

Enrollment Criteria

I do not live in the United States...What kind of visa do I need?

Participants in our non-degree Executive Education programs are not eligible for student visas. Participants requiring a visa should contact a U.S. embassy or consulate in your area to apply for a business visa (B-1). Please refer to our [VISA guide](#) for more information.

Will I need health insurance?

It is expected that participants have health insurance valid in the United States for the duration of the program. Northwestern University is not responsible for medical expenses incurred by participants during the program.

Are there any language requirements?

All lectures, discussions, and small group exercises are conducted in English. Please contact your program manager to determine if your specific program will have interpreters in the room for the program.

Accommodations

Where will I stay?

Unless otherwise specified, lodging is included starting the first day of the program and ending the final day of the program. Rooms are automatically reserved for program participants as described below:

- Evanston Campus: Participants of programs held on the Evanston campus typically stay at the Allen Center.

The James L. Allen Center
Kellogg School of Management
Northwestern University
2169 Campus Drive, Evanston, Illinois 60208

Occasionally demand for a program requires that participants stay at a nearby hotel. In that case all transportation to and from the Allen Center will be handled by Kellogg.

- Miami Campus: Participants of programs held on the Miami campus stay at the Hyatt Regency Coral Gables directly adjacent to our classroom facilities. A personal credit card will be required for incidentals.
- Chicago Campus: Please contact your program manager for information on accommodations.

Can I make arrangements to arrive the night before the program starts?

Contact your program manager to inquire if your program includes the prior night. If not, your program manager will communicate room availability and fees for early check-in and late check-out. If you do not have your program manager's contact information, please phone our main office at [847.467.7026](tel:847.467.7026).

Are accommodations available for family members?

Accommodations at the Allen Center are available for program participants only. Due to the rigorous course schedule, please do not invite family to join you on campus. **Guests are not permitted.**

What amenities are available at the Allen Center?

The Allen Center is a unique living-learning center. Amenities include:

- single-occupancy private bedroom with a queen size bed
- private bath with towels, hairdryer, and toiletries
- dining rooms
- snack rooms
- fully equipped study-group rooms
- complimentary laundry self-service washers, preloaded with detergent, and dryers, along with an iron
- daily housekeeping service
- workout room
- free Wi-Fi access throughout the building and bedrooms
- televisions in the common lounge areas

Dry-cleaning services are available through the front desk for an additional fee.

If you are traveling from outside the United States, please remember to bring a converter for your electronics to ensure you are able to plug into the U.S. outlets.

What recreational facilities are available on the Evanston campus?

The Allen Center has a weight room and sauna that you may use anytime. Kellogg Executive Education participants on the Evanston campus also have guest privileges at the University libraries, the 140,000-square-foot Henry Crown Sports Pavilion, the University beach, and miles of jogging paths along the lakefront.

Are meals included?

Program fees for our programs include most meals, coffee breaks and any receptions. Participants may be responsible for dinner on free evenings.

What if I have special dietary needs?

Vegetarian options are available at all meals and breaks during our programs. Please contact your program manager if you have specific questions about your dietary requirements. While we cannot

guarantee a 100% gluten free, nut free, or other allergen free building, we do our best to separate most allergens and label food accordingly.

Does the Allen Center have Accessible rooms?

Yes, we have a few bedrooms with wheelchair accessibility and for the hearing impaired.

Can I have packages shipped to the Allen Center?

- We will not be accountable for any shipping any items that are delivered prior, during or after the program window.

Preparing for a Program

Will I receive any readings before the program starts?

Approximately 2-3 weeks prior to the program start date you will receive access to a course website. This site will contain preprogram reading materials and logistical information to help you prepare for your time at Kellogg.

What do I need to bring to be prepared?

Please bring all advance readings with you, including print copies of any case studies. Special electronics such as laptops and tablet devices are not required but can be used to take notes if that is your preference.

What is a typical schedule like?

Class sessions typically last 1.5 hours. A program day begins at 8:30 a.m. with two morning sessions, a break for lunch and three afternoon sessions. Some programs also have evening class sessions ending at 9:00 p.m. On free evenings there might also be optional programming that you can attend.

What is the recommended attire?

Business casual attire is appropriate during all Executive Education programs. We recommend dressing in layers to accommodate temperature variances in the classrooms and common areas.

Travel to Campus

Evanston Campus - What transportation is available from the airport?

We strongly encourage participants to take a rideshare, taxi, or limousine to campus. We are located approximately 45 minutes from O'Hare International Airport and 1 hour from Midway Airport by taxi. Your course website includes a list of taxi companies that offer a preferred Allen Center rate. While it is possible to take public transit from the airport to our campus, we do not recommend the complicated transfers and long wait times.

Is parking available on campus?

We strongly encourage participants to take a taxi or limousine to campus. If you drive, remote parking is available on the Evanston campus. Please obtain a visitor parking permit from the front desk staff upon your arrival.

- **Downtown Chicago or Miami campus** - If attending a program on the Chicago (Wieboldt Hall) or Miami campus, your program manager will provide instructions to on how to get to campus.
 - **Wieboldt Hall, 340 E Superior St, Chicago, IL 60611**
 - **Miami Campus, 95 Merrick Way, Coral Gables, FL 33134**

What is the weather like in Evanston?

