac OS X v10.7, v10.8 or v10.9
• 4 GB of RAM minimum (8 GB recommended)
• 3.2 GB of available hard-disk space for software installation
• 1024 x 768 display (1280 x 800 recommended) with OpenGL 2.0, 16-bit color and 512 MB of VRAM (1 GB recommended)

For more information and help connecting to the wireless network, see www.cmu.edu/computing/precollege/.
Pre-College Student Life
Preparing for Your Arrival

Travel Dates:
Please find below the important dates and times for making your travel arrangements:

International Arrivals: Thursday, June 23
Please schedule your flight to arrive at Pittsburgh International Airport between 12 p.m. (noon) – 7 p.m. on Thursday, June 23. You will be contacted directly in order to submit your travel information. Carnegie Mellon University will provide shuttles at intermittent times, to be determined, between 12 p.m. (noon) – 7 p.m. on Thursday, June 23. Students who have received an I-20 from Carnegie Mellon must arrive on Thursday, June 23 in order to complete a mandatory immigration check-in on Friday, June 24, in order to maintain legal status in the U.S. International students are not permitted to arrive prior to Thursday, June 23, 2016.

Domestic Early Arrivals
Domestic students who have difficult travel circumstances are encouraged to apply for early arrival. We are able to accept a limited number of domestic students to move in on Friday, June 24, 2016 in order to settle in and participate in all of the Opening Day activities on Saturday, June 25. The registration table closes at 3 p.m. on Saturday and any student who would not arrive by 3 p.m. should arrange for early arrival on Friday, June 24. We will provide housing supervision and a light dinner on Friday, June 24. The link for early arrival request will be sent via email upon request (pc-life@andrew.cmu.edu). All early arrival forms must be submitted on or before June 1, 2016. Domestic students are not permitted to arrive prior to Friday, June 24, 2016.

Opening Day: Saturday, June 25 (arrive between 9 a.m. – 3 p.m., if this is not possible, see Early Arrival information above).

Family Weekend: Friday, July 15 – Sunday, July 17 (please note: NHSGA presentation is on Friday at 2:30 p.m.).

3 week departure: Sunday, July 17, 9 a.m. – 12 p.m. (noon). All 3 week students must be moved out by noon on Sunday, July 17. If departing earlier than Sunday, please contact your counselor.

Closing Day: Saturday, August 6, 8 a.m. – 2 p.m.
Flights should be scheduled around the 12 p.m. (noon) – 5 p.m. time frame. Buses to the airport will be provided on Closing Day only at 9 a.m., 11 a.m. and 1 p.m. (Buses arrive at airport 45 minutes after departure.)

Special Accommodations

Assistance For Individuals With Disabilities

Resources for Individuals with Disabilities:
Larry Powell
Disability Resources Manager
Carnegie Mellon University
Equal Opportunity Services, Disability Resources
102 Whitfield Hall
143 North Craig Street
or Cyert A51
Pittsburgh, PA 15213

Email: access@andrew.cmu.edu
Email: lpowell@andrew.cmu.edu
Web: www.cmu.edu/hr/eos/disability/index.html
Phone: 412-268-2013/412-268-1192
Fax: 412-268-1524

Qualified individuals are entitled to reasonable accommodations under the guidelines of the Rehabilitation Act of 1973 and Americans with Disabilities Act (ADA). Equal Opportunity Services serve as links between individuals with disabilities and the campus community.

Accommodations are determined on a case-by-case basis. In order to receive services or accommodations, verification of a disability is required as recommended in writing by a doctor, licensed psychologist or psycho-educational specialist. All information will be considered confidential and only released to appropriate personnel on a need to know basis.

To access services, individuals must initiate a request in writing for specific services/accommodations (books on tape, enlargements, interpreters, etc.). The university makes available memorandums of introduction for students to give to professors, which document disability and describe the accommodations. Accommodations prescribed only apply to Carnegie Mellon and may not be valid elsewhere. The individual takes full responsibility for ongoing assistance. For more information or to initiate a request for accommodations, please contact Larry Powell. (See contact information.)
**Carnegie Mellon University Health Services**
If you have any health accommodations that you would like to speak with a Carnegie Mellon University Health Services professional about prior to your arrival please contact 412-268-2157.

