



Northeastern University

Bouvé College of Health Sciences
School of Nursing

Graduate Programs Student Handbook 2011-2012

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Northeastern University

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School of Nursing

Welcome to the Northeastern University School of Nursing Graduate Program!

This book is intended to ease your transition to the School of Nursing. We have put together information that we feel will be helpful to you in your first semester. This booklet contains some basic information on the School of Nursing and the services available for you. It also includes phone numbers and e-mails of the coordinators of the graduate specializations. You may also access the Academic Programs Blackboard site for information on scholarships and general announcements throughout the year.

You will also receive the Bouvé College of Health Sciences Graduate Policies and Procedures Book at orientation which will be your guide for any policy issues.

Mission of the School of Nursing

The primary mission of the School of Nursing is to prepare leaders for basic and advanced practice thereby contributing to the health of the nation. The nursing faculty works collaboratively with those in other disciplines in the School to support the mission of the University. In so doing, the School of Nursing has committed itself to developing strategies to achieve the university goal of becoming an outstanding national research, practice-oriented, student-centered, urban institution as it relates to nursing education.

The mission of the School of Nursing encompasses the concepts of education, research, and service in a reciprocal and pivotal relationship to nursing practice. Professional nursing practice provides the forum for theory development and application, stimulates clinical research, informs the process and product of our education enterprise, and is the basis for service to the community and society at large. Within our urban setting, the School provides access to and opportunities for excellent professional nursing education. The faculty endeavors to achieve the goals of the mission by creating a climate of scholarship, maximizing the discovery, application, teaching, and integration of knowledge for and with our students, clients, and colleagues.

**Bouvé College of Health Sciences-School of Nursing
Administration and Faculty Leadership**

Bouvé College Administration

Dean of Bouvé College of Health Sciences
Stephen Zoloth
617-373-3323
215 Behrakis
s.zoloth@neu.edu

Associate Dean of Bouvé, Director Bouvé Graduate School
Suzanne Greenberg
617-373-3829
123 Behrakis
s.greenberg@neu.edu

Director of Graduate Admissions and Student Services
Molly Schnabel
617-373-3501
123 Behrakis
m.schnabel@neu.edu

School of Nursing Administration and Specialty Coordinators

Dean of School of Nursing
Carole Kenner
617-373-3649
102 Robinson
c.kenner@neu.edu

Interim Assistant Dean of Graduate Programs
Steve Alves
617-373-2985
s.alves@neu.edu

Adult Acute Care Nurse Practitioner
Barbara Levine
617-373-4815
b.levine@ne.edu

Adult and Family Primary Care Nurse Practitioner

Susan Roberts

617-373-3130

s.roberts@neu.edu

Suzie Tarmina (**Fall 2011**)

617-373-3121

m.tarmina@neu.edu

Direct Entry Nursing Program

Janet Briand-McGowan

617-373-7330

j.briand-mcgowan@neu.edu

Doctorate of Nursing Practice (DNP)

Michelle Beauchesne

617-373-3621

m.beauchesne@neu.edu

Doctorate of Philosophy in Nursing (PhD)

Elizabeth Howard

617-373-4590

e.howard@neu.edu

Neonatal Nurse Practitioner

Gretchen Hamn

617-373-6543

g.hamn@neu.edu

Nursing Administration and MS/MBA Joint Degree

Jane Aroian

617-373-3128

j.aroian@neu.edu

Nurse Anesthesia
Steve Alves
617-373-2985
s.alves@neu.edu

Pediatric Nurse Practitioner, Acute & Primary Care
Michelle Beauchesne
617-373-3621
m.beauchesne@neu.edu

Psychiatric Mental Health CNS/NP, Child or Adult
Ann Polcari
617-373-7571
a.polcari@neu.edu

Other Offices

Bouvé Admissions/Student Services
617-373-2708
123 Behrakis

School of Nursing Academic Programs Office
Susan McDonald, Academic Coordinator
617-373-3521
211 Robinson

Clinical Placement Office
Ethel Agbeshie, Program Manager
617-373-3247
106 Robinson

School of Nursing Faculty

LAST NAME	FIRST NAME	EXT.	ROOM#	NEU E-MAIL ADDRESS	CREDENTIALS	TITLES
Alves	Steve L.	2985	211	s.alves	PhD, CRNA	Interim Assistant Dean Graduate Programs, Associate Clinical Professor Coordinator, Nurse Anesthesia Specialization
Aroian	Jane	3128	207J	j.aroian	EdD, RN	Associate Professor Coordinator, Administration Specialization
Beauchesne	Michelle	3621	401A	m.beauchesne	DNSc, RN, CPNP, FAANP	Associate Professor Coordinator, Pediatric NP Specialization Coordinator, DNP
Board	Rhonda	5248	408B	r.board	PhD, RN, CCRN	Associate Professor
Briand-McGowan	Janet	7330 Fax 3624	407F	j.briand-mcgowan	MS, RN	Clinical Instructor Coordinator, Direct Entry Program
Calvin	Connie	3115	207H	c.calvin	CRNA, PhD	Assistant Clinical Professor
Carney	Mary	3416	203G	m.carney	RN, CS	Associate Co-op Coordinator
D'Avolio	Deborah	7329	106C	d.d'avolio	PhD, APRN-BC	Associate Professor
Damus	Karla	3105	210	k.damus	PhD, MSPH, MN, RN, FAAN	Clinical Professor Interim Director Research
Dewan	Janet	3126	207E	j.dewan	MS, CRNA	Clinical Instructor
Diani	Jacki	3438	203H	j.diani	MED	Senior Cooperative Education Coordinator
Douglas	Brenda	3106	430 BK	b.douglas	MS, RN	Clinical Instructor
Finkleman	Anita		106D	a.finkleman	MSN, RN	Visiting Clinical Instructor
Hill	Ann	3114	106J	an.hill	MS, RN, CNA, BC	Clinical Instructor
Hope	Dorett	3827	207B	do.hope	MSEd, EdD	Associate Professor
Howard	Elizabeth	4590	207C	e.howard	PhD, RN, ANP	Associate Professor Director, PhD Program Coordinator, Critical Care Specialization
Kenner	Carole	3649	102	c.kenner	DNS, RNC-NIC, FAAN	Dean
Levine	Barbara	207A	4815	b.levine	PhD, ANP	Acute Care Program Coordinator
Mateo	Magdalena	4600	106B	m.mateo	PhD, RN, FAAN	Associate Professor

