



Northeastern
UNIVERSITY

OFF CAMPUS STUDENT SERVICES

Your Guide



**Living
off
Campus**



We live to

ALLSTON BRIGHTON WEST
ROXBURY DORCHESTER SOUTH
BOSTON NORTHEASTERN
ROSLINDALE MEDFORD
CHARLESTOWN CAMBRIDGE
MISSION HILL BROOKLINE
SOMERVILLE JAMAICA PLAIN
BACK BAY EAST BOSTON
SOUTH END FENWAY-KENMORE

DEAR STUDENTS,

Making the decision to live off campus can be both exciting and a little daunting – you must assume greater responsibility for yourself, your safety, your daily needs, meals and transportation, and define your role as a good citizen in the community. All of which will undoubtedly provide you with many challenges, experiences and opportunities.

If you ever have questions or concerns, please know that Off Campus Student Services is here to assist you. We offer a number of resources (like this handy guide, just the right size for your backpack), special programs and ways to help you stay connected to campus, and we also serve as a link to your new neighborhood. We are located in the Curry Student Center, room 226 and online at www.offcampus.neu.edu.

And remember, residing off campus is no reason to be less active in campus activities and student organizations. We encourage you to attend our programs, sign up for our e-newsletters and stay connected to campus events and activities.

Northeastern works closely with our neighbors, local municipal officials, and other community stakeholders to ensure that both our neighbors and our students live safely and peacefully, and enjoy a good quality of life in the neighborhoods surrounding campus. The University expects all students to observe campus and community standards, and to live and learn in full compliance with Northeastern's Code of Student Conduct.

As you settle into your new surroundings, we hope you will take the opportunity to positively contribute to the neighborhood through community service projects and outreach. It's easy to become involved in your neighborhood by joining a community group or through other University resources.

And again, we are always here to help answer your questions and make your experience the absolute best it can be. Stop in and say "Hi" sometime.

Welcome to the neighborhood!

Your Off Campus Student Services Staff





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MAKE **YOUR** MARK!

**Live
play
join**

**STAYING
CONNECTED TO
NORTHEASTERN**

Northeastern offers something for everyone!

You may live off campus, but we encourage you to remain an active member of the Northeastern community. Everything on campus is still for you. This booklet provides guidance on how to navigate life both on and off campus. You can find dozens of student organizations that meet during the day or evening to fit your schedule, and many will send e-mail updates when you can't get to campus. There are also hundreds of programs planned on campus, including lectures, comedy, recreational trips, and bands playing at afterHOURS. Check out the Curry Student Center Web site at www.curry.neu.edu, or visit www.campuscalendar.neu.edu for easy ways to stay connected!

STUDENT ORGANIZATIONS AND ACTIVITIES

Participating in a student organization is a great way to meet people with common interests. Northeastern has over two hundred student organizations. If you identify an interest or advocacy concern that doesn't have representation among the already established groups, we encourage you to start a new one. To learn more, stop by the Student Activities & Leadership Office at 434 Curry Student Center, or call 617.373.2642.

Student Government Association (SGA)

The Student Government Association advocates for the interests of students and can assist with problems, no matter how big or small. If you have a question or concern, want to get involved with SGA, or just want to sound off, SGA is here to listen. The SGA is located at 332 Curry Student Center, e-mail sga@neu.edu, phone 617.373.2651. The Senate's weekly meetings take place on Monday nights in 333 Curry Student Center, and are open to all students.

Campus Media

Express yourself in print, on the air, or on the Web by participating in one of several student-run media outlets. The campus newspaper (The Huntington News), TV station (NUTV) and radio station (WRBB 104.9 FM) are always in need of writers, graphic artists, television and radio talent and tech, advertising, and business help. No experience necessary, just enthusiasm and drive.

