

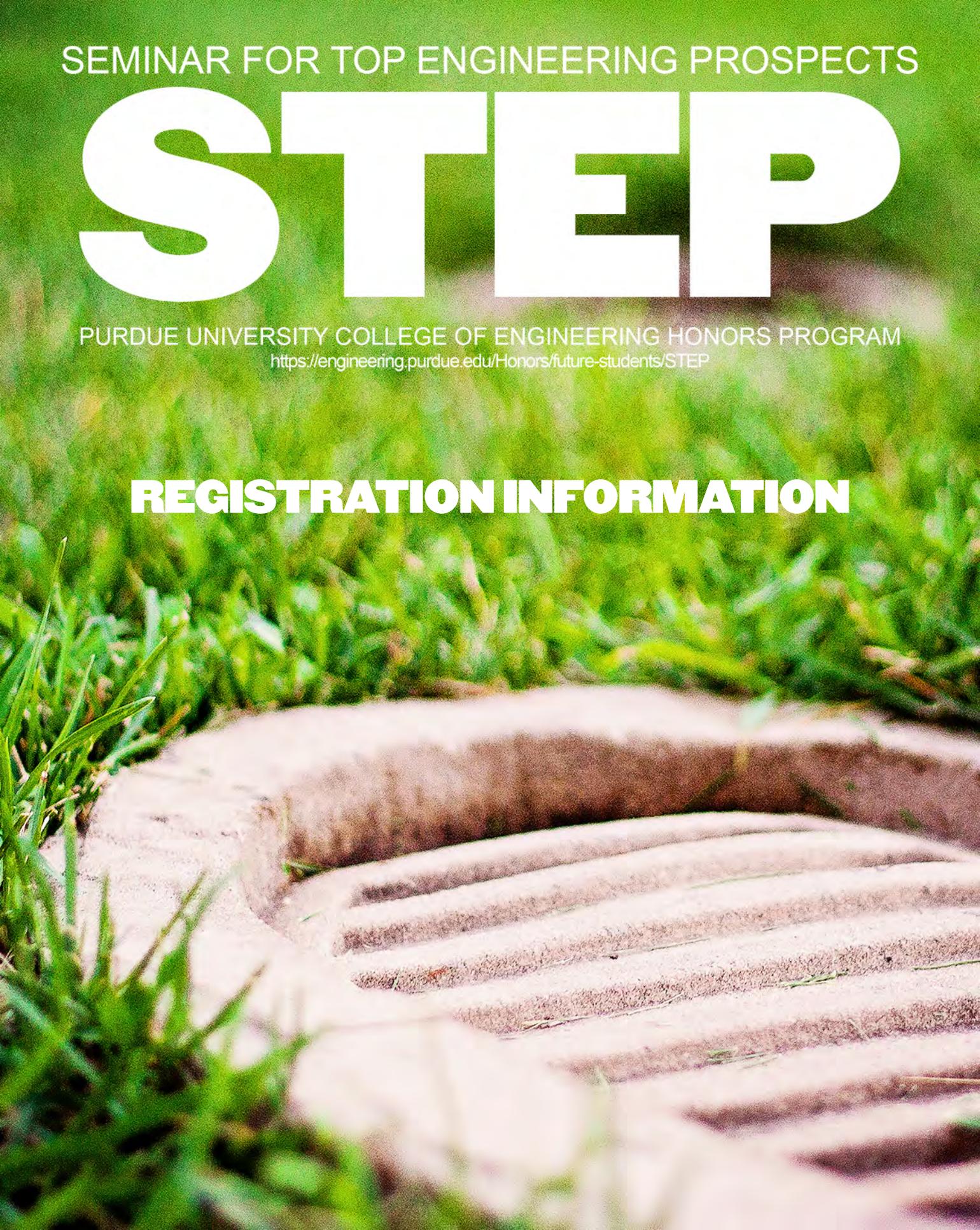
SEMINAR FOR TOP ENGINEERING PROSPECTS

STEP

PURDUE UNIVERSITY COLLEGE OF ENGINEERING HONORS PROGRAM

<https://engineering.purdue.edu/Honors/future-students/STEP>

REGISTRATION INFORMATION



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SEMINAR FOR TOP ENGINEERING PROSPECTS CHECKLIST

PLEASE KEEP FOR YOUR RECORDS

REQUIRED FORMS:

- CODE OF CONDUCT
Participant and Parent/Guardian Electronic Signature

- PARTICIPANT PERMISSION & HEALTH FORM
Parent/Guardian Electronic Signature

- TRAVEL ITINERARY FORM
Complete Online

- RELEASE FORMS (Photo and Travel Release):
Participant & Parent/Guardian Electronic Signature

- CURRENT HEALTH QUESTIONNAIRE
(Available 2 weeks before STEP Session 1):
Participant & Parent/Guardian Electronic Signature

- POST SURVEY (Available after STEP Session):
Complete Online

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GENERAL INFORMATION

PLEASE KEEP FOR YOUR RECORDS

TRANSPORTATION TO WEST LAFAYETTE:

Parents or guardians are responsible for arranging arrival and departure transportation for their student to and from the West Lafayette campus.