Mayville	Mary	3129	211A	m.mayville	DNP, MS, RN	Clinical Instructor
McCool	Jane	7962	106G	j.mccool	PhD, RN	Assistant Clinical Professor
McDonough	Katherine	3123	106C	k.mcdonough	DNP, MS, RN	Clinical Instructor
O'Connor	Catherine	8207	207D	c.o'connor	MS, RN	Clinical Instructor
Polcari	Ann	7571	106E	a.polcari	PhD, MS, RN	Assistant Professor Psych/MH Specialization
Pounds	Karen	8228	408C	k.pounds	PhD, APRN, BC	Assistant Professor
Ramdin	Valeria	4197	207G	v.ramdin	MS, RNCS, ANP	Interim Assistant Dean Undergraduate Programs
Roberts	Sue	3130	401D	s.roberts	DNSc, ANP, FAAN	Professor, Coordinator Primary Care Specialization
Tarmina	Suzie	3121	106F	m.tarmina	PhD, RN, FNP	Associate Clinical Professor

School of Nursing Staff

LAST NAME	FIRST NAME	EXT.	ROOM #	NEU E-MAIL ADDRESS	TITLES
Agbeshie	Ethel	3247	106K	e.agbeshie@neu.edu	Program Manager, Clinical Placement Office
Balal	Ruth	7387	102	r.balal@neu.edu	Administrative Officer
Brooks	Judy	3621	401A	j.brooks@neu.edu	Administrative Coordinator Pediatric NP Program
Lavrova	Genia	3405	210	y.lavrova@neu.edu	Program Manager PhD Program
Liscano	Joie	3649	102	j.liscano@neu.edu	Administrative Secretary
Litzinger	Chris	3124	207F	c.litzinger@neu.edu	Administrative Coordinator Nurse Anesthesia & USAGPAN
McDonald	Susan	3251	211	s.mcdonald@neu.edu	Academic Program Coordinator
Matney	Patti	3627	100	p.matney@neu.edu	Special Assistant and Project Manager
Williams-Nance	Antria	3102	103	an.williamsnance@neu.edu	Budget Coordinator

Obtaining Your Husky Card ID

You can obtain your Husky Card by visiting the Office of the Registrar in 120 Hayden Hall. You will need to show a valid photo ID, such as a driver's license or passport, and give them your NU ID number. Your NU ID number can be found on MyNEU.

The Registrar is open Monday through Thursday, 8:30 am to 7:00 pm, and Friday 8:00 am to 5:00 pm. If you have any questions, please call the Customer Service Center at 617-373-2300.

New security measures will require using a Northeastern Husky ID as a swipe card to gain entry to all garages and parking lots at the Main Boston Campus. Please note that the Husky ID is a security measure and does not replace the parking permit which is still required.

In addition to being an access card to parking facilities, your Husky Card provides access to many other University services, such as a debit card/Husky Account, and secure access to university facilities and events, such as:

- Snell Library
- Computer and Instructional Laboratories
- University Athletic and Cultural Events
- Restaurants that are marked as Husky Card

Purchasing a Parking Permit

Prior to the start of each academic year or semester/quarter, faculty, staff, and students may apply for a parking permit on line. Permit applications are usually available sometime during the week prior to the start of each semester or quarter. You will need your 9 digit NU ID Number in order to apply for parking. You can find your NU ID number on your MYNEU account.

You can either purchase a day or evening sticker. The day sticker will entitle you to park at any NEU parking garage between 6:30 am - 11:00 pm (Monday - Friday). An evening sticker is valid after 2:00 pm. For more information, visit Student Financial Services located at 354 Richards Hall or call 617-373-7010, or visit their website at www.northeastern.edu/parking/.

Student parking fees will be charged to the student's tuition account. Permits are non-refundable and non-exchangeable.

Students may purchase discount coupons for both the Renaissance Park and Gainsborough Garages in Student Financial Services, 354 Richards Hall. Each sheet costs \$70.00 and contains ten coupons. Single coupons can be purchased for \$10.00. They are valid for maximum of 24 hours including overnight parking. Parking for any period exceeding 24 hours will require the use of multiple coupons or payment.

Financial Aid, Scholarships, and Awards

Office of Financial Aid: Northeastern University's Office of Financial Aid in 356 Richards Hall provides general information to students regarding various types of funding opportunities. You may want to read over their Graduate Financing Guide for information on financial aid opportunities for student considering graduate study at Northeastern.

In addition to providing useful information, they also assist U.S. citizens and eligible non-citizens in the completion of the Free Application for Federal Student Aid (FAFSA), and determine federal aid eligibility based on this application. Eligible students may receive federal loans or work-study opportunities through the FAFSA. Please note, your exact eligibility will also be based on your enrollment and other aid you might be receiving.

