For Accepted Students Handbook
For the Following Pre-College Programs and Students

Summer@Brown Program
English Language Learners
Pre-Baccalaureate Program
Getting Started

Congratulations on your acceptance to Brown University Pre-College Programs!

We created this welcome packet to help you prepare for your arrival and ensure an enriching and rewarding time here on campus. Please review this information carefully, and let us know if you have any questions.

This welcome packet is applicable to those students enrolled in Summer@Brown, in courses for English Language Learners, and the Pre-Baccalaureate Program. Individual program differences will be reflected in specific course requirements or protocols. The information contained herein is general and applies to all students.

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I. A Note to Parents, Guardians, and Students

Welcome to Brown University Pre-College Programs!

Attending a summer academic program at a college or university is a significant event for a high school student—and no less so for their parents/guardians. We are mindful that parents/guardians and students share in the excitement and exhilaration upon learning of the student’s acceptance into the program, but that in addition, many also have some anxieties. We hope that this For Accepted Students document communicates not only the excitement of the program, but also addresses your concerns. And we are always happy to talk to parents, guardians, and students to answer any questions that you may not find an answer to within these pages.

What to Study?
Designed to reflect the broad curriculum of Brown University, our programs are first and foremost academic programs. The course of study undertaken by a student is a significant consideration, and it should be one that simultaneously plays to their strengths and to a deep and motivating interest in a subject area. Some students choose to study in an area that they’ve already explored deeply; others take courses that will advance their skills or understanding in a direction they intend to pursue; yet others respond to their curiosity about areas in which they’ve little experience. The breadth of our curriculum enables us to bring to campus groups of young people as diverse as their academic interests. Indeed, we aim to bring together in classes students who, while they share a common intellectual passion, join a community of learners where they will find an exceptionally diverse array of intellectual passions among their peers as well. All of the classes are designed to engage students in critical thinking and problem solving, while encouraging them to make connections among other points of view and cultures.

Taking More Than One Course
Many students enrolling in our non-credit programs choose to attend multiple sessions throughout the summer, stringing together a series of one-, two-, three-, and four-week courses. This option offers students the opportunity to create their own course of study or to immerse themselves in a variety of subjects all summer long. Some also consider taking two courses during the same or overlapping terms, and we would highly encourage students considering this option to consult with us first, to ensure that the combination of courses represents a manageable course load and that together they match the student’s interests and preparation.

Pre-Baccalaureate students living on campus are required to take two courses - which constitutes full time study.
Maturity and Independence

Independence is central to the Brown Pre-College experience, and for many students, this level of independence will be a new experience. They will need to find within themselves self-discipline to manage their time, set their priorities, and be mindful of such things like eating balanced meals, getting enough sleep, and doing their own laundry—all without parental assistance. The Pre-College programs at Brown are a great opportunity for bright, motivated young people to practice managing their daily life in a supportive environment.

This combination of rigorous academics and personal independence most certainly prepares pre-college students for the challenges of college life. Indeed, students and their parents have often said that the best part of the program was the personal growth that occurred. When pre-college students successfully complete a program at Brown, they emerge with renewed confidence that they will be able to make a successful adjustment to college life.

Supervision

Students will learn quickly how—and how necessary it is—to balance their academic responsibilities with responsible living in a community of like-minded students. They do so with the help of a team of carefully selected and trained staff, including Brown University’s professional Residential Life staff, Residence Directors (RDs) who are currently enrolled in graduate degrees in student affairs or higher education, and undergraduate Resident Advisors (RAs) who live in the residence halls. These skilled and caring staff help students learn how to balance the competing demands of an exceptionally rich and rewarding academic and social life, and serve as a resource for everything from guiding students to resources around campus to aiding them in negotiating roommate conflicts. Our primary goal is to create a safe atmosphere which supports student success, and the residential staff’s emphasis on community-building and individual responsibility encourages students to develop the necessary skills and capacities in a way that is as enjoyable as it is rewarding.

Students, we are thrilled you have decided to attend a Brown Pre-College program! We look forward to engaging with you in a robust academic program balanced with activities, meeting new friends, and discovering your capabilities!