Center of Community Service

Students, faculty, staff, and community-based organizations can utilize the Center of Community Service to exchange information, resources, and referrals for community service and service-learning opportunities. Whether you want to sign up for a community service work-study placement, take a service-learning course, participate in a one-day service event, apply for one of the programs, or become civically engaged through volunteering on your own, they can help you find the opportunity that fits your interests and skills. To find out more about how you can get involved, visit 172 Curry Student Center or www.communityservice.neu.edu.

Campus Recreation

The Campus Recreation program provides numerous ways to encourage an active, healthy lifestyle, including personal training, group fitness programs, and health and wellness classes. It also offers intramural, and over thirty club sports. Recreation facilities are the Marino Center, the Cabot Center, the Barletta Natatorium (indoor swimming pool), the Badger and Rosen Squashbusters Facility, and Matthews Arena. Visit www.campusrec.neu.edu for more information.

CURRY STUDENT CENTER

The John A. and Marcia E. Curry Student Center is the crossroads for community life at Northeastern University. It houses the food court, information center, bookstore, lounges, student organization offices, meeting rooms, several e-mail stations, an ATM, a Starbuck's Café, and the late-night venue, afterHOURS. The Student Center's central location and early morning and late night hours make it the ideal hangout to meet up with friends, watch TV, relax or study between classes, or even catch a quick catnap. Visit www.curry.neu.edu for a full directory of services and hours.

DINING ON CAMPUS

Even though you aren't living on campus, you can still take advantage of the dining options available to Northeastern students. For instance, the flexible Profiler Plan allows you to purchase a certain amount of meals (50, 86 or 110) for the year, and the Student Center food court accepts Dining Dollars. For more information on available dining plans, go to www.dineoncampus.com/northeastern.

CO-OP CONNECTIONS

The Co-op Connections office offers support and guidance throughout the entire co-op experience. Co-op Connections is available to assist you with issues ranging from out-of-state housing to transportation, parking, and storage, and serves as your link to current Northeastern news while you are away on co-op. They also plan events in Boston and other co-op locations.

For more information on Co-op Connections programs and resources check out www.northeastern.edu/coopconnections or visit the office at 4 Speare Commons.

OFF CAMPUS STUDENT SERVICES

When you live off campus, Off Campus Student Services is dedicated to supporting your unique needs by providing resources, education and programs, keeping you connected and informed of campus activities and services, promoting positive connections between you and your community neighbors, providing information on landlord issues and renter's rights, and by assisting with the search for off-campus housing.

Stay informed! Sign up for our monthly e-newsletter at www.offcampus.neu.edu, visit our office in 226 Curry Student Center, or write us at offcampus@neu.edu.

OFF-CAMPUS LIVING



Moving out on your own offers you an exciting new level of independence. Now you are responsible for all the details of daily life that were once provided at home or in the residence halls. You are faced with choices that impact you as a tenant, a neighbor, and a citizen of the community in which you reside. At the same time, you are still a Northeastern University student, which means that you have all of the support of the University behind you. It also means that you are expected to abide by Northeastern's Code of Student Conduct, as well as state and city laws.

BE A GOOD NEIGHBOR

Nothing will influence your quality of life as an off-campus student more than being a good neighbor. Get to know your neighbors by taking some initiative; introduce yourself and establish good relations early. Neighbors can share information and secrets to success about your new living environment.

Utilize those things the community has to offer, such as houses of worship, community centers, parks, and local businesses. By attending services, participating in community events, and shopping at local businesses, you are supporting a vibrant neighborhood and enhancing your own quality of life as well as the lives of your neighbors.

Five Easy Steps to Being a Good Neighbor

- 1** Say hello and get to know your neighbors. Open lines of communication will make it easier to address small issues before they become big problems.
- 2** Watch out for the safety of your community. Be observant, notice unusual things, and report suspicious behavior to the police.
- 3** Understand and follow building/house rules. Any rules that are outlined in your lease, like parking or pets, need to be followed.
- 4** Be reasonable when it comes to noisy activities. This applies not only to social gatherings, but also vacuuming, hanging pictures, and moving furniture.
- 5** Treat your neighbors' children with respect. Watch your words and behavior when children are around. Their parents will appreciate it.