**Air Conditioners**
In recent summers, Pittsburgh experienced heat conditions that were well above normal temperatures for the region. As a result, many students experienced heightened symptoms of pre-existing conditions, such as asthma. Since the process for air-conditioner approval can sometimes take several weeks, we recommend that you speak with your health care provider now about any serious medical conditions you have that can be affected by heat. If you and your health care provider decide that an air-conditioning unit is necessary, please take the following steps now to ensure that your air-conditioning unit is installed prior to Opening Day of Pre-College:

1. Contact your health care provider regarding your health problem and request they complete the Special Housing needs form found at www.cmu.edu/health-services/comprehensive-care-management/index.html.
2. Fax (or hand-deliver) this form to Carnegie Mellon University Health Services: 412-268-6357.
   Please be sure to mark “CMU Pre-College” on the medical documentation as failure to do so could slow down the approval process.
3. Please list an email address on the form and wait for the approval from University Health Services.
4. If approved, contact the Conference & Event Services Office to make arrangements for the rental of the air conditioning unit: 412-268-1125. The rental fee is $150. Please note that this fee is assessed per person, not per room and is due prior to arrival.

With adequate notification, Conference & Event Services will have the unit installed prior to Opening Day. They will also make arrangements to remove the unit after move-out day.

**Preparations: Packing List**

**Accommodations**
All students not living at home in the Pittsburgh area are required to live on campus. The double rooms are furnished with beds, chests of drawers, desks with chairs, bookshelves, closets and wastebaskets. Pillows, sheets and fans are NOT supplied.

**Things to bring**
- Alarm clock – for those early morning classes
- Bathing suit – for off campus events and sun bathing
- Extension cord
- Surge protector
- Extra hangers
- 2 Fans – 1 box fan and 1 small fan
- Light blanket or comforter – some nights gets chilly
- Lights – for extra illumination
- Towels/washcloths
- One dressy outfit – for special occasions
- Out of the ordinary, strange or somewhat bizarre clothes – for special events and activities (the crazier the better)
- Pillow – the obvious is often forgotten
- Posters/paint-safe poster putty – to make your room look like home
- *Linen extra-long twin-sized sheets, towels, washcloths, pillow cases
- Sporting supplies – tennis racket, softball glove, etc.
- Cell phone
- Cash, credit card or ATM debit card for miscellaneous purchases (recommended amount $350 to $400)

**Computers**
For your convenience, the campus offers over 25 computer labs, or “clusters,” in 10 buildings across campus. Each location is customized with a selection of Windows, Mac or Linux computers, peripherals, printers and an extensive complement of productivity and academic software. If you choose to bring your own computer, be aware of which operating systems are supported. Check with your program for other requirements. For more information and help connecting to the wireless network, see www.cmu.edu/computing/precoclegue/.
**Things to leave at home (not permitted)**

- Cars
- Expensive jewelry (and other valuables)
- Large amounts of money
- Knives or other weapons
- Toaster ovens
- Your pet boa constrictor, dog, cat, hamster, etc.
- Candles, incense and other fire hazards

**Fans**

Residence halls during the summer tend to be hot. Students are advised to bring a fan (or two) in the event of warm and humid weather. Please do not bring air conditioners, as they are against university policy. (This includes standalone/non-window air conditioning units.)

**Linens**

Linens will not be provided in the residence halls. Towels will not be furnished either. You should plan to bring two twin-size extra-long sheets, a pillowcase, pillow, towels and a blanket (for those cool evenings). Linens and residence hall essentials including fans, lamps, surge protectors, etc. may be purchased in the University Store. There are sheets, comforters, mattress pads, pillows and more available for pre-order or in-store purchase. A complete selection is available for viewing on our website at www.cmu.edu/stores. You can call 412-268-5591 or place an order online and your order will be available for pickup in the store when you arrive.

**Microfridges**

Refrigerators/microwaves (combined) are available for rental on Opening Day at $90 for the duration of the six-week program. The vendor will be set up to take orders/payments on Opening Day at the registration tent, and will install the units on Sunday, June 26. We encourage students to work with their roommates on Opening Day to determine if they would like to share a unit. **Microfridge rental will only be available on Opening Day, 9 a.m. – 3 p.m.**

**Residency Status Change**

If you wish to make a change to your residency status (commuter to resident or resident to commuter), please contact Conference & Event Services at 412-268-1125 for approval.

**Roommates**

Roommates are assigned based on gender and program of study. Pre-College housing is coordinated by Conference & Event Services. Roommate information cannot be given out prior to arrival on campus. A request for specific roommates must be submitted to Conference & Event Services from both roommates by emailing to confserv@andrew.cmu.edu. Requests must be received by June 1, 2016 (no exceptions). The Pre-College residential staff is available and willing to work with residents should any concerns between roommates arise.

