

ENGINEERING ACADEMIES FOR K-12 STUDENTS

ENGINEERING OUTREACH POLICIES

Registration is not complete until payment has been received. After a registration form is submitted online, you have 10 days to submit payment through the mail. If payment is not received within 10 days of registering and there is a waiting list for the class, we will offer the spot to the next student on the wait list.

No refunds for cancelled registrations. Instead, we will give a credit for a future class to be used within one-year from the cancellation date. To receive this credit, we must be notified of a cancellation a minimum of 10 days prior to the first day of class.

Parents must escort their students to/from the classroom. There will be a sign-in and sign-out process each day unless other arrangements have been pre-arranged with the Engineering Outreach Coordinator.

Lunch is not provided. If a program is over the lunch hour (Noon-1pm) students are expected to bring their own bag lunch. DO NOT send money with your student as we are unable to escort them outside of Engineering Hall to purchase lunch. Drinking fountains are available near classrooms if students wish to bring a water bottle.

Personal electronics are not allowed. Cell phones, MP3 players, portable gaming devices, etc. must be put away during class hours. Cell phones will only be used in case of an emergency or to call parents for pick-up after class is over.

In case of a medical emergency, instructors will first contact emergency services (Marquette University Public Safety and 911), then parents will be contacted at the phone number provided.

Parents assume responsibility for the actions of their student. Students are expected to show respect towards others, personal and public property, and the rights of all individuals. Students that behave in a manner deemed inappropriate by the instructors will be removed from class (no refund of tuition). Parents will be notified and expected to immediately remove their student from the building.