For Accepted Students Handbook

Berklee-Brown
Creative Entrepreneurship
Summer Program
(BBCESP)

A joint program between Berklee College of Music’s Institute for Creative Entrepreneurship and Brown University’s Pre-College Programs.
Getting Started

*Congratulations on your acceptance to the BBCESP!*

We created this welcome packet to help you prepare for your arrival to the Brown campus and ensure an enriching and rewarding time while you are here. Please review this information carefully, and let us know if you have any questions. The information contained herein is general and applies to all students.

In the first week of this joint program, BBCESP students will be enrolled in a one-week Summer@Brown course, and live among additional students participating in other one-week courses, until the BBCESP students head up to the Berklee campus on Friday afternoon. This handbook is focused on that first week at Brown and seeks to help with preparation for and integration into this lively learning community.

I. A Note to Parents, Guardians, and Students

Welcome to the BBCESP!

Students, we are thrilled you have decided to attend the BBCESP, 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!

Parents and guardians, we are looking forward to having your child on our campus this summer, and thank you for allowing us that privilege! For local accommodation and activity information, visit our "Exploring Providence" page.
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 and 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 parents and students 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.

**Maturity and Independence**

Independence is central to the Brown Pre-College experience, and for many students, this level of independence will be new. They will need to find within themselves self-discipline to manage their time, set their priorities, and to 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 a bright, motivated young person to practice managing his or her 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/guardians 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 professional year-round Brown staff, graduate student Residence Directors (RDs) and undergraduate Resident Assistants (RAs), who also live in the residence halls. These skilled and caring live-in professionals 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.
II. Next Steps

You should have received a personalized email that outlines a checklist of items that need to be completed in order for you to attend the program. As you work through the steps it is recommended that students and parents/guardians write down all usernames and passwords. Included in the checklist are account activation, forms completion, and an online tutorial that reviews Brown’s values and policies.

Required Forms

- On Campus Student Acceptance, Release, and Waiver Form
- Medical Authorization and Health History Form
- Physician’s Immunization and Medical Report – Requires a medical provider’s signature

Additional Forms, if applicable

- Disability, Medical, and Dietary Services Request Form

Students may indicate a need for academic, housing, dietary and/or transportation accommodations when completing the Disability, Medical and Dietary Services Request section of the Medical Authorization and Health History Form. Students will then be sent the link to complete the form which will be submitted to Student and Employee Accessibility Services (SEAS). Please reference the SEAS guidelines for documenting a disability and contact them if you have any questions or concerns: seas@brown.edu. Students should request accommodations with as much notice as possible to ensure accommodations can be arranged.

- Dietary Concerns Form

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 checklist email.

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.
- 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 facecloths
- 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
- Laptop computer - it is highly recommended that you bring a laptop with you
- Clothes iron
- Recreation and sports equipment
- Beach equipment /sunglasses

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 to campus (except commuter students).

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. 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 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 Sunday after students check in. Following orientation, 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
On Friday, July 21, BBCESP students will have their class in the morning, then lunch in the dining halls, return their key at their residence hall, and plan to be on the bus to Berklee at 2:00pm.

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 Medical Immunization and History form. The link to the form can be found in your checklist email. Those students who indicate they are in need of a special accommodation for housing and/or meals on form will be sent the Disability, Medical, & Dietary Request Form automatically.

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, floor-mate, or same building requests. BBCESP students will be housed in the same building with each other.

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: 11:00p.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 to Bear Bucks cards so that you may 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 »

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 days in advance to (401) 863–1331. Parents/guardians can also scan the signed form and email it to RD-oncall@brown.edu.

Meals and Snacks
Breakfast, lunch, and dinner are served in one of Brown’s dining hall daily. You may invite guests to enjoy a meal with you on a cash basis. Thayer Street offers numerous shops and restaurants, as well.

If you have significant food allergies, please indicate that you may require special accommodation when completing the Medical Immunization and History form. The link to the form can be found in your checklist email. Those students who indicate they are in need of a special accommodation for housing and/or meals on form will be sent the Disability, Medical, & Dietary Request Form automatically.
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 checklist email. 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’s Pre-College Code of Conduct.

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.

Telephone service is available in all rooms, but you must bring your own telephone and answering machine. Many students find that cell phones are a more convenient alternative. In addition, long distance calls can be made 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