**Shipping Belongings in Advance**

The campus post office will be accepting packages for you during the week of June 12. It is important that you do not send packages before this date, as we do not have the space to store them. Also please note, the campus post office will be closed Monday, July 4, in observance of the holiday.

The most important thing to remember is to address mail and packages correctly. We cannot guarantee the delivery of your mail if we do not know who you are and which program you are attending.

The Postal Services Pick-up Center will be open Saturday, June 25 from 9 a.m. – 3 p.m. Package pick-up regular hours of operation are Monday – Thursday 10 a.m. – 6 p.m., Friday 10 a.m. – 5 p.m.

Postal Services Front Counter (for stamp and money order purchases and for your mailing needs) Regular hours of operation are Monday – Friday 9 a.m. – 5 p.m.

**Student’s Full Name**

Carnegie Mellon University
Pre-College Summer Studies
SMC #7361
5032 Forbes Ave.
Pittsburgh, PA 15289-3890

**Traveling to Campus**

Pittsburgh is accessible by ground, rail or air transportation. Resources for the main transportation services to the city:
you are here, you must submit an Absence from Campus Form. If you plan to visit in the residence hall, please be aware that only those individuals listed on the emergency contact form (space provided at the bottom) will be permitted to enter the building. Those individuals must be prepared to show ID and sign in and out each time.

Closing
Saturday, August 6 (8 a.m. – 2 p.m.) All residents must be checked out of the residence halls no later than 2 p.m. on Saturday, August 6, 2016. Please see the Preparing for Departure section for detailed information.

Area Hotel Accommodations
For your convenience, Carnegie Mellon University has compiled a list of area accommodations. To view the list, visit: www.cmu.edu/about/visit/accommodations.shtml.

Residential Life

Opening Day
Opening Day will be held on Saturday June 25, 2016. Check in hours will be between 9 a.m. and 3 p.m. Upon arrival, all students are required to report to the tent in Morewood Gardens Courtyard. Students and parents will have the opportunity to meet the faculty and staff and learn about the academic program. The weekend will also consist of concerts, performances and exhibits to showcase Pre-College student work. In addition, the Office of Admission will host information sessions exploring life on campus and in Pittsburgh, admission requirements, financial aid policies and the many benefits of attending Carnegie Mellon University. A complete list of event times and locations will be distributed during Family Weekend.

Registration is not necessary for parents who plan to attend Family Weekend, but please be aware that if you are planning to have your student stay with you while
also be assigned to act as a liaison to the commuter students and aid in their social involvement in the program.

Campus Security and Guidelines
While we feel that Carnegie Mellon is a relatively safe environment, we are always interested in protecting our students and their personal possessions. The following are a few suggestions from the Carnegie Mellon University Police Department.

- Report all crimes, personal injuries and accidents immediately at 412-268-2323. University Police also provide emergency first aid assistance.
- Report persons who you may feel are unauthorized on campus, such as individuals observed going from room to room, asking for fictitious persons, etc. Call University Police immediately so officers can be sent to identify these persons.
- Report losses as soon as possible even if you feel the possibility of recovery is remote. University Police cannot investigate what is not reported and, more importantly, incidents that are ignored increase the possibility of recurrence by encouraging a “thief” to return. However, University Police generally do not take reports concerning losses or thefts more than 72 hours after the crime has occurred, if the crime occurs off campus or out of the country when a victim is on official university business or travel, or purely “for insurance purposes” to aid in filing a claim with an insurance company.

Activities
There are many diverse evening and weekend activities planned for the students. Day trips to amusement and water parks, Frank Lloyd Wright’s Fallingwater, theater trips, movies, afternoons at local museums and art galleries, a Pittsburgh Pirates baseball game, barbecues and parties are just some of the many exciting options available during free time. Please check the Pre-College student life online calendar for more details.

Keys-ID Card
Pre-College Carnegie Mellon student ID Cards will act as their room keys. If students lock themselves out of their room, they are required to contact University Police to gain access to their room (412-268-2323). In the event a student loses a Carnegie Mellon ID Card, the student should report it immediately via Student Information Online (SIO) at www.cmu.edu/hub/sio. There is a $25 charge for replacement of each lost key. To obtain a new student ID card, students should visit the Hub. Hours of operation can be found at www.cmu.edu/hub/hours.html. After hours, students should visit the Conference & Event Services satellite office in Stever House (located beside Morewood Gardens) for a temporary key. All keys must be returned upon checking out of the residence halls.

