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Northeastern University–Charlotte

Campus Guide

Dear Student,

A few years ago, a top-tier, private, research university with a main campus in the heart of Boston set out to do what no university of its kind had ever done before. With a philosophy that imbues innovation, the highest standards for education, and one that leverages the world as a laboratory for learning, Northeastern University boldly announced it would open its first graduate campus in Charlotte, N.C. This campus would offer the same high caliber academic programs but in flexible formats (online and hybrid) to allow busy working professionals to explore careers in growing industries critical to the Charlotte region—industries like energy, healthcare, education, business/finance, and more.

Now in our second full year of operation, the campus is home to over 130 students enrolled in professional graduate programs. In the spring of 2013, the campus added seven new masters programs and three doctoral programs, all designed to support the growing industry sectors across the region.

Northeastern University–Charlotte is testament to the innovative and pioneering spirit that has run throughout the Northeastern culture for over 115 years. As a new Charlotte student, you are amongst the elite consumers who are equally as innovative and pioneering as you take steps toward your next personal or professional goal. Welcome to the network.

While our physical campus is located here in the heart of Charlotte, your network spans 150 countries and all 7 continents so you’ll never be alone in this journey. Locally, there are 2,400 alumni in North Carolina and more than 200,000 around the globe. And while you’ll find personalized attention from local faculty and staff, you’ll be privy to a larger network that includes over 1,000 faculty, researchers, and notable experts who bring both academic credentials and real world experience to your journey.

No matter where this journey takes you, you’ll find a diverse staff from all parts of the country who stand ready and willing to extend our assistance to ensure you have what you need to succeed. This campus guide is just one resource to help you along the way. And, as always, please don’t hesitate to call on us if we can do anything to support you.

Welcome to the Northeastern network,

Cheryl L. Richards, PhD
CEO & Regional Dean
Northeastern University–Charlotte
Charlotte Campus Mission & Vision

Northeastern University–Charlotte creates new opportunities for partnership, academic innovation, and flexible options for working professionals seeking graduate education. Our online and hybrid courses transcend traditional models of education to ensure learning is industry responsive, employer aligned, and student-centric.

Purpose and Scope of the Charlotte Campus Guide

The Charlotte Campus Guide contains resources for student affairs and academic services on the Charlotte Campus, as well as other locally relevant information, as authorized by the CEO and Regional Dean. For information about academic policies, services, and procedures, as well as general policies and services of Northeastern University, please refer to the Graduate Student Handbook, College of Professional Studies Student Handbook, College of Business Administration Student Handbook, Bouve College of Health Sciences Graduate Policies and Procedures, Academic Operations Manual, Faculty Handbook, Benefits and Services Handbook, or related procedural guides, as appropriate. The Charlotte Campus Guide contains information current as of the date of its release; however, such information is not intended to be, and should not be regarded as to be contractual, and is subject to change at the discretion of the university.
Northeastern University–Charlotte students have access to in-person services and resources on the Charlotte campus, which include assistance with academic planning and course registration, as well as facilities for studying and meeting. Faculty members, as well as administrative staff, are available to work with students as needed. These are intended to provide assistance that complements the university’s wide range of student support available via phone, Internet, and teleconference, enhancing the student experience with a personal touch.

Link to Charlotte Campus webpage: http://www.northeastern.edu/charlotte/

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>E-mail @neu.edu</th>
<th>Phone: 980-224-8467</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Leadership</td>
<td>Cheryl Richards</td>
<td>c.richards</td>
<td>X105</td>
</tr>
<tr>
<td>Campus Leadership &amp; Academic Affairs/Campus Operations</td>
<td>Peg Bernhard</td>
<td>m.bernhard</td>
<td>X107</td>
</tr>
<tr>
<td>Academic &amp; Student Services/Campus Operations</td>
<td>Carlie Houchins</td>
<td>c.houchins</td>
<td>X108</td>
</tr>
<tr>
<td>Recruitment</td>
<td>Pasquale Quintero</td>
<td>p.quintero</td>
<td>X103</td>
</tr>
<tr>
<td>Admissions</td>
<td>Tammy McNish</td>
<td>t.mcnish</td>
<td>x102</td>
</tr>
<tr>
<td>Administrative support</td>
<td>Roxanne Ward</td>
<td>rox.ward</td>
<td>x104</td>
</tr>
</tbody>
</table>
Cheryl L. Richards, Ph.D.
CEO & Regional Dean

