



2012 Washington Business Week Summer Programs **STUDENT INSTRUCTIONS**

READ CAREFULLY!

Program Registration will be held on the Sunday of your scheduled week from 10 a.m. until 12:00 p.m.

At registration you will be assigned to a “company” and receive your official Business Week T-shirt and materials. At this time you will also be assigned a room in the residence hall. Students arriving with friends may dorm together, but both students must check-in at the same time as the universities will not allow us to reserve or block rooms. **Please allow at least twenty minutes to register!** You do not need to arrive early. Parents and friends (who are not attending the program) may wait for you nearby and review your student materials and schedule.

LUNCH is available before 12:45 p.m. as a part of the program for those who have registered on time. Parents and guests are welcome to join you; their meal is at their own expense (generally under \$10). Your registration fee covers the cost of all your meals.

LATE ARRIVAL - If for any reason you cannot arrive on time, please call us ahead of time and let us know (*January-May* 253-815-6900 OR *June-August* 253-302-9311).

THE PROGRAM BEGINS promptly at 1 p.m. on Sunday. Family and friends are welcome to attend the opening assembly. It is extremely important that you **be there on time!**

PROGRAM DURATION - The program will conclude on the following Saturday morning. You may depart after you wake up - breakfast will be served until 8:30 a.m. and you should check out of the dorm by 10 a.m. There is no programming on Saturday. With parent permission, students are able to leave Friday evening after the graduation ceremony which concludes at about 9 p.m. (followed by a student only dance). Parents, please complete a Check Out Form to give your student permission to leave the program on Friday night.

FRIDAY NIGHT GRADUATION - Dress Up Event - Parents are invited to attend your Business Week Graduation Ceremony. Students are encouraged to dress up. Guest tables are provided for parents, family and friends (students will be seated with their Business Week Company).

TRANSPORTATION TO THE PROGRAM - Transportation to and from the program site is not provided. We suggest carpooling with other students from your school/area. Email the registrar if you would like contact info for students from your area. Host universities offer shuttle service from the local airport, bus station or train depot to the campus (except PLU).

AUTOMOBILES - If you bring your car to Business Week, you will be asked to park in a special parking lot. You will be required to check your keys with the housing staff. Do not plan to use your car during the week. **NO EXCEPTIONS!** At Western Washington University it will cost you approximately \$25 to park for the week.

COMPUTERS, TELEPHONES AND ELECTRONIC DEVICES - Computers/laptops are not required for student company business. Cell phones, text messaging, MP3 players, and other electronic devices are allowed, but must be turned **OFF** during all program sessions, speakers, company meetings, etc. This includes games, too! It's also easier to meet new friends when your ears aren't plugged into an iPod. Washington Business Week will not be responsible for lost, stolen or damaged personal items.

CLOTHING AND THE WEATHER - Business Week sessions are informal. Most likely the days will be warm and the evenings will be cooler. Shorts, t-shirts, and a sweatshirt are advised. The Friday evening graduation ceremony is dress-up time —dresses, sweaters, slacks, sport jackets and ties are appropriate if you have them. Shoes and shirts are an absolute must in the dining halls and the gym. Dress that constitutes a safety hazard or that disrupts the learning environment is prohibited. **Clothing or jewelry that displays illegal/immoral actions or items including, but not limited to, alcohol, drugs, gangs, or violence are *not* to be worn on campus.**

KEEP THIS INFORMATION FOR YOUR RECORDS

(OVER)

SPENDING MONEY - Please bring just a small amount of spending money (small denominations and change) for snacks and souvenirs. The cost of your room, meals, a program t-shirt and all program materials are included in your registration fee, but you will need cash for vending machines and anything else you wish to purchase. The campus bookstore will be open during the day. Once again, bring **small denominations!**

CAMPUS BOUNDARIES - Most areas of the campus will be open for your exploration and use during your free time each afternoon. A campus map will be provided at registration. You are requested to respect the property and rights of others. On-campus retail food outlets and the bookstore will be open during the day. You will get three meals each day, so don't overload on snacks.

You are required to stay on campus from the time you register on Sunday until you check-out on Friday night after the graduation ceremony (**with parent permission**) or Saturday morning. We can arrange for doctor visits, etc.

TALENT SHOW - There will be a student talent show on Thursday evening. All participants are expected to attend. Of course, performing in the talent show is optional. Please think about your special talents and come prepared to share. This is guaranteed to be a special evening.

DANCES - Dances will be held on Wednesday and Friday evenings. Only **appropriate** dancing is allowed; those violating this policy will be removed from the dance and their parents will be called. **These dances are for program participants only!**

VISITORS - We do not expect you to have any visitors during the week. Please do not invite friends to see you; this is an intensive six-day program for **participants only**. If a relative will be in town and wants to take you off campus for dinner, etc., this can be arranged in advance by sending an email to the registrar.

DAILY RECREATION IS AVAILABLE - Please bring tennis shoes and gym clothes. Activities **may** include swimming, softball, volleyball and basketball. If you plan to swim, you must bring a swimsuit and a towel. Snorkel equipment, fins, air mattresses and other aids are not allowed in the pool. At CWU, there is a charge to use the gym/workout facilities.

SMOKING/TABACCO - It is against state law for a person under the age of eighteen to purchase or attempt to purchase, **possess**, or obtain or attempt to obtain cigarettes or tobacco products. Therefore, it is the policy of WBW not to allow smoking during the program session for those under 18 years of age. The university also has a strict, campus-wide, no smoking policy for minors and absolutely NO smoking indoors by anyone. Violation of any laws or program guidelines/Code of Conduct while attending the Business Week Program will subject the participant to removal from the program and result in the participant being sent home.

MISCELLANEOUS INFORMATION

We encourage you **NOT TO BRING VALUABLE ITEMS** to campus! **WASHINGTON BUSINESS WEEK IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES.** Electronics are easily stolen, so we suggest leaving them at home.

WE RESERVE THE RIGHT TO SEND ANYONE HOME WHO VIOLATES THE RULES, CODE OF CONDUCT OR IS OTHERWISE A DISTURBANCE TO THE PROGRAM. SERIOUS MISCONDUCT WILL BE REPORTED TO YOUR SCHOOL PRINCIPAL AND/OR OTHER AUTHORITIES. ABSOLUTELY NO ALCOHOL, DRUGS OR WEAPONS ARE ALLOWED ON CAMPUS! WITH REASONABLE SUSPICION, YOUR ROOM MAY BE SEARCHED.

SEE YOU AT WASHINGTON BUSINESS WEEK!