You can contact the Office of Financial Aid via e-mail at sfs@neu.edu or by calling (617) 373-5899. It is advisable to call and make an appointment with one of the graduate representatives, either Mindy Popp (m.popp@neu.edu) or Mona Daly (mo.daly@neu.edu), before going into the office.

STIPENDED GRADUATE ASSISTANTSHIPS (56A): Northeastern University offers assistantships that help graduate students defray the costs of their education. Awards do not cover University fees other than tuition; all non-tuition fees must be paid by award recipients. Only full-time graduate nursing students are eligible to receive assistantship awards. Each recipient receives a contract letter detailing the terms of the specific assignment. Typical assignments cover a nine-month period from September – May. Requires a work commitment of 20 hours per week and offers non-taxable tuition remission (up to 12 credits) and a taxable cash stipend. In addition, 100% of student health insurance is covered. Administrative appointments (AA) are not offered. Students must be enrolled in a minimum number of eight semester hours (SH) during each semester of the assignment.

GRADUATE DEAN'S SCHOLARSHIP: The Dean's Scholarships are awarded to the incoming professional masters students based upon

academic achievement. To be eligible for consideration, a student must be in the top one third of their program's incoming class. No separate application is required beyond the admissions application materials. Students selected for the Dean's Scholarship will be notified by their academic department or Dean's Office. Students who receive these forms of assistance may have reduced eligibility for need-based aid.

THE DOUBLE HUSKY SCHOLARSHIP: Northeastern University offers a 25% tuition reduction to recent NU Alumni and current seniors across more than 100 master's and certificate programs. You must be a full-time graduate student to be eligible. Find out more by visiting the The Double Husky Scholarship website.

MARTIN LUTHER KING, JR. GRADUATE FELLOWSHIP: The MLK Jr. Graduate Fellowships are administered through the African-American Institute. These awards are offered annually to African-American students in full-time graduate programs as long as the student demonstrates satisfactory academic progress and financial need as determined by Student Financial Services. Applicants must complete the financial aid process, as well as an application available from the African-American Institute. For more information on this program please visit the John D O'Bryant African American Institute website.

DIVERSITY FUNDING: A limited amount of funding is available for minority students. The funding can be awarded to any student who raises the diversity of the program, including men in nursing, African American, Native American, Asian American or Hispanic (please indicate on the application) students. To qualify, students must be U.S. citizens or permanent residents and may be either full or part time. Students are ineligible if receiving another award to include SGA or Dean's Scholarship.

Applications are available in 123 Behrakis. Award recipients are notified by letter by June 30th of each year.

GRADUATE STUDENT SCHOLARSHIPS: Graduate Student Scholarship's (GSSs) provide a tuition waiver (a scholarship) of a predetermined dollar amount. GSSs can only be awarded to full-time (8 SH) students who are not receiving funding from any other source. Awards are distributed by August 15th.

More information may be found on the Academic Programs Blackboard Site.

YELLOW RIBBON PROGRAM: The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. Only individuals entitled to the maximum benefit rate, based on service requirements, may receive this funding. For more information on this program please visit the Northeastern's Yellow Ribbon Program website.

ADDITIONAL SCHOLARSHIPS: A complete listing of scholarships may be found on the Academic Programs Blackboard site (see pages 22-23). The course is entitled, "Office of Academic Programs," and the course ID number is "NP.sp05."

Nurse Faculty Loan Program: In order to address the critical shortage of nursing faculty in the United States, the U.S. Department of Health and Human Services (HRSA) offers loans to graduate nursing students who plan to pursue a position as full-time faculty in a school of nursing after graduation. NFLP comes with a cancellation provision for recipients of the loan – up to 85% of the loan amount. To apply for the loan, you must indicate your interest in writing to Student Financial Services by February 1st (sfs@neu.edu). More details about the requirements of the loan may be found on the Academic Programs Blackboard course (NP.sp.05).

University Health and Counseling Services (UHCS)

Location: Suite 135, Forsyth Building

Routine appointments: 617-373-2772

Website: www.uhcs.neu.edu

Who can use the health center:

- All undergraduate students
- All law school students
- Graduate students who have either enrolled in the Student Health Plan or have paid the health center fee (they do not have to be on the NU Health Plan)
- All other eligible students who have paid the health center fee
- Students in special programs by prior arrangement

Medical services provided:

- Primary care
- Emergencies
- Documentation of immunity
- Allergy shots
- Clinical clearance
- TB testing
- STD testing

Counseling services provided:

- Individual and group counseling
- Sexual assault
- Alcohol and other drugs
- Crisis treatment

UHCS is committed to responding promptly to your needs with:

- Hours: Monday, Wednesday, and Friday: 8AM to 5 PM;
Tuesday and Thursday: 8AM to 8PM;
Saturday: 12PM-4PM
- Open access scheduling
- Daily availability of Behavioral Health Assessment appointments
- Patient Associates with responsibility only to answer phones to schedule appointments

Documentation of Immunity & Clinical Clearance

Documentation of Immunity

As a student at NU, you must provide UHCS with proof of immunity to certain diseases, per Massachusetts state law, as specified below. Documentation of immunizations and/or titres must be on letterhead or prescription slip, and signed by a physician, nurse, nurse practitioner, or physician assistant. Alternatively, documentation may be provided by your high school, previous college, or military facility, again with clinician signature.

- MMR* -- 2 immunizations

Or

Two Measles/Rubella immunizations* or positive antibody titre
One Mumps immunization* or positive antibody titre
One Rubella/German Measles immunization* or positive antibody titre

*Immunizations must have been administered in 1968 or later, on or after the first birthday, i.e., no earlier than at 12 months of age, and no sooner than four weeks apart.