Boston Neighborhoods

The City of Boston Web site has in-depth information about neighborhood associations in the Boston area. For details about your neighborhood, go to: www.cityofboston.gov/neighborhoods.

LIVE RESPONSIBLY

Part of being a good neighbor is remembering that what you do can affect those living around you. Be aware that your music may be heard in the next apartment where a toddler is trying to sleep, or a medical student just got home from a 36 hour shift. Sounds bounce off buildings in odd ways, so the voices of your friends and the music from your apartment may affect someone three houses down as much as it affects someone living two floors above you. And the person you just woke up might be the person you are interviewing with for your co-op or full-time job next week! The bottom line: in the city, the choices you make in your lifestyle can, and will, affect those living around you.

When a person in your neighborhood experiences difficulty in their ability to enjoy their activities without disturbance, they will call the police. As a member of the Northeastern community you are expected to comply with all local, state, and federal laws, as well as the University's Code of Conduct. You can be held accountable for behavior off campus that is in violation of the Code, and can be referred to the University for disciplinary action.

The University's Code of Conduct is found in the *University Student Handbook*, as well as at www.northeastern.edu/osccr. Please remember that the negative actions of one individual can have an impact on the reputation of all Northeastern students. The University works actively to minimize the possibility that one individual's inappropriate choices affect your reputation as a Northeastern student. And we ask that you support us by not being the student that behaves in such a way as to hurt your peers' future reputations as responsible Northeastern students.

GET INVOLVED IN YOUR NEIGHBORHOOD

We all benefit from a safe and successful community. The citizens of Boston have a vested interest in their neighborhoods and are actively involved in them. By working together in local community groups, community members have a direct impact on the issues that affect them, including crime and violence, economic development, and politics. You can become involved in your neighborhood, either through joining a community group or through the University. The Center of Community Service (www.communityservice.neu.edu) offers many opportunities to volunteer in the neighboring communities, or you can find opportunities through any of Northeastern's community service groups. Those students with specific expertise or interests can work to develop their own skills while also contributing to the neighborhood. Your role as a volunteer will have an important and positive impact on you and the nearby communities.

CONFLICT RESOLUTION / WHEN CONFLICTS ARISE

The Spiritual Life Center and the Office of Student Conduct and Conflict Resolution serve as co-sponsors for conflict resolution services available to Northeastern students.

What is mediation?

Mediation is a process by which a neutral third party, will facilitate communication between parties that are in conflict.

Mediation is:

- Voluntary – all parties must agree to participate.
- Confidential.
- A process where parties are asked to listen, communicate honestly, be respectful and work together to solve their problems.
- A process where the individuals themselves create the agreements that result from the mediation.

Mediation is not:

- A way to decide who is “right” and who is “wrong.”
- Assigned as punishment or in any way a part of the disciplinary process.
- A place where an arbitrator makes the final decision. The mediator will facilitate the communication, but will not be the problem solver.

For more information on Conflict Resolution services, including mediation, please contact Colleen Ryan at 617.373.4390, or osccr@neu.edu.