II. Next Steps

You will receive a personalized email outlining a checklist of items that need to be completed in order for you to attend the program. Included in the checklist are: student
account activation, electronic billing and payment access, travel itinerary request, forms completion via DocuSign, and an online tutorial that reviews Brown's values and policies. As you work through the steps, it is recommended that students and parents/guardians write down all usernames and passwords. It is essential that you write down and remember any passwords associated with your Brown email address as you would need to bring that information with you to campus to access your Brown account while studying in the program.

Forms are submitted electronically through DocuSign, an electronic signature provider where you can digitally fill out and sign our required forms and waivers. Most forms include sections for both students and parents/guardians to complete.

You can expect to complete the following forms:

**Required Forms**
- On Campus Student Acceptance, Release, and Waiver Form
- Medical Authorization Form
- Physician's Immunization and Medical Report – Requires a medical provider's signature
- Course Specific Forms

**Additional Forms, if applicable**
- **Disability, Medical, and Dietary Services Request Form** Students with significant food allergies or intolerance should complete a complete a Disability Accommodations or Services Request Form. Along with this form, students may need to submit documentation of their area of disability and needs. Please reference the SEAS guidelines for documenting a disability and contact them if you have any questions or concerns: SEAS-SPS@brown.edu or 401-863-9588. More information can also be found on the SEAS Website under School of Professional Studies (SPS) Programs
- On Campus Dietary Form

### III. What to Bring

Each student room provides typical college furniture: a bed, desk and chair, dresser, trash can, and access to wireless Internet.

**Common Necessities**
- Clothing: Shorts, T-shirts, pants, etc.
- Proper attire for laboratory- or Design Workshop-based classes (if applicable, see below)
- One set of ’dress-up’ clothes (dress is almost always informal, but you’ll want to be ready if a special occasion occurs)
- Comfortable walking shoes
- Umbrella/raincoat
- Clothes hangers
- Bathrobe and flip-flops
- Toothbrush, toiletries, soap,
- Towels and face cloths
- Sheets for your twin, extra-long size bed (36 by 80 inches, approximately 6 inches thick)
- Pillow
- A bedspread or comforter
- You may also wish to bring a mattress cover or pad
- Alarm clock
- Desk lamp (Halogen lamps are not permitted in the residence halls)
- Mug/drinking glass
- Sunscreen
- Laundry bag and detergent
- Fans: Students driving to campus are **strongly encouraged** to bring a fan from home since a limited number are available for purchase or rental on the day of arrival.
- Reusable water bottles: It’s important for students to stay hydrated during the summer heat.
- A Flash Drive for saving and transporting digital files

**Optional Items**
- Clothes iron
- Recreation and sports equipment
- Beach equipment, bathing suit, sunglasses
- Laptop computer or tablet

Students may find information about rentals of fans, refrigerators, microwaves, linens, and laundry services through the [Brown Student Agencies website](#).

You may **NOT** bring pets, cooking devices, air conditioners, or motor vehicles (except commuter students) to campus.

**Proper attire for laboratory- and Design Workshop-based classes and STEM Activities**

Students completing course work in laboratories or who will be enrolled in a course that will take them into the Brown Design Workshop should keep in mind there are established
practices for lab and workshop attire. **Closed toed shoes or sneakers and long pants are required.** Sandals, shorts, skirts, or tank tops may NOT be worn in either setting. Students with long hair should be prepared to tie their hair back for safety reasons as necessary and as required by your instructor.

**Spending Money**
How much additional money to bring depends in part on how long a student will be staying at Brown and on normal spending habits, but more importantly on the learning community we seek to foster here. Our students come from all over the world, and from home and community situations that reflect the wide range of socio-economic and cultural diversity that characterizes our world. As a place dedicated, above all, to student learning and development, and that supports and encourages diversity in all forms for the common good, students do not need a significant amount of spending money to have a rewarding and transformative experience at Brown. Most program activities are free, and we encourage students to engage in activities that are no-cost or low-cost so that the community of learners we seek to build can be an inclusive one and remain focused on learning. When considering how much spending money to provide your student for their stay at Brown, consider these community-building goals along with their more practical, daily needs.

**IV. Check-In and Orientation**

**When to Arrive**
Students check in between 9:00am and 1:00pm on the Sunday before classes start. Once on campus, students will be directed to the check-in location where they will receive their residence hall room keys, Brown ID card, an orientation schedule, and campus map.