- Tetanus-Diphtheria -- 1 booster immunization within 10 years of matriculation through graduation.
- Hepatitis B -- 3 immunization series or positive antibody titre
** Immunizations must be administered at appropriate intervals (i.e., the second at least one month after the first — and the third at least five months after the second).
- Meningococcal -- 1 immunization or signed Massachusetts declination

Massachusetts law provides an exemption for students from receiving the meningitis vaccine by signing a waiver that reviews the dangers of meningococcal disease and indicates that the vaccination has been declined. To qualify for this exemption, you are required to review the information, sign the waiver at the end of the document and give it to UHCS. Please note: if a student is less than 18 years of age, a parent or legal guardian must be given a copy of the document and must sign the waiver.

The waiver is available for download from the University Health & Counseling Services (UHCS) website. Please download, print, fill out, sign, and return to UHCS at 135 Forsyth Building.

If you are unable to obtain documentation, all immunizations, some requiring a fee, may be administered at UHCS.

Clinical Clearance for Bouvé Health Science Students

The following information is required for all Bouvé students and must be on file at UHCS and School of Nursing Clinical Placement Office before you can enter a clinical setting. Documentation of immunizations must be on letterhead or prescription slip, signed by a physician, nurse, nurse practitioner, or physician assistant. A copy of the lab results is required for antibody titre results.

All of the above state-required proofs of immunity PLUS the following:

- Copy of RN license
- Varicella/Chicken Pox -- positive antibody titre or clinician-documented history of disease, or vaccine series.
- PPD -- tuberculin skin test within one year of date of completed clinical rotation. If history of positive, provide clinician-documented date of test and chest x-ray results as well as any treatment.

If your documentation is incomplete, call 617-373-2772 to schedule an appointment, specifying clinical clearance as reason. The time/number of appointments it will take to complete your clinical clearance will depend upon any documentation you may be missing.

If you are unable to obtain documentation, all immunizations, some requiring a fee, can be administered at UHCS.

Certain clinical agencies may require documentation that goes beyond the list above. Students will be advised during the clinical placement process.

Clinical Placement Information

Please refer to the Blackboard course of the Clinical Placement Office for important, up-to-date information. Course ID number is NURPlacement.

Process and Timeline for the Clinical Placement of Graduate Students:

New Students starting clinical in Jan. (ACNP, ANP, FNP, PNP) or May (CRNA)

October 15-
November 1 Graduate Specialty Coordinators meet with students to develop preferred site(s) for each student. Student to go to Blackboard site: NURSING PLACEMENT COMMUNICATIONS for further info on process and documentation requirements. There are deadlines involved. Graduate Specialty Coordinators meet with Clinical Placement Office to give suggestions on placement of students

November 15 Deadline for all student clearance material to the Clinical Placement Office

December 15 Clinical Placement aims to have all January students in a confirmed placement

New Students starting clinical in September (Administration and Psych) and Continuing Students (ACNP, ANP, FNP, PNP) or (CRNA)

March 15 –
April 1 Graduate Specialty Coordinators meet with students to develop preferred site(s) for each student. Student to go to Blackboard site: NURSING PLACEMENT COMMUNICATIONS for further info on process and documentation requirements. There are deadlines involved. Graduate Specialty Coordinators meet with Clinical Placement Office to give suggestions on placement of students

August 15 Deadline for all student clinical clearance materials to the Clinical Placement Office

August 15 Clinical Placement aims to have all September students in a confirmed placement

Health Insurance

Massachusetts law requires all full-time and three-quarters-time college students enrolled in a degree or certificate program to demonstrate evidence of coverage by a qualifying health plan for unanticipated medical costs.

Northeastern University Student Health Plan (NUSHP)

Northeastern University's health plan (NUSHP), administered by Blue Cross Blue Shield of Massachusetts, provides comprehensive health benefits at a very affordable rate.

Students are automatically enrolled and billed for this plan by Northeastern University; if you prefer not to enroll in this plan, you must complete the waiver by the deadline.

The waiver form is available through the MyNEU Health Services portal.

The 2011-2012 plan cost for graduate students is \$2,160.00, which includes use of UHCS. Call NU Student Accounts at 617-373-2270 for questions about your university bill for the student plan.

UHCS provides on-site assistance with claims related to your student health insurance plan at 617-373-2775. The Insurance Coordinator will also assist you with claims involving other insurance plans but each plan is so different they may not be able to provide complete assistance in resolving all issues.

Please refer to www.bluecrossma.com/nushp for details of the student plan, or call 800-294-2361 for Blue Cross Blue Shield of Massachusetts customer service.

Academics

How to register for a course

Current and continuing students register for courses online using the myNEU Web portal. The system allows students to add and drop courses, confirm course registration, find room assignments, and obtain final exam schedules. The system works in real-time. Your course add or drop will be processed immediately, and you can confirm your transaction before you log off.

To register, go to the myNEU Web portal. Log in using your myNEU username and myNEU password (or click on "How do I get a myNEU username and password?" if you have never used the system before).

1. Click on "Self-Service," then click on "Course Registration" (choose the pertinent semester).
2. Click on "Add/Drop Classes."
3. Select the semester.
4. Type the Course Registry Number (CRN) onto the worksheet at the bottom of the page.
5. Submit changes.
6. If you don't know the CRN number, click "Class Search" and enter search criteria. Select a class from the list by clicking the box to the left. Click "Register."

Class schedules listing the course numbers, course registry numbers, day, and time will be posted before registration on the Registrar's website (<http://www.neu.edu/registrar/schedules.html>). You may also check the Academic Programs Office Blackboard Course for course offerings for the entire academic year (course ID "NP.sp05").