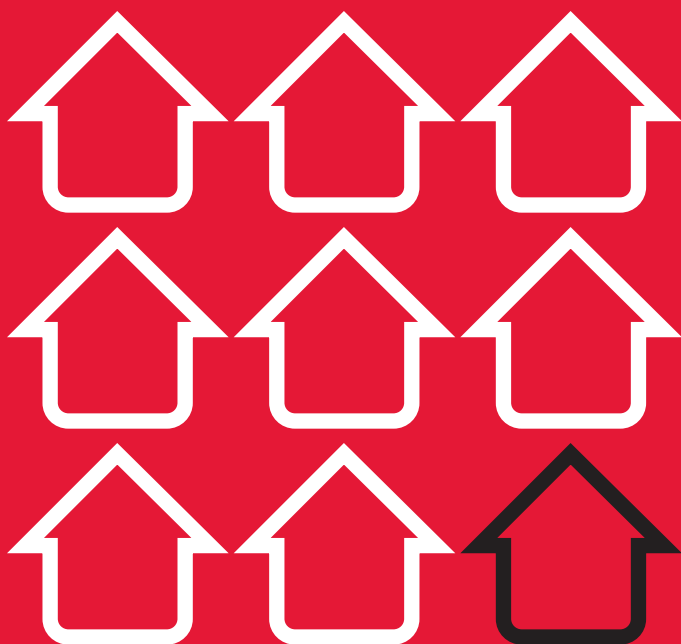
*For students of Northeastern,
Boston provides an exciting and diverse urban setting.
The University is proud to be a part of this great city.
We play an important role here, especially in the communities that
surround the campus. Whether you live on or off campus,
you are a citizen of Boston and an ambassador of Northeastern.
You are a member of the community and as such, you contribute
to the prosperity of the community and Boston.*



The Office of Government Relations and Community Affairs

The Office of Government Relations and Community Affairs is the University's liaison between the students, the City of Boston, and the surrounding neighborhoods. The office works on various issues with our neighbors and has a great deal of information about the communities we are part of. To learn more about community connections, please contact the office at 617.373.3168.

FINDING AN APARTMENT



ASSESS YOUR HOUSING NEEDS

Before you begin your search, think through what you want and need in your living space. Brainstorm all options and preferences, consider all the choices you come up with, then evaluate those choices.

Things to Consider Before You Begin a Search

- Do you want privacy or do you want to share space and expenses?
- What can you afford? Don't forget about the cost of utilities.
- How close do you need to be to campus? What type of transportation will you rely on and what costs will be associated (bus fare, gas, parking, etc.)?
- Do you have furniture or will you need a furnished apartment?
- What type of accommodations would be your preference: an apartment, a room within a private home, or a situation like housing in exchange for services?
- What amenities are priorities: air conditioning, laundry facilities, extra storage?

PAYING THE RENT

Paying for your apartment off campus is a little more complicated than paying for a room in a university-owned residence hall. When you live in the residence hall, the university knows the exact price you are paying which is then figured into your cost of attendance. Your "Cost of Attendance" is what the Financial Aid office uses to decide your maximum loan amount. When you live off campus, the Financial Aid office does not automatically know how much you are paying for rent and utilities so it has to use a standard amount that is applied to your cost of attendance. You can have your cost of attendance adjusted by making an appointment with your Financial Aid counselor and bringing a copy of your lease with you.

THE APARTMENT SEARCH

NU Apartment Registry Database

The best place to begin your search is with the Northeastern University Apartment Registry Database. We offer this online registry to help you find an apartment. You can develop a profile, let other students know you are looking for roommates, look at other's profiles, and view apartment listings. All you need is a Northeastern e-mail address to gain access.

If you are already a Northeastern student with a NU e-mail address you simply need to:

- Go to www.offcampus.neu.edu.
- Choose **Apartment Search**.
- Click on the **Search for Housing and Roommates** button.

It then asks you to input your e-mail and sends a password to your account.

If you are a new student who has not yet received a Northeastern e-mail address, please send an e-mail to offcampus@neu.edu. Type "Password Request" in the subject line and include your NU ID number in your request. Upon approval, you will receive a password that grants you full access to the database.

In addition to the listings, you can send messages to landlords, realtors, or other students who may be looking for a place to live.

This site is managed by Northeastern in conjunction with the Brainstorm Engineering Company. If you should encounter issues, please contact the customer service office via the housing registry Web site customer service area. Please do not hesitate to contact our office with feedback.

Co-op Housing Share

If you are looking to sublet a room in an apartment for a few months or a semester, you can search on the Co-op Housing Share. This is located on your myNEU portal (www.myneu.edu) under the Co-op/Career Services tab.