Although students should make every effort to plan their travel to Brown based on a Sunday arrival, procedures are in place to accommodate Saturday arrival for those students who are arriving from long distances and need to work around flight schedules. There is a $150 early arrival fee for students arriving on Saturday. Early arrival must be requested in advance of the program. If you meet the early arrival criteria due to long-distance travel, please complete the Early Arrival Request Form on the **About Me tab** in your student portal. As buildings are in use throughout the summer, the rooms for specific programs may not be available until Sunday at 9:00am; therefore, any approved early arrivals may be housed in a different building than the one students will be assigned to on Sunday.

**Unaccompanied Travel**
In recent years, bus, train, and airline carriers have instituted a range of policies related to unaccompanied minors traveling. Brown Pre-College Programs are unable to meet many of
these new requirements, so we urge families/guardians to review their likely carrier’s policies early and make decisions about travel based on the assumption that students must arrive on campus for orientation and depart campus at the end of their program without assistance from the Pre-College programs.

**Campus Tours**
Campus Tours for students and their families will be given at multiple times during the Sunday morning of check-in. Details will be provided on tour times during check-in.

**Orientation**
*General Pre-College Orientation* for students and their families is offered on Sundays during student check in. Following orientation and check-in, parents should plan to depart campus by 2:45pm. An orientation for students only will take place at 3:00pm. Commuter students are strongly encouraged to participate in all orientation activities. Orientation activities for students generally end by 7:30pm. Commuter students can be picked up at the Faunce Arch (75 Waterman Street) at 7:30pm.

**Arrivals After 1:00pm.**
Students should make every effort to arrive between 9:00am and 1:00pm on the Sunday before their classes begin. Students who arrive after 1:00pm must check in at the Office of Residential Life, Grad Center E, 42 Charlesfield Street, 3rd Floor, Room 302. Any student who arrives after 9:00pm will be housed in a temporary room for the evening until they officially check in at Grad E, 3rd Floor, Room 302 at 8:00am on Monday morning.

**When to Depart from Campus**
Students should plan to leave campus on Friday after attending their last class, and must return their key and check out of the residence hall no later than 9:00pm. **Students are expected to attend their last class. Please note that some classes are scheduled to end at 6:20pm.** If class schedules or long distance travel plans necessitate staying on Friday night, students may remain until Saturday. Students do not have to register for late departure online but must inform their RA that they are staying. Students will receive information about checking out of their room, including where to return their room key, prior to the end of their program but must move out of the residence hall by 9:00am on Saturday.

**For Students Attending Back-to-Back Pre-College Course Sessions**
We will make every effort to house students who are attending consecutive sessions of the same duration (e.g. 2-Week A to 2-Week B) in their original room assignment. However, students will have a new roommate. Students who are attending consecutive sessions of
different durations (e.g. 1-Week session to a 3-Week session) will need to move into a different residence hall at the end of their first session. Students may not remain in their room because the residence halls will be used for another pre-college session. This is so the students can form bonds and relationships with students who are in their session and on campus for the same duration of time. This has proven to create better communities which helps students be most successful. Students are responsible for moving their belongings as residential staff are needed to check in students who are arriving for the next pre-college session. In most cases, the residence halls are located in close proximity to each other.

**Be Sure to Attend All Class Sessions**

While we understand that many students have very busy summer schedules, we strongly discourage students from enrolling in classes that conflict with their other activities and which would require them either to miss the first or the last days of a class. Pre-College courses are intensive learning experiences: missing classes at either the beginning or the end of the session jeopardizes a student’s ability to engage successfully and complete course work. Many classes also involve group work, and a student missing classes at the beginning or the end of the session can also jeopardize the learning experience of other students in the class.

**V. Housing and Meals**

**Housing**

A team of carefully selected and trained Residence Directors (RDs) and Residential Assistants (RAs) live in the residence halls. These skilled and caring staff are on hand to assist students in navigating the transition from home to college life. The residential staff will help you balance the competing demands of academics and socializing, and enforce policies when necessary to ensure a safe and supportive environment. The staff will be your resource for everything from finding the nearest restaurant to guiding you through the academic resource and support systems.