How to register for Directed Study, Elective Advanced Clinical Experience, or Teaching Practicum Courses

1. Find a faculty who is willing to sponsor you.
2. Meet with the faculty to develop the overview of the course and the course goal(s), objectives, and a timeline for completion.
3. Develop a formal contract between the faculty and student that should be signed by both parties and includes the information in step 2.
4. For Directed Study and Elective Advanced Clinical Experience Courses, the student needs to complete the University Form and the Bouvé

College of Health Sciences Directed Study form and attach a copy of the contract noted in step 3. This form needs to be signed by the faculty member, the School of Nursing Graduate Director and the BCHS Graduate Director.

5. For the Teaching Practicum course, steps 1-3 should be completed, and a copy of the contract sent to the SON Graduate Director for review and to be filed in the SON Academic Programs Office. Graduate students who are teaching as part of their Graduate Assistantship may not use their assistantship teaching for Teaching Practicum credit. They may register with the faculty with whom they are doing their Assistantship, but the contract must include different teaching experiences.
6. Directed studies or advanced clinical experience courses may not be utilized to substitute for required courses. They are to be utilized only as electives.
7. Previous experiential studies may not be utilized to satisfy the requirements of any of the courses listed above. The student must register for the course prior to the beginning of the semester in which the experience occurs.
8. In general a minimum of 50 minutes of effort in reading/writing/classroom activity is equated to one credit and 4 hours of clinical experience for one credit of clinical.
9. Once approved, the student may register for the course. For course registry numbers, contact the Academic Programs Office at 617-373-3521.

How to review your grades

1. Visit the course's Blackboard page and click onto "View Grades" tab on the main page. This will only work if your instructor has set up an account with Blackboard.
2. At the end of every semester, the instructor will place your final grade on myNEU Web portal. Go to the "View Grades" tab.

Grade Requirements

The School of Nursing requires nursing graduate students to earn a grade of B (3.00) or better in all graduate courses. Please refer to the Bouvé College of Health Sciences Graduate Policies and Regulations on-line at www.northeastern.edu/bouve/gradstudent for further information.

Class Cancellations

Decisions regarding early closures and cancellation of evening classes due to inclement weather are made as early in the day as possible, usually by 3:00 pm at the latest. You can call the main university number to get a recording 617-373-2000, or listen to several radio stations including WBZ (1030 AM) and WRKO (680 AM) for information. If an announcement is made in the morning that Northeastern is closed, then the university will remain closed for the entire day and evening.

Photocopying Machine

Copy cards can be purchased by cash from a dispensing machine in the lobby of Snell Library in the following denominations: \$1.00 for an initial card for ten copies; \$1.00 for an additional 11 copies to initial card; \$5.00 for 62 additional copies; \$10 for 143 additional copies; \$20.00 for 286 additional copies. Copy cards costing \$10.00, and encoded with 143 copies, are also available by cash or check at the Cashier's Office, 245 Richard's Hall.

Bookstore

The Northeastern Campus Bookstore is located in the lower level of the Curry Student Center. Hours of operation are Monday through Thursday from 8:00 am to 8:00 pm, Friday from 8:00 am to 6:00 pm, Saturday from 8:30 am to 4:00 pm, and Sunday from 12:00 pm to 4:00 pm. To contact the bookstore by phone, call 617-373-2286. The website is www.northeastern.bkstore.com. The bookstore is affiliated with Barnes and Noble bookstores.

Associations

The Graduate and Professional Student Association (GPSA) is the official voice of the graduate student community. It serves all graduate and professional students enrolled in the graduate colleges of Northeastern University. The GPSA actively pursues the goal of improving graduate student life by listening to those it represents.

The GPSA holds general assembly meetings twice a month, and in addition to funding graduate student groups, has conference, travel, and research assistance funding available on an application basis. For additional information please visit their website at http://www.csdn.neu.edu/development_association/graduate_student/.

Blackboard

What Is Blackboard?

Blackboard is a web-based software application that integrates online course materials with online communication tools. To access a Blackboard course site, you will need the following:

- Access to a computer equipped with an Internet connection and a Web browser (Mozilla Firefox 1.5 or higher, or Internet Explorer, version 6 or higher).
- An e-mail account and knowledge of how to send and receive e-mail.
- Basic computer and web browsing skills, such as opening, closing, and saving files and attachments.
- A Northeastern myNEU account.

How Do I Establish a Blackboard Account?

Students should login to Blackboard using their MyNEU account. If you have not set up your MyNEU account yet, you can do so at myneu.neu.edu. Use the same username and password to log into Blackboard.

If I Have Questions, Who Do I Ask?

ONLINE:

- Blackboard's online support for students offers a Student Manual for Blackboard.

ON CAMPUS:

- Live Online Help (Chat) at <http://www.infoservices.neu.edu>.
- **The HELP Desk**, located in the InfoCommons at **184 Snell Library**, which is open 24 hours a day, 7 days a week during the school year, can assist you with Blackboard questions.
- You can also call the **HELP Desk at 617-373-4357 (HELP)** to ask questions. The more specifics you can offer the Help Desk staff about the problem you're encountering, the better able they'll be to assist you.

Blackboard Courses

The Office of Academic Programs has created a Blackboard "course" to serve as an up-to-date information hub. To enroll, go to <http://blackboard.neu.edu>. The course is "Office of Academic Programs," and the course ID number is "NP.sp05."

Resources available on the site include:

- Important Announcements
- Faculty and staff contact information
- Scholarships
- Graduate Assistantship Information
- Course Listings

The Clinical Placement Office also has a Blackboard "course" with important information for graduate students. The course is "Clinical Placement Communications," and the course ID number is "NURPlacement.fl03."