Subletting Your Apartment

To sublet is to rent your apartment to someone during your own lease term. There is a second lease on the apartment, but it does not negate or release you from your lease.

Some leases prohibit subletting. Check with your landlord as to his/her requirements or procedures before subletting and check your lease to be sure that you are allowed to sublet. If not, get your landlord's permission **IN WRITING!**

Unless otherwise instructed, make sure that you sign a sublet agreement. This insures that the sub lessee is legally obligated to you. You are still obligated to your landlord so if the sub lessee does not pay, you will be held responsible! Remember, you remain liable for all obligations until your sublettor(s) leave.

Try to get as much rent up front as possible, as well as a security deposit to cover possible damages.

The landlord has the right to approve any sub lessee (the person to whom you are subletting). However, his approval must be based on a financial assessment, not any discriminatory factors. Some landlord's charge a fee to allow their tenants to sublet, which is perfectly legal.

It is easier to sublet your apartment if you leave it furnished. Consider lowering the price of your rent and/or negotiating other costs (parking, utilities, etc.) to make your apartment more attractive.

Additional References to Consult as Part of Your Search

Friends – There is no better source for apartment information than word of mouth. Other Northeastern University students can recommend a neighborhood or may even know of a particular apartment. Maybe they can tell you about an apartment opportunity becoming available due to their co-op commitment.

Local newspapers – Some property owners rely exclusively on advertising in local newspapers.

Realtors – Many realtors in the area also manage rental properties. Realtors generally charge a fee for their service, but it can sometimes be negotiable. And agreements can be reached so the property owner pays a portion of the fee.

Bulletin boards – Postings found on community bulletin boards can provide good leads. And be sure to check out the Off Campus Student Services board at 226 Curry Student Center.

Office of Government Relations and Community Affairs – This office works with the surrounding communities and is a great source of information on the different neighborhoods, especially in regards to expectations of neighbors. Call the office at 617.373.3168 if you have any questions.

Online Resources

With a decent search engine and some time you will be able to gather a tremendous amount of information regarding apartments in the Boston area online. Here are some sites that may get you started. Please note that these Web sites are included here for your convenience. Northeastern does not specifically endorse any of these commercial sites.

Free Listings

Apartments.com	www.apartments.com
Boston.com Real Estate	www.boston.com/realestate
Craigslist	http://boston.craigslist.org
Homestore Apartments	www.springstreet.com
OnMarketBoston	www.onmarketboston.com

Pay Listings

Grand Central Apartments	www.grandcentralapartments.com
TheSublet.com	www.thesublet.com

Roommate Referral Services

RoommateConnection	www.roommateconnection.com
Roommates.com	www.roommates.com
RoommateClick.com	www.roommateclick.com

HEALTH AND SAFETY STANDARDS

Even more important than location, cost, and amenities, you must consider health and safety standards when you begin apartment hunting. The State Sanitary Code is a set of regulations developed by the Massachusetts Department of Public Health to protect the health, safety, and well-being of occupants of any dwelling. In Boston, the Housing Division of the Inspectional Services Department enforces these regulations. A summary of the Code can be found at www.cityofboston.gov/isd/housing/sanitary.asp.

Look carefully at the following in any building or apartment you are considering renting:

- Structural elements – Foundations, walls, floors, doors, windows, ceilings, roofs, staircases, porches, chimneys, and other structural elements must be in good repair and fit in every way for intended use.
- Electricity and wiring – All rooms, except kitchen and bath, should have either two outlets or one outlet and one light fixture. Kitchens must have one light fixture and two outlets while baths must have one light fixture.
- Ventilation – There must be windows or mechanical vents in every room.
- Safety exits – The law requires two exits that must be free from obstruction and secured from the inside.

Landlords are required by law to have their rental units inspected for compliance with the State Sanitary Code upon renting to new occupants. You may contact Inspectional Services at 617.635.5300 to verify that a “Certificate of Fitness” for the apartment was issued upon the inspection.