Laundry
Washers and dryers are available in each of the summer residence halls at no charge.

Maintenance
All room and maintenance problems should be reported by submitting a maintenance request via https://web.campusservices.cmu.edu/housing/maint/. In some instances, maintenance personnel may need to enter students’ rooms over the summer to attend to current maintenance concerns or to perform repairs. Rooms will be inspected regularly during the Pre-College program by the Housing and Dining Office personnel.

Emergency Medical Procedure for Students
In the event of illness or injury that occurs during the day, students can contact the University Health Services. Please refer to subsequent information for the office hours and procedures for using University Health Services.

If the medical problem occurs when the University Health Services is closed, students should contact their counselor who will assist in calling the University Health Services on-call service or CMU police. They are available 24 hours/7 days a week.

All accidents must be reported to Student Life. For more information contact the Student Life Office at 412-268-2142 or online at pc-life@andrew.cmu.edu.
Dining Services

Full-time Resident Students are automatically included in the meal plan, which provides for 19 meals per week (3 meals per day Monday – Friday, 2 meals per day Saturday & Sunday). In addition to the resident students’ meal plans, they will receive a snack allowance of $12 per week which expires weekly (does not carry over from week to week). All summer meal plans operate on a debit system, which is encoded on students’ CMU ID cards. No refunds for unused meals are available unless the student withdraws from Pre-College for an approved reason. (No refunds of any kind will be awarded to students required to leave for disciplinary reasons.) Please complete the Housing and Dining agreement form located in the Forms Booklet.

Traveling Blocks
Students will have the opportunity to eat four meals per week at any dining venue on campus other than the Resnik Café (as part of the 19 meals per week).

Full-time Commuter and Part-Time APEA Students are provided a meal plan in the form of DineXtra, with the value of $13 per day Monday through Friday. Please complete the Agreement for Dining Services (Full-time Commuter Students Only) form located in the Forms Booklet. PLEASE NOTE: Unused daily funds expire on a weekly basis (Saturday at midnight).

Meals for the Pre-College students will be served in the Resnik Café located in Resnik Hall. This dining room includes hot entrees, a deli bar and a fresh salad bar. The Café menu, which includes vegetarian and vegan items, has been developed especially for you by our culinary staff (see overview). The Café hours are as follows:

Monday–Friday
Breakfast 7 – 10 a.m.
Lunch 11 a.m. – 2 p.m.
Dinner 5 – 8 p.m.
Saturday and Sunday
Brunch 9:30 a.m. – 2 p.m.
Dinner 5 – 8 p.m.
(Subject to change)

Pre-College Menu Overview
CulinArt is committed to offering fresh and healthy foods throughout all of our dining services programs. Your Pre-College dining experience is very important to us. We aim to deliver smart food choices and exciting variety that will satisfy your palate each and every day.

CulinArt’s dining program for guests at Resnik will include:
- At least one vegetarian option that includes a vegetable or fruit component
- Fresh seasonal fruits, particularly those with higher fiber
- Fresh seasonal vegetables, including raw vegetable salads
- Reduced fat and fat-free dressings
- A variety of lower fat and enriched grain products
- Whole grain bread alternatives
- Low-fat and fat-free milk or equivalent milk substitutes
- Vegan, gluten-free and allergen-sensitive diets are accommodated as well as kosher meals

Breakfast offerings:
- hot & cold cereal
- fruit & yogurt bar
- continental breakfast breads, muffins, bagels
- full hot breakfast including eggs, bacon, sausage, home fries and hot cakes

Student Services

Office Of Admission
412-268-2082
The Office of Admission is located on the first floor of Warner Hall. Pre-College students are encouraged to stop by the admission office to pick up information about admission to Carnegie Mellon. Students can also sign up for interviews with admission counselors, preview sessions and tours of campus.

Admission Interviews:
Admission Interviews are not required, but are available throughout the summer. A college interview allows a prospective student to get a personalized introduction to campus and helps students determine if Carnegie Mellon and our particular majors or programs of interest are a good fit. We encourage students to sign up for interviews during the first week of the program because
the interview schedule fills up very quickly. After the first week, students may still sign up, but it is subject to availability.

Interviews last about 20-30 minutes. We are interested in discussing senior year courses, extracurricular activities and potential major interests at Carnegie Mellon. Interviews are considered in the admission process and help the admissions committee make better, more informed decisions with determining the freshman class.