Margaret “Peg” Bernhard,
DPA
Associate Dean,
Campus Administration

Pasquale Quintero, Jr.
Admissions Recruiter

Tamara “Tammy” McNish
Assistant Director of Admissions

Brittani McClendon
Enrollment Coordinator

Roxanne Ward
Campus Administrative Officer

Carlie Houchins
Director, Student Affairs
and Faculty Services

Natasha Carter
Meeting and Event Coordinator

Link to Charlotte Campus Team:
http://www.northeastern.edu/charlotte/explore-northeastern/charlotte-team/
Charlotte Campus Resources: IT, Equipment, Facilities, Library

Information Technology

Wireless Internet
The Charlotte Campus offers wireless Internet access to students, faculty, and guests.
• Free and secure NUwave wireless Internet is offered to all students of the university located on campus.
• While NUwave-Guest is available for connection as well, it offers no data encryption and is not the safest option for use.
• Students should connect to NUwave whenever they wish to access the Internet wirelessly.
• If you have any questions, please call the NEU Help Desk at 617-373-HELP.
• For more information, link to IT Services webpage: http://www.northeastern.edu/infoservices/?page_id=1005

Equipment

Laptops Available for Loan
The Northeastern University–Charlotte campus has a limited supply of laptops available for loan to currently enrolled students.
• Apple MacBook Pro models with OS X 10.6 (Snow Leopard)
• Dell Latitude E6420 models with Windows 7
• The standard NUnet image provides access to the Microsoft Office suite of products.
• All machines can join the NUWave and NUWave-guest wireless networks. Authentication is required for NUWave.

Circulation Loan Policies
• Laptops circulate to currently enrolled Northeastern University students, faculty, and staff.
• Northeastern University Husky ID cards must be presented for checkout.
• Laptops circulate on campus only for a four (4) hour loan period with one (1) renewal per day, unless there is a waiting list.
• Laptops do not circulate within one hour of posted closing times.

Circulation Replacement Costs:
• Students are responsible for replacing missing or damaged parts or the entire cost if lost or stolen while in your possession.
• Each item required to use the laptop will be priced separately.
• User assumes all liability for the device and will be charged current retail price for a replacement should damage or loss occur.
• An additional $20 processing fee will be added to all replacement costs.

Printing
• Printing is available on campus and requires a Husky ID card for access.
• Campus Printing Instructions
  ▪ To Print From Campus Computer
    • Select Printer: HP_BW_Printer
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- Name Document
- Swipe Husky Card at Printer
- Select Named Document & Press Print

- To Print From Personal Laptop
  - Must Download Virtual Print Client Software
  - For Software and Instructions:
    http://www.northeastern.edu/infoservices/?page_id=9615

Facilities

Room and Space Reservations
- Information and pictures of the Charlotte campus space can be found at http://www.northeastern.edu/charlotte/explore-northeastern/charlotte-campus/
- Students can reserve space for individual study and small group meetings during weekday business hours (9:00 am to 4:30 pm). Please contact a Charlotte Campus staff member to make arrangements ahead of time.
- Students may reserve space after business hours for small group meetings related to course work.
  - This option is available between 4:30 pm and 8:00 pm on evenings when classes are meeting.
  - For a time outside of business hours and class meeting times, please make arrangements with campus staff at least one week in advance.
- Parking in the building garage or elsewhere is at the student’s expense.
- Space on the Charlotte Campus is also available for rental to outside groups. Please contact a Charlotte Campus staff member for more information on pricing, capacity, availability, etc.

Library

Library Resources
- Northeastern University Library
  - Northeastern University Online Library - www.library.northeastern.edu
  - Portal for Charlotte students - http://library.northeastern.edu/gateways/charlotte-students
  - 24/7 library support for Northeastern students
- Charlotte and North Carolina Resources
  - North Carolina Live
    www.nclive.org
  - Charlotte Mecklenburg Public Library
    Main Library
    310 North Tryon Street
    Charlotte, NC 28202
    www.pemc.lib.nc.us
    704-416-0100
Charlotte Campus: Additional Information

Husky ID Cards
• Use: Debit for campus services (e.g., printing).
• Link to more information:
  o http://www.northeastern.edu/registrar/husky-huskycard.html
• How to get a Husky Card on the Charlotte Campus
  o On the day of the first on-campus meeting of any course campus staff are available to create Husky Cards for any new students.
  o Schedule an appointment with the Director, Student Affairs and Faculty Services.
  o You must present a photo ID to verify your identity.
  o New students need to be registered for class and in the Banner system in order to be eligible for a Husky ID card.

Campus Hours of Operation
• Weekday normal business hours:
  o Monday-Thursday 8:30 am – 5:30 pm
  o Friday 8:30 am – 5:00 pm
• Class Meetings:
  o Typically weeknight classes begin at 5:50 pm.
  o Both weeknight and weekend class meeting times are set by the instructor.
  o Check Banner for start and end time of courses.