Students are randomly assigned to single, double, and triple occupancy rooms or single-sex suites in various residence halls on campus. Every residence hall is different, so the number of double rooms available may be limited in some buildings. Students that need to request special housing accommodations should indicate they may require accommodation when completing the Disability, Medical, & Dietary Request Form.

To provide a typical Brown University experience and due to the volume of residential students arriving each week, students are randomly assigned to rooms so that they can build friendships with new people. We are unable to honor roommate, suitemate, floormate, or same building requests.
Curfew
Students are required to check-in with their Resident Assistants every evening at the designated curfew time and remain on their floor unit for the evening. The residential staff will place a call to the parents/guardians of any student who is more than one minute late for curfew. The Department of Public Safety will be informed after an appropriate interval of time. Repeated and/or serious violations of the curfew could result in dismissal from the program.

Adhering to the curfew policy is the student’s responsibility. While residential staff will take reasonable measures to ensure that students adhere to the curfew, once a student has been verified as being within the residence halls at the designated time, it cannot be guaranteed that the student will not subsequently choose to leave the residence hall area.

Curfew hours for Pre-College students are:
- 10:00p.m. – 6:00a.m.

For more details, please read the Residential Policies section on our website.

Laundry
There are laundry facilities in the basements of all residence halls. You will need to supply your own detergent, softener, and bleach. All washers and dryers operate using Bear Bucks. To pay for laundry services, you must purchase a Bear Bucks Guest Card for $1.00 at any ValuePort machine. (ValuePort machines are conveniently located at the Rockefeller Library, Sciences Library, Sharpe Refectory lower level, Josiah’s, Stephen Robert ’62 Campus Center, Bookstore Lobby, Emery Woolley Hall, and at 222 Richmond Street.)

Please **DO NOT** add funds/Bear Bucks to your summer Brown ID card. Money added to Bear Bucks cards allows you to use laundry machines, vending machines, and printers in the public computing clusters. Each washer and dryer costs $1.50 per load. **It is advised to only add money in small increments, as unused funds are not refundable.** Alternatively, you can find out about professional laundry services through the Brown Student Agencies website.

Click to see map » of ValuePort locations

Overnight Leave
Once students arrive on campus, and need to leave overnight, they are required to notify their Residential Assistant **at least two days in advance.** Students must inform their parents/guardians that they will not be at Brown. The School of Professional Studies requires parental/guardian approval before permission is granted.

Parents/guardians should fax a signed copy of the **Overnight Leave Form** at least two
Meals and Snacks
Breakfast, lunch, and dinner are served in one of Brown's dining halls daily. You may invite guests to enjoy a meal with you on a cash basis. Thayer Street offers numerous shops and restaurants, as well.

Students participating in field trips or other meals outside of Brown Dining Halls will be asked to complete the Dietary Concerns Form as a part of their onboarding process. Please only complete if you need to indicate any food allergies and/or dietary preferences, including vegetarians and vegans, on the form.

VI. Policies

Code of Conduct
Please review the Brown Pre-College Code of Conduct.

Financial
The payment deadline for the program is Friday, May 25. Students must be paid in full PRIOR to the start of the program. Please review our financial policies, including payment and refund information.

VII. Contacting Pre-College Students
We know that you will want to be in touch with your child—and they with you—and we encourage you to talk to them about when and how much to be in touch. It frequently happens that within hours of parents’ departure, the students are so immersed in the experience that their sense of time—of when they last spoke to their parents/guardians—is very different from their parents’/guardians’ sense.

Most students and their parents/guardians find that cell phones are the most convenient option. If your student does not have access to a cell phone, the most reliable and easiest way to make long distance calls is with a pre-paid calling card sold at the Brown Bookstore located at 244 Thayer St. Except in emergency situations, Pre-College staff cannot generally
honor requests to track down a student; hence, our request that you arrange regular times
to be in touch with your child.

Emergency Contact: Brown Department of Public Safety: (401) 863–3322.

VIII. Contacting Brown University
We hope this For Accepted Students document gives you a good idea of what Brown’s Pre-
College Programs hold for you. If you have questions, please don’t hesitate to contact us:

Telephone: (401) 863–7900
Email: precollege@brown.edu