Don't fall prey to unscrupulous landlords!



To make sure you are covering all of your bases before you move in, download our Housing Code and Apartment Hunting Checklists at www.neu.edu/offcampus/getstarted.

WHERE TO LIVE?

Boston offers a tremendous variety of communities in which to live. The city is divided into many neighborhoods, each of which has its own character. Visit prospective neighborhoods to get a feel for them. For more information on the neighborhoods of Boston, go to www.cityofboston.gov/neighborhoods.

Mission Hill – Mission Hill today is an architectural landmark district with a combination of freestanding houses built by early wealthy landowners, blocks of traditional brick row houses, and many triple-deckers. Many families and some students and staff from the nearby Longwood Medical Area come to Mission Hill for the affordable rents. A diverse community in proximity to downtown, Mission Hill offers its residents an excellent view of the city from a historic neighborhood.

Fenway-Kenmore – The Fenway, perhaps best known as the home of the Red Sox, is more than just a ballpark. It is actually a dense urban neighborhood with a considerable amount of green space (the Fens). Although the Fenway is home to a large number of college students, it also contains a significant population of professionals. On Lansdowne Street, bordering the Mass Pike on the north and Fenway Park on the south, you'll find many of Boston's hot spots. If you travel the street, however, keep your eyes open for the occasional home run ball that clears Fenway Park's Green Monster.

Allston – Once a home to stockyards, slaughterhouses, and meat packing industries, Allston today is a thriving hub of urban activity. Largely populated by students and young families, Allston caters to the individual looking for something different and cheap. It's hard to turn a corner in this neighborhood without running into a discount furniture or thrift store. Harvard Avenue boasts everything from upscale eateries to mom-and-pop grocery stores. There's rarely a quiet moment in this neighborhood; everyone from students to the elderly traverse the streets of Allston at all hours of the day and night.

Brighton – Like neighboring Allston, Brighton was home to agricultural plots and stockyards in post-colonial days. The extension of streetcar lines in the 1800s encouraged residential growth, and soon houses and apartments were built across the neighborhood. Unlike Allston today, Brighton is fairly quiet, especially at night. The neighborhood, which is primarily populated by graduate students, young professionals, and families, consists of an intricate network of streets lined with houses and small apartment buildings. Local family businesses mix with national chains along Brighton's main drag, Washington Street, which runs straight through Brighton Center to Oak Square.

Back Bay – The Back Bay, once a stagnant pool of water behind the Public Garden, now holds some of the most exclusive real estate in Boston. A stroll down Newbury Street will take you from high fashion to hip ice cream parlors, and a walk back up Commonwealth Avenue will let you take in some of the most elegant townhouses in the city. With its rows of historic homes and a vibrant commercial district, Back Bay is an elegant and exciting place to live.

Jamaica Plain – Diversity is the strength of Jamaica Plain, or JP as it is lovingly referred to by its residents. Every ethnicity and socio-economic stratum is well represented in this neighborhood sandwiched primarily between Roxbury and Brookline. The rich diversity in JP has created a strong character of social awareness and tolerance among neighbors and residents.

Roxbury – A drive through Roxbury is both a history lesson and a tour of a modern urban neighborhood. One of the oldest neighborhoods in Boston, Roxbury has long thrived on its proximity to downtown while retaining its neighborhood qualities. Home to a great number of parks, schools, and churches, a visitor can see Boston's history in the architecture and landmarks of the neighborhood. At the same time, Roxbury is a thriving community with a multitude of housing options and a variety of ethnic shops.

South End – The South End, with its blocks of Victorian brick row houses, upscale restaurants, and art galleries, is swiftly becoming one of the most popular places to live in Boston. Many of the row houses underwent renovation starting in the 1960s, and today the neighborhood is filled with a diverse mix of families, young professionals, and a thriving artistic center. Trendy restaurants brush shoulders with coffee shops and mom-and-pop grocery stores along Tremont Street all the way down to Washington Street, which is experiencing a revival as an artistic community.