Campus Closing Notification
• Information about any campus closing, change of hours, or other emergency information will be posted on the Charlotte Campus webpage: http://www.northeastern.edu/charlotte/
• Students can set up text or email notification via their myNEU account. If chosen, the student will receive notices from the Northeastern University system.

Emergency Procedures
Evacuation Procedures – A handout is provided at the first session of each course meeting on campus that provides detailed instructions, in the case of an emergency requiring evacuation of the building.

Parking
• Parking is available for NEU students attending class or visiting campus in the 101 Independence Center Garage, operated by LAZ Parking. Link to website: http://www.101independencecenter.com/PropertyServices/Parking.aspx
• The hourly rate is $2 per 20 minutes with a maximum of $18 per day.
• For Northeastern University students attending class in the evenings (after 5:00 pm) the current rate is $10.00 per evening.

Maps and Public Transportation
• Campus Map – link to http://www.northeastern.edu/charlotte/visit/index.html
• Public Transportation
  o Bus – CATS: Use CATS website trip planner to determine best route and closest stop. Link to CATS webpage: http://charmec.org/CITY/CHARLOTTE/CATS/BUS/Pages/default.aspx
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- Light Rail – Lynx Blue Line: Closest Station is CTC/Arena Station. Link to Lynx Web page:
  http://charmeck.org/CITY/CHARLOTTE/CATS/LYNX/Pages/default.aspx

- Gold Rush Trolley – Routes along Trade and Tryon streets, serving uptown Charlotte with free service. A stop is right outside the Northeastern University–Charlotte Welcome Center front door.

Local Resources & Vendors

<table>
<thead>
<tr>
<th>In the Building</th>
<th>Fast Food</th>
<th>Gourmet Take-Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Newk’s</td>
<td>• Burger King</td>
<td>• Something Classic</td>
</tr>
<tr>
<td>• Showmarts</td>
<td>• Chick-fil-A</td>
<td>• 201 North Tryon Street</td>
</tr>
<tr>
<td>• Starbucks</td>
<td>• Quiznos</td>
<td>• Dean &amp; Deluca</td>
</tr>
<tr>
<td>• Subway</td>
<td>• Five Guys</td>
<td>• 201 South Tryon Street</td>
</tr>
<tr>
<td>• Tin Tin Box &amp; Noodles</td>
<td></td>
<td>• Vapiano (Italian)</td>
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<tr>
<td>• Qdoba Mexican Grill</td>
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<td></td>
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<tr>
<td>• 10% Discount with Student ID</td>
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<tr>
<td>• Just Fresh Bakery Café</td>
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<td></td>
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<tr>
<td>• Bojangles'</td>
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<td></td>
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<tr>
<td>• Garnet Mexican Grill</td>
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- Services in the building and surrounding area –
  http://www.101independencecenter.com/Amenities/RetailShops.aspx

- Charlotte Center City Partners – http://www.charlottecentercity.org/
Important Northeastern University Resources

Academic Calendar: Link to Registrar webpage
http://www.northeastern.edu/registrar/calendars.html

Graduate Student Financial Services: Includes Student Billing and Financial Aid
http://www.northeastern.edu/financialaid/graduate/index.html

Information Services: Link to NEU Information Services
http://www.northeastern.edu/infoservices/?page_id=33

Bookstore: Link to NEU Book Store
http://northeastern.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=17555&catalogId=10001&langId=-1

Disability Resource Center: Link to NEU Disability Resource Center
http://www.northeastern.edu/drc/

University Career Services: Link to Husky Career
http://www.northeastern.edu/careerservices/services/graduate-students/

Graduate School/Colleges: Links to colleges offering courses through the Charlotte Campus

Bouve College of Health Sciences
http://www.northeastern.edu/bouve/

College of Computer & Information Sciences
http://www.ccs.neu.edu/

College of Engineering
http://www.coe.neu.edu/coe/index.html

College of Professional Studies
http://www.cps.neu.edu/

College of Social Sciences & Humanities
http://www.northeastern.edu/cssh/

D’Amore-McKim School of Business Administration
http://damore-mckim.northeastern.edu/

University Regulations: Link to Northeastern University Graduate Student Handbook
http://www.northeastern.edu/gradhandbook/

For individual programs please refer to their individual webpage indicated above.
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Conclusion

• It is the goal of Northeastern University–Charlotte to serve our students well through positive and productive interactions, providing you with meaningful academic and professional support.

• We welcome your input, feedback, and suggestions for how we can provide an outstanding educational experience for all students.