Indianapolis International Airport (airport code IND):

- Lafayette Limo runs directly from Indianapolis to Purdue University. Please visit <http://www.lafayettelimo.com/> or contact them via phone at (765) 497-3828 for more information. You will select the Purdue Memorial Union drop off location.
- Reindeer Shuttle also offers transportation service from Indianapolis to Purdue University. Please visit <http://reindeershuttle.com> or call (765) 637-5124. Unaccompanied minors (under 18) require written permission to travel alone. Please contact info@reindeershuttle.com to provide consent of parent or legal guardian. You will select the Purdue Memorial Union Club Hotel drop off location.

Chicago O'Hare International Airport (airport code ORD):

Express Air Coach runs directly from the Chicago O'Hare International Airport to Purdue University. Please visit <http://www.expressaircoach.com/> or contact them via phone at (765) 743-3120 for more information.

If your travel plans require you to arrive a day early or stay a day later you may contact the Union Club Hotel, which is located at the Purdue Memorial Union. Please visit <http://www.union.purdue.edu/HTML/UnionClubHotel/> or contact them by phone at (765) 494-8922 for more information.

CAMPUS ARRIVAL:

If you are arriving to campus via the airport shuttle please use the Purdue Memorial Union drop off location. We will have STEP shuttles running from the Purdue Memorial Union to the residence hall. The first shuttle pick up will start between 1:30 pm and 1:45 pm. If you are arriving in another fashion, please go directly to the residence hall.

REGISTRATION:

Registration is scheduled from 2:00 p.m. to 4:00 p.m. (EST). Be sure to check your time zone carefully. Upon arrival at the residence hall please proceed to the STEP registration table where you will register for the program and receive a variety of program materials. If you arrive after 4:15 p.m., please call Melissa Hale, 765-494-3976.

WHAT TO WEAR:

When packing for the seminar, please take local weather into account. July is the warmest month of the year in Indiana, with the average temperatures ranging from low 80's to high 90's, and 60-80% humidity. Casual clothing will be acceptable for the classroom setting, however, students will be offsite for some activities (industry and departmental tours). For offsite activities, long pants, closed toed/heeled shoes and socks are required. You will also need a comfortable pair of walking shoes. Please use the packing recommendations included in the information packet, and if you have questions, feel free to reach out to Melissa Hale at step@purdue.edu.

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GENERAL INFORMATION (CONTINUED)

PLEASE KEEP FOR YOUR RECORDS

ACCOMMODATIONS:

All participants will be housed in university residences. Females and males will be housed on separate floors of the residence hall. Male campers are prohibited from entering female floors, and female campers are prohibited from entering male floors. Students will be under the supervision of resident counselors throughout their stay, and will be required to adhere to a fixed schedule of classroom and program activities. Violation of these rules will result in immediate suspension from the program, and parents will be asked to make prompt arrangements for their child to leave campus.

Unless they are participating in a supervised activity, all youth program participants must be in their assigned university residence no later than 11:00 p.m. and in their assigned room no later than 12:00 midnight. STEP Residential Staff members will perform nightly security rounds on all floors at 12:00 pm, 12:30 am, 1:00 am, 2:00 am, and 2:30 am, and Residential Staff will be accessible at any time there is a youth participant in the university residence. Rooms in the university residences where STEP participants are housed ARE air conditioned. All bed linens, towels and washcloths are provided. Towels and washcloths can be exchanged daily. Prompt attendance at all sessions during the STEP program is mandatory; it is advisable to pack an alarm clock (or phone alarm).

ADDITIONAL ITEMS:

STEP participants may wish to bring a small amount of spending money for snacks, souvenirs, or other expenditures. While students are welcome to bring laptops or mobile devices for personal use, they are not required. Purdue University and the STEP program can not be held responsible for lost or damaged electronics. *Please reference the checklist.

CHECKOUT:

STEP Participants will be expected to check out of university residences between 2:00 p.m. and 3:00 p.m. (EST) Saturday. Please pay close attention to departure times. Students may prepare for checkout in the morning, prior to the final project demonstration, or directly after lunch. The STEP program will offer campus shuttles from the residence hall to the Purdue Memorial Union so that students can meet their airport shuttle on the day of departure. Participants must notify STEP staff if it is not possible to check out by the designated time. If travel arrangements require remaining on campus more than 2 hours after check out, students may contact our Union Club Hotel (located in the Purdue Memorial Union on campus) to make a reservation for overnight stay by calling (765) 494-8922.