Brookline – Cheek to jowl with Boston, the town of Brookline has managed to maintain its own identity. It has a unique mixture of busy streets and rolling countryside, upscale shops and village pubs, gracious apartment buildings and large estates. It is home for legions of academic and scientific professionals who work at the nearby medical centers in Boston. Brookline is also home to Parsons Field, where Northeastern's varsity baseball, football, and men's and women's soccer teams play; a number of our club sports play at Parsons too.

GET TO KNOW THE AREA

For more details on the neighborhoods in and around Boston, visit www.cityofboston.gov/neighborhoods.



THINGS YOU SHOULD KNOW ABOUT YOUR LEASE



TYPES OF RENTAL AGREEMENTS

There are three types of tenancies: tenants with a lease, tenancy at will, and tenancy at sufferance. The most common type of rental agreement is a lease.

A lease is a legally enforceable contract that defines the relationship between an owner or landlord, and a renter (the tenant). A typical lease spells out all of the terms involved in a rental agreement, including the length of time a tenant may use it and what condition it must be in upon return to the landlord. The amount of payments and any financial penalties for late payments may also be included in a lease. Most leases are written for one year of occupancy, September through August.

A lease agreement should protect both the landlord and the tenant. The landlord knows that a legally binding contract obligates the renter to make regular payments throughout the life of the lease. The tenant knows that he or she has full rights to the property without fear of sudden seizure or eviction. A lease also guarantees that the original rental terms will not change until the lease expires.

A lease between landlord and tenant can contain a number of restrictions. Renters are not owners, therefore the property is always subject to scrutiny by the landlord. If certain conditions of the lease are violated, such as an unauthorized pet or a sanitation problem, the landlord can decide to terminate the lease.

Tenancy at will is the occupancy of property by a tenant for an unspecified period. Either the landlord or tenant can terminate the tenancy at any time, with reasonable notice. Thirty-day written notice or one full rent period is typical. When your lease expires or the landlord ends your tenancy but you stay in the apartment, you are a tenant at sufferance. Technically, under the law you do not have a tenancy. However, the law does not consider you to be trespassing because at some point in time the landlord agreed to rent the apartment to you. Landlords who receive rent from tenants in this situation must mark checks and receipts with the words “for use and occupancy only.” If this is not done, the acceptance of rent creates a new tenancy at will.

The important thing to keep in mind about a lease is that it is a binding legal agreement and you should be aware of all of its conditions before signing. Make sure you understand everything!

ITEMS TO BE AWARE OF IN YOUR LEASE

- Names of the tenant, the landlord or the landlord’s agent, and the person or company authorized to manage the property.
- A description of the rental unit, identifying the appliances included in the unit and the heat and cooling source.
- The amount of rent and the date it is due, including any grace period, late charges, or return check fee charges.
- How rent is to be delivered to the landlord and whether by check, money order, or cash.
- Methods to terminate the agreement prior to the expiration date and what, if any, charges will be imposed.
- The amount of the security deposit and the account where it is held.

- Utilities furnished by the landlord and, if the landlord charges for such utilities, how the charge will be determined.
- Amenities and facilities on the premises that the tenant is entitled to use such as swimming pool, laundry, or security systems.
- Rules and regulations related to pets, noise, etc., and whether or not breaking such rules can be grounds for eviction.
- Identification of parking available, including designated parking spaces, if provided.
- Whether pest control is provided and how often.
- How tenant repair requests are handled and procedures for emergency requests.

TOP TEN THINGS YOU SHOULD KNOW BEFORE RENTING

10 Legal and illegal fees – When you move into an apartment, a landlord can charge you the first month’s rent, the last month’s rent, a security deposit, a lock fee, and a portion of a re-inspection fee. A landlord cannot charge you any other fees such as a holding fee or a pet fee. A landlord also cannot charge you a broker’s/finder’s fee, unless he or she is a licensed realtor.