Ensuring a more comfortable and enjoyable experience during your visit, especially in the cooler months, we suggest:

- **Check the Weather Forecast:**
Before traveling, participants should check the weather forecast for Evanston, Illinois USA during their stay.
- **Dress in Layers:**
Multiple layers allow individuals to adjust to different temperatures, both indoors and outdoors.
- **Winter Clothing:**
In cooler months we encourage participants to bring warm winter clothing, including a good quality coat, gloves, a hat, and a scarf. Don't forget footwear. We suggest for winter months, insulated and waterproof boots to protect against cold and wet conditions, especially if there is snow on the ground.

After the Program

How can I stay in contact with other participants?

Executive Education program participants receive access to their fellow program participants' contact information on their course site. The program's staff and faculty contact information is also available on the program's course site.

Allen Center Code of Conduct

Northwestern University Kellogg School of Management

James L. Allen Center Code of Conduct

The James L. Allen Center is an academic facility that supports the executive offerings of the Kellogg School of Management-Northwestern University, as well as a variety of highly visible School and University events. Moreover, because our participants reside in the building, the Allen Center powerfully communicates the Kellogg School brand and culture. While the Allen Center contains sleeping rooms and dining facilities, it is not a hotel or even a conference center. As an academic facility, the creation of a special environment for learning is its primary mission with food, beverage, and entertainment services being supportive of this principal objective. To ensure that the Allen Center achieves its mission, policies have been developed regarding appropriate behaviors for the building generally and specifically regarding the serving of alcoholic beverages. These policies are also important for managing the legal liability of the University and ensuring the safety and security of participants, guests, faculty, and staff.

1. **Building Operations Staff.** Many building operations staff members (front desk, maintenance, housekeeping, and dining services) are employees of FLIK and ARAMARK. All are valued members of the Kellogg School community and should always be treated respectfully.
2. **An Environment Conducive to Study.** In addition to the daytime hours, classes and small group sessions at the Allen Center often run late into the evening. Participants may also be studying in their bedrooms at all hours of the day and night. Consequently, it is important that participants and staff be sensitive to their surroundings and the impact of noise on others. Care should be taken to limit noise on the bedroom floors, the terraces/patio at night, and when passing occupied classrooms and study group rooms.

Further, we foster a high level of respect for Kellogg professors and staff. We expect participants to be in the classroom on time for the beginning of each session, and to attend each session of the program. We expect mobile phones to be turned off and put away and

laptops only to be used for notetaking. Absence from any program session will be discussed with the participant.

3. Dress Code. Unless otherwise noted by program management staff, the Allen Center dress code is business casual.
4. Guests. The bedrooms at the Allen Center are single occupancy. Due to the immersive nature of the program schedules and the guest room design, participants cannot bring overnight guests or family during their program. Guests are not permitted.
5. Appropriate Dining Areas. There will be times when it is necessary for participants to take meals in classrooms to accommodate various academic activities (for example, box lunches during a guest speaker's presentation). In general, however, participants, faculty, and staff are strongly encouraged to take meals in their assigned dining rooms, rather than in offices, study group rooms and lounge areas. Having food taken throughout the building adversely affects the building's appearance, health code compliance, and maintenance/dining services costs.

There will be many programs in session at the Allen Center. Therefore, participants are expected to refrain from taking food/beverage from areas not designated for your program.

6. Security. Participants are required to wear their name badges at all times when in the common areas of the building. This is necessary to ensure that they can be reached quickly in case of an emergency and that only authorized people are in the building. While the Allen Center is one of the most secure facilities on campus, participants, guests, faculty, and staff should not leave valuable personal articles such as cell phones, laptops, purses, etc. unattended in the common areas of the building.
7. Cannabis - Even if legally obtained under state law, cannabis use is prohibited from campus and at university-sponsored events and activities. Cannabis is not allowed at the Allen Center, including in designated smoking areas.
8. Smoking/Vaping - Smoking/vaping is not allowed at the Allen Center, including guest rooms and elsewhere indoors as well as outdoor common areas such as the Terrace. Participants may smoke/vape only at the designated smoking area outside the lobby doors. Participants will be charged a \$500 smoking fee per occurrence for violating these rules.
9. Alcoholic Beverages:

- Alcoholic beverages in the Allen Center may only be served by licensed and insured bartenders under contract to the Kellogg School of Management. Participants are prohibited from serving themselves and bringing alcoholic beverages into the Allen Center. In addition, alcoholic beverages served by Allen Center bartenders may not be taken from the building.
- Alcoholic beverages are not permitted on buses and vans that have been chartered by the school for transporting participants and guests to off-campus events.
- Changes in the scheduled starting and stopping times for serving alcoholic beverages and entertainment events may only be made by senior administrative staff members, which include Managing Directors of Executive Education, the Associate Dean of Executive Education, and the Dean and Senior Associate Deans of the School. Note: building operations staff members may adjust these times based on circumstances such as a class running late, large groups that require more time to serve than originally planned, etc.
- Allen Center operations staff members are required to refuse service to participants and guests who appear to be intoxicated. Bartenders are also prohibited after last call is announced from serving more than one alcoholic beverage to a participant or guest.
- Participants and guests should not ask building operations staff members for access to alcoholic beverages after hours. It is grounds for dismissal for building operations employees to grant such requests.