Students who are interested in the performing arts in Music or Drama should be aware that admission interviews for these programs will be mostly informational. Due to the importance of the in-person audition, students should consider the value of in-studio time with professors in lieu of an admission interview.

Normal office hours are:
Monday – Friday 8:30 a.m. – 5 p.m. EST

We’re available by phone:
Monday – Thursday 8:30 a.m. – 7 p.m. EST
Friday 8:30 a.m. – 5 p.m. EST
Saturday 8:30 a.m. – 12:30 p.m. EST

Telephone: 412-268-2082
Fax: 412-268-7838
Email: undergraduate-admissions@andrew.cmu.edu

Student Life Office
412-268-2142
The Pre-College Student Life Office is located in Morewood Gardens. Student Life is the headquarters for all residential life issues, residential staff and the director of Pre-College Student Life. The office is open from 8:30 a.m. – 5 p.m. Monday – Friday throughout the summer. Any questions about the Pre-College student experience, living arrangements, weekend trips or special circumstances should be directed to the Student Life Office at 412-268-2142 or pc-life@andrew.cmu.edu.

Carnegie Mellon University
Postal Services Front Counter
(for stamp and money order purchases and for your mailing needs)
Regular hours of operation are Monday – Friday 9 a.m. – 5 p.m.

Student’s Full Name
Carnegie Mellon University
Pre-College Summer Studies
SMC #7361
5032 Forbes Ave.
Pittsburgh, PA 15289-3890

The HUB
412-268-8186
The HUB staff is available Monday, Wednesday and Friday from 8:30 a.m. – 4:30 p.m., and Tuesday and Thursday from 10:30 a.m. – 4:30 p.m. to assist students with billing and payment questions.

The HUB is located in the lower level of Warner Hall and staff can be contacted at 412-268-8186 or by email at thehub@andrew.cmu.edu. Students and parents are encouraged to visit The HUB website for detailed billing and payment information at www.cmu.edu/hub.

ID Cards
412-268-8186
The HUB handles all ID Card inquiries. If your card is lost or stolen, report it immediately via Student Information Online (www.cmu.edu/hub/sio). For additional information about this service, visit www.cmu.edu/idplus or send email to idplus@andrew.cmu.edu.

Computing Services
The Computing Services website will orient you to the computing resources available on campus. Visit www.cmu.edu/computing/precollege/ for information on connecting to the network, computer labs, printing and more.

Need Help?
The Computing Services Help Center is available to answer your computing related questions Monday – Friday. (7 a.m. – 7 p.m.)
Call: 412-268-4357
Email: it-help@cmu.edu
Visit: 119 Cyert Hall (9 a.m. – 5 p.m.)

University Police
412-268-2323
The University Police office, located at 300 South Craig Street (entrance on Filmore Place), operates 24 hours a day and provides campus patrols on foot, by car and bicycle, and other services to ensure the safety and
well-being of persons and property in the university community. Their direct Emergency and Non-Emergency line is 412-268-2323.

**Recreational Facilities**  
412-268-8551

**Athletic Facilities**
Skibo Gymnasium is the home to the Athletic Department offices in Room 204. The Athletic Office hours are 8:30 a.m. – 5 p.m. Monday – Friday, or call 412-268-2211. These are the athletic/recreational facilities and privileges available to CMU Student ID cardholders. (Hours are subject to change.) For security purposes, items of value should be locked up with your own lock in the locker room at the athletic facilities.

Skibo Gymnasium**
Recreational Facilities  
6:30 a.m. – 9 p.m. Monday – Friday  
10 a.m. – 3:30 p.m. Saturday and Sunday  
The Skibo Gymnasium recreational facilities will be available to all Pre-College students with a valid CMU ID card. Present your ID card to the Skibo desk attendant just inside the lower entrance door inside the weight room to use the facilities. Volleyball equipment is also available for your use. Available facilities include a weight room for your total body work out with weight machines, squat racks, platforms, free weights, treadmills, ellipticals and exercise bikes. The main gym is for basketball, volleyball and badminton. The outdoor track is available anytime (with the exception of any scheduled event).  
**See the Cohon Center for additional recreational opportunities and pool hours.