Northeastern Libraries

The NU Libraries include the Snell Library, the African-American Institute Library, and the Marine Science Center Library. The NU Libraries are a member of the Boston Library Consortium, a group of research libraries in the Greater Boston area, and Nexpress, a New England consortium.

Snell Library

617-373-2350

Fax: 617-373-5409

Snell Library, the heart of Northeastern's academic life, holds 985,000 volumes and welcomes over one million visitors a year. Through award-winning Reference, Instruction, Meet the Author talks, and innovative technologies, the University Libraries play an integral role in the intellectual life of the campus.

The first floor of Snell Library is open to the NU community 24 hours a day, seven days a week, when classes are in session. Some library services, such as reference access and circulation, are not available 24 hours a day. Please consult the Library's website for details: www.lib.neu.edu.

Commonly Requested Numbers

- Borrowing, renewals, lost books
617-373-8778

- Lost and Found
617-373-8778

- Hours
617-373-4976

- Reference Librarian
617-373-2354

- Archives and Special Collections
617-373-2351

- Library Technical Support
617-373-7088
(Library Systems Office)

How to Log In

Current NU faculty, staff, and students (including Distance Ed Students) will need:

1. A MyNEU username and password
2. A web browser and internet connection

To Search Our Catalog, NuCat, connect to <http://nucats.lib.neu.edu>. Free, no login necessary.

Your library account, including book renewal, saving searches, or creating alerts is available by login at MyNuCat.

Ask a Librarian

- Snell Reference Desk
617-373-2354
- Law Library
617-373-3332

Live Chat – Ask 24/7

Ask 24/7 combines online chat and shared web browsing, from your office, home, and dorm room. Librarians from NU and other libraries are standing by now to help you!

Contact a Library Subject Specialist

One-on-one in-depth research assistance is available by appointment for NU faculty, staff, and students from a subject specialist, a librarian who specializes in finding information on your subject.

Information Services & Campus Computer Labs

Computer Help

Information Services (the HELP desk):

E-mail: help@neu.edu

IS Help Line: 617-373-4357 (HELP)

Website: http://www.infoservices.neu.edu/about_is

Computer Labs

InfoCommons maintains two computer labs inside the Snell Library, InfoCommons I and II. Both labs are located on the first floor of the library. These labs are available to current students, faculty, and staff with the presentation of a valid NU ID.

Hours: 24 hours a day and 7 days a week

Phone: 617-373-3183

Free Print Quota in Computer Labs

To reduce waste, Information Services partnered with the Student Government Association to institute the Free Print Quota program.

All students, faculty, and staff are able to print up to 400 pages free of charge in NU Information Services managed computer labs per print period. The print quota will reset to 400 pages at the end of the following intervals:

- September 1 to December 31
- January 1 to April 30
- May 1 to August 31

There is no "rollover" of unused pages. For more information on this program go to:

http://www.infoservices.neu.edu/a-z_services/printmgmt3.html.

Writing Center

The Northeastern Writing Center is located in 412 Holmes Hall. Hours of operation are Monday through Wednesday from 9:30 am to 6:00 pm, Thursdays from 9:30 pm to 5:00 pm, and Fridays from 10:00 am to 4:00 pm. To contact the center by phone, call 617-373-4549. Visit their website at <http://www.owl.neu.edu>.

Who do we tutor?

- Undergraduate/graduate students from all academic disciplines
- Speakers of other languages and native speakers of English
- Weak writers, average writers, and strong writers

How can we help?

- Brainstorming, idea generation
- Planning, outlining, organizing
- Reading with and against the grain
- Researching, critiquing
- Developing thesis/arguments
- Drafting, revising
- Coaching on grammar, punctuation, and style

What services do we offer?

- In-person tutoring
- Online tutoring
- Classroom visits

Who are we?

- Northeastern University writing instructors
- Graduate students in composition theory, literature, or technical/professional writing

Plagiarism Policy

Northeastern University is committed to the principles of intellectual honesty and integrity and to respecting intellectual property. All members of the Northeastern community are expected to maintain complete honesty in all academic work, presenting only that which is their own work on tests and assignments.

In the spirit of the University's Academic Honesty and Integrity Policy, the Writing Programs Committee takes seriously the principle of intentionality that underwrites that policy. Once an instructor finds evidence of plagiarism, she/he is bound by the Policy to respond. We aim for a consistent response to the problem of academic dishonesty, and where possible would like to approach plagiarism assuming that the student has made an error that must be addressed.

If the instructor determines that the plagiarism is intentional, the student is sent to the Office of Student Conduct and Conflict Resolution at 202 Ell Hall, x4390, www.osccr.neu.edu. Such intentional plagiarism would include:

- Uncredited uses of published outside sources (print or internet)
- Use of another student's paper in part or its entirety
- Handing in a paper obtained from a paper mill (or paying for or otherwise receiving a paper written by another)
- Handing in the same paper for more than one course without the explicit permission of the instructor

A more difficult case of academic dishonesty or plagiarism concerns the theft of ideas. In a writing class, when students are reading each other's drafts, engaging in class discussion, and listening to the instructor, it's often difficult to identify a single "source." Meaning is being made collaboratively, even intertextually, through give-and-take. It's worth citing the classroom space as a place of inspiration. Students should, when appropriate, cite each other (paraphrase and direct quotation, of verbal or written material), write an acknowledgments page, and/or cite class discussion as a source.

