

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 will stay at a local hotel, with shuttle service to the Global Hub.
- Miami Campus: Participants of programs held on the Miami campus stay at the Hyatt Regency Coral Gables directly adjacent to our classroom facilities.
- Chicago Campus: Participants of programs held on the Chicago Campus will stay at a local hotel within walking distance to Wieboldt Hall.

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 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.

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?

Evanston 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.

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 and Chicago?

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 or Chicago, 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.

Northwestern University Kellogg School of Management Code of Conduct

Kellogg Executive Education is designed to foster an immersive learning environment that reflects the school's commitment to academic excellence and professional development. As an institution dedicated to shaping leaders, our programs prioritize a dynamic and engaging experience where every aspect—from classroom discussions to networking opportunities—supports the learning journey.

To maintain this high standard, Kellogg Executive Education has established policies for our programs to support a positive environment for learning. These policies are important for managing liability, safety and security for our faculty, staff and participants. The policies are in place at all campus locations and in the hotels and restaurants that Kellogg has engaged to provide accommodations and meals.

1. **Building Operations Staff.** Many building operations staff members (front desk, maintenance, housekeeping, and dining services) 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 often run late into the evening. Consequently, it is important that participants and staff be sensitive to their surroundings and the impact of noise on others.

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 dress code is business casual.
4. **Guests.** Due to the immersive nature of the program schedules, participants are discouraged from bringing overnight guests or family during their program.

5. **Appropriate Dining Areas.** Participants, faculty, and staff are strongly encouraged to take meals in their assigned dining rooms, rather than in classrooms, study group rooms and lounge areas. Security badges will be required for all meal services.

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 during a program. 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. Whether at the hotel or in the classroom, 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.

8. **Smoking/Vaping** - Smoking/vaping is not allowed, including guest rooms and elsewhere indoors as well as outdoor common areas. 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 may only be served by licensed and insured bartenders under contract to the Kellogg School of Management. Participants are prohibited from serving themselves. In addition, alcoholic beverages served by 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.
- 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.

Hotel Alcohol Restrictions:

- a. Our hotel partners have a liquor license which requires that alcoholic beverages may only be served by licensed and insured bartenders at our scheduled dinners and functions. This includes late lounge sessions. Participants are prohibited from bringing any outside liquor product into these functions. In addition, alcoholic beverages served by bartenders may not be taken from the hotel.