**Cohon Center Equipment Desk**
Recreational Facilities  
6 a.m. – 10 p.m. Monday – Friday  
10 a.m. – 10 p.m. Saturday and Sunday  
The Cohon Center recreational facilities will be available to all Pre-College students with a valid ID card. Tap or swipe your ID card on the turnstiles just across from the gym to access the locker rooms and swimming pools. The Cohon Center Equipment Desk provides a towel service and issues sporting equipment such as basketballs, volleyball nets and various racquets. These are all available for your use by presenting a valid CMU ID card. Recreational facilities include a two-court gymnasium for basketball, volleyball and badminton, a weight room with weight machines, light free weights and treadmills, a fitness studio, cardio room with ellipticals, steppers, a rower and Expresso exercise bikes. The Cohon Center houses two racquetball courts, one squash court and two convertible (racquetball/ squash) courts. Tennis courts are located behind the Cohon Center. Submit court reservations online at www.enrollment.cmu.edu/reservesport/. A swimming pool with separate diving well is available for recreational swim.  
Swimming Pool Rec Hours*  
http://athletics.cmu.edu/recreation/aquatics  
7 – 8 a.m., 11:30 a.m. – 1:30 p.m., 5 – 7 p.m.  
Monday – Friday 1 – 5 p.m. Saturday and Sunday  
*Call 412-268-1236 to verify pool hours or with any questions.

Group X-ercise classes are available for a fee; for a schedule visit: http://athletics.cmu.edu/fitness/files/classschedule.pdf.

Morewood Gardens Exercise Room is open 24 hours a day (located on the first floor). Additional cardio machines are on the 2nd floor of the Carnegie Café.

Active sports are prohibited inside the residence halls and should be confined to designated campus areas. Upon request from the students, Pre-College counselors will organize various team sports. Sports equipment, such as basketballs, soccer balls, volleyballs and nets, and various racquets are available.

**Health and Well-Being**

**Counseling and Psychological Services (CaPS)**  
412-268-2922

CaPS provides limited assistance to Pre-College students in the form of crisis intervention, assessments, and, when indicated, private referrals for off-campus treatment; consultations are available for Pre-College counselors and family members. CaPS is located on the 2nd floor of E-Tower in Morewood Gardens. For an appointment or to speak with a counselor, please call 412-268-2922.

**Carnegie Mellon University Health Services**  
412-268-2157

University Health Services, located on the first floor of Morewood Gardens E-Tower, provides evaluation for urgent complaints of participants. Students having health
concerns may walk in Monday through Friday (hours vary) and consult with a health care provider and will either be treated or referred for higher level of care. For more information, please call 412-268-2157. Treatment will be provided at the emergency room of UPMC Presbyterian or Shadyside Hospital when Health Services is closed for the cases requiring hospital level care. There is no special insurance program available for Pre-College students. However, all students are required to have health insurance that can be used at the area hospitals mentioned. Parents are asked to provide information about their medical insurance coverage on the Record of Medical History Form, (all responses will be kept confidential and will be given directly to University Health Services). Please note: any charges incurred with Health Services before July 2, 2016 may be charged via the student account, cash, check or credit card. Those charges incurred after July 22, 2016 may be paid with any means listed above except the student account charge.

Assistance For Individuals With Disabilities
412-268-2013

Resources for Individuals with Disabilities:
Larry Powell
Disability Resources Manager
Carnegie Mellon University
Equal Opportunity Services, Disability Resources
102 Whitfield Hall
143 North Craig Street
Pittsburgh, PA 15213
Email: access@andrew.cmu.edu
Email: lpowell@andrew.cmu.edu
Web: www.cmu.edu/hr/eos/disability/index.html
Phone: 412-268-2013
Fax: 412-268-1524

Qualified individuals are entitled to reasonable accommodations under the guidelines of the Rehabilitation Act of 1973 and Americans with Disabilities Act (ADA). Equal Opportunity Services serve as links between individuals with disabilities and the campus community.

Financial Services

ATM
Students are encouraged to bring ATM cards. The University does not have the ability to transfer

Cash to your student. Banking machines are available on campus at the locations listed below:
- Citizens – Cohon University Center
- PNC – Baker Hall
- PNC – Cohon University Center

PNC
412-683-7200
Bank with PNC at Carnegie Mellon

Prior to your arrival to Carnegie Mellon, you have the option to open an account for your daughter/son to use during the six-week stay on campus. PNC Bank has ATMs and an eBranch on campus, and offers accounts designed especially for students — and parents.
- Checking with no minimum balance requirement for qualified students
- Option to link your student’s CMU ID card to a PNC bank account, which enables him/her to use the ID card as an ATM Card, too — and this means only one card to carry around campus. Virtual Wallet Student®, includes checking and saving accounts that make it easy for you and your student to keep track of money — check it out at pnc.com/carnegiemellon. Plus, it comes with:
  - Free PNC Bank VISA® Debit Card
  - Free access to 7,200 + PNC Bank ATMs
  - Online, mobile and text banking options†
  - Free email or text message alerts (for students AND parents) that inform you of activity on your account.