Disability Resource Center

20 Dodge Hall
360 Huntington Avenue
Boston, MA 02115

Phone: 617-373-2675
TTY: 617-373-2730
Fax: 617-373-7800

Website: <http://www.drc.neu.edu/index.php>

Northeastern University and the DRC are committed to providing services that will enable students who qualify under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act to participate fully in the activities of the University. Under the ADA guidelines a person with a disability is one with a physical, mental, emotional, or chronic health impairment that ***substantially limits*** one or more major life activity such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Students with disabilities who are transitioning to postsecondary education can learn more about their rights and responsibilities on the U.S. Department of Education, Office for Civil Rights website: <http://www.ed.gov/about/offices/list/ocr/transition.html>.

You can request printed material on this subject at: U.S. Department of Education, Office for Civil Rights, Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities, Washington, D.C., 20202.

Students must contact the DRC to determine appropriate accommodations and formally open a file. The DRC recommends that students contact the office at least three months before arrival on campus. This will allow enough time to assemble the required diagnostic documentation, register, and set up services.

To begin the registration process students must submit acceptable documentation to the DRC. Once it is determined that the documentation demonstrates a substantially limiting disability the student becomes eligible for services; they then meet with an assigned DRC specialist to activate services.

Campus Safety and Security

Public Safety Division Administration: 617-373-2696

Police – Routine Business/Information: 617-373-2121

Police, Fire, Medical Emergency: 617-373-3333

NEU Public Safety Office:

<http://www.northeastern.edu/publicsafety/overview.html>

Emergency Procedures

Blue-light campus phones are located throughout the Northeastern campus. These phones are distinguished by the blue light on top and have “Northeastern University Campus Emergency Phone” lettered on the door of the weatherproof box. They may be used to contact the University Police to report emergencies or for other nonemergency assistance.

Personal Safety Escort Service

As a general rule, on-campus escorts are provided 24 hours a day, every day, unless otherwise indicated.

A uniformed officer will be dispatched as soon as reasonably possible. In most instances the escort will be on foot.

Call 617-373-2121 and provide the operator with your name, NU ID number, exact location and destination.

Campus Activities

Full-time Northeastern students, in good standing, have access to the Marino Recreation Center, Cabot Center, and the Badger & Rosen SquashBusters Center. Part-time students, in good standing, will have access during any academic quarter in which they are enrolled and attending classes. A valid NU Husky identification card must be presented in order to enter all facilities. Admittance will be denied to anyone without one.

The following facilities are available in the Marino Center:

- 3 Basketball courts
- 3 Volleyball courts
- 6 Badminton courts
- 3-lane suspended jogging track
- Free weight room with a variety of benches, free weight machines, and free weights
- Aerobic & martial arts studios
- Cardiovascular equipment

The following facilities are available in the Cabot Center:

- 4 Racquetball/volleyball courts
- 3 Indoor tennis courts
- 3 Indoor volleyball courts
- Indoor track and soccer field
- 25-yard indoor swimming pool

The following facilities are available in the Badger & Rosen SquashBusters Facility:

- 8 Squash courts
- Free weight room with a variety of benches, free weight machines, and free weights
- Aerobic & martial arts studio
- Cardiovascular equipment

Please call the Campus Recreation Hotline at 617-373-2667 for specific facility hours. Additionally there are trainers, intramurals, and numerous lessons available. Contact a recreations specialist at 617-373-4433, or visit the website at <http://www.campusrec.neu.edu>.



Academic and Service Buildings

- 165 Alumni Center at Columbus Place (CP)
- 61 Architecture Studio (RIG)
- 703 Asian-American Center (AC)
- 68 Badger-Rosen Squash/Busters Center (SB)
- 403 Barletta Natatorium (BN)
- 263 Behrakis Health Sciences Center (BK)
- 74 101 Bevilacqua (BV)
- 511 Blackman Auditorium (AUSD)
- 417 Cabot Physical Education Center (CB)
- 77 Cabners Hall (CA)
- 36 Cargill Hall (CG)
- 72 Catholic Center (CC)
- 54 Churchill Hall (CH)
- 662 Columbus Place and Alumni Center (CP)
- 477 Cullinane Hall (CN)
- 592 Curry Student Center (CSC)
- 6 Cushing Hall (CL)
- 57 Dana Research Center (DA)
- 393 Dockser Hall (DK)
- 443 Dodge Hall (DG)
- 601 Egan Engineering/Science Research Center (EC)
- 521 Eli Hall (EL)
- 771 Fenway Center (FC)
- 55 Forsyth Building (FR)
- 324 Hayden Hall (HA)
- 110 Hill-Frager (HF)
- 603 Holmes Hall (HO)
- 165 Hurbig Hall (HT)
- 777 International Village (IW)
- 255 Karrolls Hall (KA)
- 290 Knowles Center (KN)
- 54 Lake Hall (LA)
- 593 Lathin's Student Cultural Center (LJ)
- 177 Marino Recreation Center (MC)
- 144 Matthews Arena (MA)
- 29 Messer Hall (ME)
- 48 Mugar Life Sciences Building (ML)
- 251 Nightingale Hall (NI)
- 277 O'Bryen African-American Institute (AF)
- 6 Renaissance Park (RN)
- 42 Richards Hall (RH)
- 49 Robinson Hall (RB)
- 78 ROTC Office (RO)
- 243 Ryder Hall (RY)
- 311 Stillman Hall (SH)
- 381 Snell Engineering Center (SN)
- 55 Snell Library (SL)
- 477 Slemons Center (ST)
- 22 West Village F, G, H (WV)