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PACKING RECOMMENDATIONS

(this is not an all-inclusive list - campers should bring anything needed on a daily basis)

The Residence Hall will provide bed linens, blanket, pillow, towels and washcloth, as well as bed linen and towel exchange during your stay. Laundry facilities are available in the university residences (students need to provide laundry detergent).

Comfortable walking shoes

Socks (required for bowling night and plant tours)

Plant Tour Attire:

Required plant tour attire includes casual long pants, casual shirt, closed toed/non-high heeled shoes

Swimsuit (no bikinis or speedos) & fountain run shoes, sandals (with strap) or socks

Toiletries

Daily Medications (over-the-counter medications can be kept with the student during STEP)

Spending money

Umbrella or raincoat/poncho

Calculator (not required)

Notebook & pen or pencil

Sunglasses & sunscreen

Camera

Device chargers

PROHIBITED ITEMS

Knives, firearms, or other weapons

Glass bottles

Alcohol, drugs, controlled substances, and tobacco products (prescription medications will be turned in during camp registration and kept by our STEP Residential Leads during the program)

Skateboards/ in-line skates/hoverboards

Fireworks

Possession of prohibited or illegal items are grounds for immediate dismissal from STEP. This list is not all-inclusive. If you have questions related to items you wish to bring, please contact step@purdue.edu before your STEP session. Staff decisions made during STEP are final. The STEP program and Purdue University are not responsible for lost or damaged items, including electronic devices.

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CODE OF CONDUCT PLEASE KEEP FOR YOUR RECORDS

Students have been chosen to attend the Seminar for Top Engineering Prospects (STEP) based on academic achievement and potential. It is assumed that students attending the seminar are interested in maximizing the benefit to be received from all of the scheduled activities. In order to achieve this goal, the following behavioral guidelines have been established. In addition, participants must comply with all applicable federal, state and local laws and all university statutes and regulations while on campus. Further information is available online at www.housing.purdue.edu.

1. Smoking/Gambling/Alcohol/Drugs/Firearms/Weapons/Sex: All are prohibited on University premises and are met with a zero tolerance policy.
2. Curfews: Students must check in with their counselors by 11p.m. each night and remain in the residence hall. Students are to be in their rooms by midnight.
3. Room Restrictions: Under no circumstances are young women allowed on the men's floors of the residence hall or young men on the women's floors. (Family members are allowed during check-in and check-out.)
4. Students should always be appropriately dressed. No spaghetti strap tank tops or muscle shirts unless covered by an over shirt. No holes in clothes. Shorts should be at least fingertip length.
5. Automobiles: Students may drive to campus for the program, but may not, under any circumstance, use their cars until the seminar is over. Keys must be given to the STEP staff upon check-in. Keys will be returned at check-out.
6. Respect and follow the direction of counselors, professors, and residence hall personnel. Respect all peers and adults with whom you come in contact.
7. Avoid using profane language and other lewd, indecent, and unruly behavior. Threats to harm yourself or others will not be tolerated.
8. Travel in pairs or a larger group.
9. Sign out with your counselor if going anywhere other than class or a scheduled seminar event. Include the expected time of return to the residence hall.
10. Use caution when walking to and from classes or when riding bicycles.
11. If you feel ill or are injured in any way, contact your counselor immediately.
12. Report ALL injuries (no matter how minor) to a staff member immediately.

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CODE OF CONDUCT (CONTINUED)

PLEASE KEEP FOR YOUR RECORDS

13. Report damages (unintentional or intentional) to personal property and/or Purdue University property to a staff member immediately.
14. Inform the director in writing of any medical condition which might need attention.
15. Keep your door locked when you are out of your room, even if only for a few minutes, and when you retire for the night.
16. Do not loan your key to anyone.
17. Wear your name badge at all times so that you can be easily identified.
18. Arrive to class and ALL scheduled activities on time as designated in the program agenda.
19. Eat the residence hall meals which are included with your program cost. Participants will not be allowed to leave during breakfast, lunch or dinner to eat at the local restaurants.
20. Ride in vehicles that are owned by Purdue University and driven by a STEP staff or other Purdue employee approved by the STEP program. Do not ride in any personal motorized vehicle.
21. Use of cell phones is prohibited during some of the STEP scheduled activities. Use of the cell phone before or after STEP activities should be done with courtesy and respect for other STEP peers and staff.
22. STEP attendees are not allowed to rent or ride the motorized scooters /bikes located throughout campus.