On-campus features:
- eBranch on campus (lower level of the Cohon University Center) with two ATMs
- PNC branch manager on site to assist you with your banking needs

There are also seven other PNC ATMs on campus.

Note: Since your daughter/son is considered to be a minor, it will be required for the parent to be a joint account holder.

Money from Home:
PNC makes it easy for parents to transfer money to a student’s account — through online or mobile banking, at a branch or even an ATM. You can even sign up for Parent Alerts to receive an email notification to inform you of account activity, such as deposits, balances or overdrafts. If you wish to set up an account, visit your
local PNC Branch, call the PNC Carnegie Mellon branch at 412-683-7200 or go online at pnc.com/carnegiemellon.

A PNC Bank representative will also be present on Opening Day to open an account, but it will take one business day to process the application. Therefore, it is highly recommended to complete the process prior to Opening Day.

If you have additional questions regarding establishing an account or other related questions, please contact our PNC Bank Branch at 412-683-7200.

† A supported mobile device is needed to use mobile banking. Standard message and data rates may apply. Bank deposit products and services provided by PNC Bank, National Association, Member FDIC.

Resources

Information Desk, Cohon University Center
412-268-2107
Cohon University Center 103
Hours: daily, 8 a.m. – 10 p.m.
(Hours vary during breaks)

If you have questions about Carnegie Mellon in general, call the Information Desk. The Information Desk sells postage stamps, makes copies, sends faxes, distributes campus maps, manages a lost & found, recycles batteries and has informational brochures about Pittsburgh.

University Libraries
412-268-2444
www.library.cmu.edu
The University Libraries provide access to more than 85,000 electronic journals and contain over 1.1 million volumes housed in three locations:

Hunt Library (humanities, fine arts, social sciences and business); the Sorrells Engineering & Science Library (engineering, mathematics, physics, computer science and robotics); and the Mellon Institute Library (chemistry and biology). In addition to printed online resources, Hunt Library lends multimedia technology equipment such as, cameras, mics and pocket projectors. Each library has a reserve book area containing assigned materials available for students to use for coursework. Your CMU ID card is used to check out regular library materials and reserve materials.

Experienced librarians in all three libraries can work with you to identify relevant resources and provide in-depth research assistance. They assist library users with the libraries’ online catalog and specialized databases and computerized systems. They can also explain the various ways to get materials from other libraries, both in and out of Pittsburgh.

If you borrow a library book, return it to the library before the program ends. Failure to return your books or pay fines will result in the Pre-College Summer Studies office holding your grades/evaluations. All books should be returned and fines paid before Saturday, August 6, 2016. The following summer hours are subject to change.

For current hours, check online at www.library.cmu.edu/about/hours or call the circulation desk at 412-268-2444.

Sorrells Engineering & Science Library
8 a.m. – 9 p.m. Monday – Thursday
8 a.m. – 6 p.m. Friday
Noon – 5 p.m. Saturday and Sunday

Hunt Library
8 a.m. – 9 p.m. Monday – Thursday
8 a.m. – 6 p.m. Friday
Noon – 5 p.m. Saturday and Sunday

Mellon Institute Library
8:30 a.m. – 5 p.m. Monday – Friday
Closed Saturday and Sunday

Parking & Transportation Services
412-268-2052
Parking in university lots is available for commuting summer students ONLY by purchasing a parking permit from the Parking Office located in the Cohon University Center, Lower Level. Please note: We currently are managing wait lists and availability — certain lots may not be available. Pricing for the six-week program may vary depending on location. Visit the Cohon University Center office to complete your permit application or send an email request to parking@andrew.cmu.edu.

If you or a visitor will be driving to campus and need parking for the day, the East Campus Garage is a pay-as-you-park facility. Please note that at times the garage is full, and therefore, parking would need to be at
meters or at other parking facilities near the campus (e.g., Collaborative Innovation Center Garage, Gates Garage, Carnegie Museum Garage).

Shopping on Campus

**University Store**
**412-268-2966**
Located in the Cohon University Center is a multi-level, multi-store retail complex called the University Store. Textbooks for all university courses, computers, stationery, art, classroom and computer supplies required by the instructors are in stock and available for purchase. We make every effort to carry all items necessary for student life. For your convenience, we accept cash, checks, the Bookstore gift cards, Visa and MasterCard.