Residence Buildings

- 21 Burslein Hall (BU)
- 67 Davenport Commons A, B (DC)
- 177 International Village (IW)
- 11 Kennedy Hall (KH)
- 4 Kerr Hall (KA)
- 12 Levine Hall and St. Stephen Street Complex (LV)
- 9 Light Hall (LI)
- 16 Loftman Hall and 153 Hemenway Street (LF)
- 3 Melvin Hall (MH)
- 20 Rubenstein Hall (464)
- 2 Smith Hall (SM)
- 16 Speare Hall (SP)
- 14 Stetson East (SE)
- 15 Stetson West (SW)
- 22 West Village Residence Complex A, B, C, E (WV)
- 22 West Village Residence Complex F, G, H (WV)
- 16 White Hall (WH)
- 28 Willis Hall (WL)
- 10 Coventry Street (CV)
- 142-148 Hemenway Street (142-148)
- 11 319 Huntington Avenue (319)
- 10 237 Huntington Avenue (237)
- 19 407 Huntington Avenue (407)
- 76 768 Columbus Avenue (768)
- 64 780 Columbus Avenue (780)

Parking Garages

- 65 Columbus Parking Garage (CPG)
- 75 Bevilacqua Parking Garage (BVG)
- 46 Gainsborough Parking Garage (GG)
- 62 Renaissance Park Garage (RPG)
- 26 West Village Parking Garage (WPG)

Legend

- Academic and Service Buildings
- Academic-Residence Buildings
- Residence Buildings
- Parking Garages
- Parking (permit required)
- Visitor Parking
- Handicapped Parking
- Handicapped-Accessible Entrance
- Emergency Telephone
- META Station
- Admissions Visitor Center
- Alumni Center at Columbus Place

2011–2012 Semester Academic Calendar

Guide to Abbreviations

UGD = Undergraduate Day

GS = Graduate Schools

Fall 2011

Sep 5 Monday

>>> Labor Day

UGD: First day of in-person "I Am Here" registration for fall classes

Sep 7 Wednesday

UGD: First day of fall classes

GS: First day of fall classes

Oct 10 Monday

>>> Columbus Day observed, no classes

Nov 11 Friday

>>> Veterans' Day, no classes

Nov 14 Monday

GS: First day of registration for spring classes

Nov 15 Tuesday

UGD: First day of registration for spring classes

Nov 23 Wednesday

UGD: First Day of Thanksgiving recess, no classes

GS: First day of Thanksgiving recess, no classes

Nov 28 Monday

UGD: Classes resume

GS: Classes resume

Dec 7 Wednesday

UGD: Last day of fall classes

Dec 8 Thursday

UGD: Reading day

Dec 9 Friday

UGD: First day of final exams for fall classes

Dec 10 Saturday

GS: Last day of fall classes

Dec 12 Monday

GS: First day of final exams for fall classes

Dec 16 Friday

UGD: Last day of final exams for fall classes

Dec 17 Saturday

UGD: Final exam makeup day for fall classes if needed

UGD: First day of winter break

GS: Last day of final exams for fall classes

Dec 18 Sunday

GS: First day of winter break

Spring 2012

Jan 9 Monday

UGD: First day of spring classes

GS: First day of spring classes

Jan 16 Monday

>>> Martin Luther King Jr.'s Birthday observed, no classes

Jan 30 Monday

UGD: First day of registration for summer classes

GS: First day of registration for summer classes

Feb 20 Monday

>>> Presidents' Day, no classes

Mar 3 Saturday

UGD: First day of spring break

Mar 4 Sunday

GS: First day of spring break

Mar 12 Monday

UGD: Classes resume

GS: Classes resume

Mar 26 Monday

GS: First day of registration for fall classes

Mar 27 Tuesday

UGD: First day of registration for fall classes

Apr 16 Monday

>>> Patriots' Day, no classes

Apr 18 Wednesday

UGD: Last day of spring classes

Apr 19 Thursday

UGD: Reading day

Apr 20 Friday

UGD: First day of final exams for spring classes

Apr 21 Saturday

GS: Last day of spring classes

Apr 23 Monday

GS: First day of final exams for spring classes

Apr 27 Friday

UGD: Last day of final exams for spring classes

Apr 28 Saturday

GS: Last day of final exams for spring classes

Apr 29 Sunday

GS: First day of vacation

Apr 30 Monday

UGD: First day of senior week

May 3 Thursday

UGD: Last day of senior week

May 4 Friday

SEM: Commencement

Summer 2012

May 7 Monday

UGD: First day of summer 1 and full summer classes

GS: First day of summer 1 and full summer classes

May 28 Monday

>>> Memorial Day observed, no classes

Jun 21 Thursday

UGD: Last day of summer 1 classes

Jun 23 Saturday

GS: Last day of summer 1 classes

Jun 25 Monday

UGD: First day of final exams for summer 1 classes

GS: First day of final exams for summer 1 classes

Jun 26 Tuesday

UGD: Last day of final exams for summer 1 classes

Jun 30 Saturday

GS: Last day of final exams for summer 1 classes

Jul 2 Monday

UGD: First day of summer 2 classes

GS: First day of summer 2 classes

Jul 4 Wednesday

>>> Independence Day, no classes

Aug 9 Thursday

UGD: Last day of full summer classes

Aug 11 Saturday

GS: Last day of full summer classes

Aug 13 Monday

UGD: First day of final exams for full summer classes

GS: First day of final exams for full summer classes

Aug 16 Thursday

UGD: Last day of final exams for full summer classes

UGD: Last day of summer 2 classes

Aug 18 Saturday

GS: Last day of final exams for full summer classes

GS: Last day of summer 2 classes

Aug 20 Monday

UGD: First day of final exams for summer 2 classes

GS: First day of final exams for summer 2 classes

Aug 21 Tuesday

UGD: Last day of final exams for summer 2 classes

Aug 22 Wednesday

UGD: First day of vacation

Aug 25 Saturday

GS: Last day of final exams for summer 2 classes

Aug 26 Sunday

GS: First day of vacation