**Computer Sales**
Computer Sales offers a variety of computers, peripherals and software to the Carnegie Mellon campus community. Our primary goal is to meet your computing needs with the best possible price and products. Pre-College students are eligible to purchase Adobe products. Microsoft products are not available for purchase by Pre-College students; however, students may access Microsoft and other academic software in clusters and remotely through Virtual Andrew. We apologize for any inconvenience.

The University Stores are normally not open weekends during the summer session; however, the store will have limited hours Opening Weekend and Family Weekend. Please visit www.bookstore.cmu.edu for current store hours.

**Entropy+**
Entropy+ is Carnegie Mellon University’s campus convenience store. In addition to the large variety of grocery items, health and beauty aids, bottled beverages, snacks, sweets and treats, Entropy+ offers a variety of Quik Piks sandwiches, salads, breakfast sandwiches made daily, local and sustainable produce and dairy. Kosher Korner, also located in entropy, is a section that features entrées and sides that are “Ready to Heat/Eat Kosher.”

Located on the ground floor of the Cohon University Center adjacent to Merson Courtyard, summer hours are 8 a.m. – 5 p.m. Monday – Friday and 10 a.m. – 4 p.m. on Saturday and Sunday.

Preparing for Departure

**Check out Day**
Date: Saturday, August 6, 2016  
Time: 8 a.m. – 2 p.m.
All students must be checked out of the residence hall by 2 p.m. on Saturday, August 6. Official Checkout procedures will be sent via email approximately one week prior to departure.

- Pre-College students may not leave any belongings once they have checked out of the residence hall. We will not be able to store luggage to be picked up at a later time.
- **Unfortunately, we are not able to make any exception to stay later than Saturday August 6, 2 p.m.** The residence halls will be turned around immediately for the incoming CMU students.
- Families may park for free in the Morewood Lot or East Campus Garage after 5 p.m. on Friday and throughout the weekend.
- Buses to the airport will be provided on Closing Day departure 9 a.m., 11 a.m. and 1 p.m. (Buses arrive at airport 45 minutes after departure.)
- Please contact the academic director for the final day class schedules.
- Rooms must be cleared of all belongings (including throwing away trash in your room).
- There will be a donation room for fans, desk lamps, office/school supplies, etc. We will keep some items so that students who are traveling a far distance next year will be able to utilize them. Any items that we are not able to keep for the following year will be donated to a local charity.
- Damage/Housing: At the end of the program, students are required to return their assigned rooms back to their original state. During the checkout process, a staff member will assess the condition and cleanliness prior to departure. Any excessive damages will be billed to the student’s account and will result in the delay of releasing transcripts or program evaluations to the student. Students will turn in their housing keys to the Student Life staff upon checkout and will be reminded that any damages to the room will be billable.
Shipping Belongings Home

Students may wish to ship their belongings home prior to their departure from the program. They may do so either by the U.S. Post Office or the FedEx Store, both are located on the Lower Level of the Cohon University Center. Please be aware that all students must be completely moved out by 2 p.m. on Saturday, August 6. Both the U.S. Post Office and FedEx have limited hours during the summer, so please make arrangements in advance for shipping belongings back home. See below for additional information related to the U.S. Post Office and Fed Ex store.

U.S. Post Office

If students would like to ship items back home, they may visit the Post Office at the lower level of the Cohon University Center which will be open special hours on Saturday, August 6. Regular business hours are Monday – Friday 9 a.m. – 5 p.m.

FedEx

412-268-3737

Students can use FedEx Ground as a cost effective way to ship their belongings home at the end of the semester. We do accept suitcases for shipment. We encourage students to open an account and create their shipments online, which is the cheapest way to ship at FedEx. You can open an account at our location in the Cohon University Center, or on the FedEx website. There is no fee whatsoever associated with our accounts, and it does reduce your shipping costs. Students can use their parents FedEx account shipping number for their shipments.

You can ship packages to a nearby FedEx location to be held for a pick up. Please call 1.800.GO.FEDEX for this option.

For shipping documents of a critical nature, time sensitive or international packages, we are happy to consult on what options are available and what paperwork is necessary. We offer a variety of services including poster and presentation printing, faxing and taking passport and other document photos.

Please visit our location in the Cohon University Center on the Lower Level.
Summer Hours: 9 a.m. – 5 p.m., Monday – Friday.
Packages are picked up at 3 p.m.