9 Roommates – If one of your roommates moves out, you are still responsible for paying the full portion of the rent until you find a new roommate, unless otherwise stated in the lease. It is a violation of the Boston Zoning Code for 5 or more full-time undergraduate college students to share a dwelling in Boston.

8 Leases and tenancies at will – If a landlord offers you a lease, read it carefully before signing it. Leases, which typically run for one year, are binding legal contracts. Tenancies at will run from month to month, but offer you less security against rent increases and evictions.

7 Renter’s insurance – You have probably invested more in personal property than you realize. Computers, stereos, televisions, clothing, jewelry, and furniture would be expensive to replace in case of fire or theft. Renter’s insurance is a good idea and can be surprisingly affordable. Don’t assume that your landlord’s or your parents’ insurance will cover your belongings.

6 Re-inspection of rental unit – In most cases, a landlord is required to have your apartment inspected for compliance with the State Sanitary Code soon after you move in. To check that this is being done, you can ask your landlord or call the city’s Inspectional Services Department at 617.635.5300.

5 Code violations – You are entitled to an apartment that is in compliance with local and state sanitary and building codes. Violations should be reported to your landlord in writing. If the necessary repairs are not made, call the city’s Inspectional Services Department at 617.635.5300.

4 Condition of apartment – Before entering into a rental agreement, check out the condition of the apartment. If you can’t, have a friend do it for you. You do not want to be charged for damages that existed when you moved in!

3 Security deposits and last month's rent – Your landlord can legally require you to pay a security deposit and the last month's rent in amounts equivalent to one month's rent for each. Your landlord must give you receipts, pay interest on an annual basis, and in the case of the security deposit, put the money in a separate account in a bank located in Massachusetts.

2 Noise – Be considerate of your neighbors. Having loud parties late at night or cranking up the music may lead to complaints and eventually to eviction.

1 Mediation – If you and your landlord have a dispute that you cannot resolve between yourselves, you should consider mediation. Mediation is an informal process in which you and your landlord can try to reach a resolution with the help of an impartial mediator. For information about free mediation services, contact the City of Boston's Rental Housing Resource Center at 617.635.RENT or www.cityofboston.gov/rentalhousing.

(This information is provided by the City of Boston's Rental Housing Resource Center at www.cityofboston.gov/rentalhousing/students.asp.)





LIVING **ARRANGEMENTS**

LIVING WITH A ROOMMATE

Living with someone in a roommate relationship can be enjoyable, educational, and fun. Just like any other type of relationship, roommates have their ups and downs. Some fit perfectly together, others need some fine tuning. You will be living in close proximity to this person for the entire year, so take time to think about who you want to live with. Once you have decided, establishing clear expectations and open lines of communication will ensure cohabitation harmony.

When choosing a roommate, consider the following:

- Should you live with a friend or stranger?
- Do you share common interests?
- Does “clean” mean the same thing to each of you?
- Are you an early bird or a night owl?
- How do you feel about guests?
- Move-out procedures: how much notice is expected and what agreement will you make about forfeiting deposit monies?

ROOMMATE AGREEMENTS

Although you may feel that informal, verbal agreements about living arrangements and expectations are all that will be needed to live happily ever after with your roommate, having a more formal, written agreement can prevent unnecessary problems. Taking the time to spell out specifics with regard to chores, guests, and who writes the rent check every month will make your shared living easier and more comfortable.

As early on as possible, put into writing your mutual decisions about bedroom assignment, cooking and cleaning schedules, quiet hours, rules concerning guests, and cost breakdown. All roommates should sign and date the agreement; then make copies for everyone.

Remember, these types of agreements have nothing to do with the landlord. Whoever signed the lease is/are the person(s) who have the legal obligation to the property owner.

TIPS FOR A COOPERATIVE LIVING ENVIRONMENT

Be ever mindful of the fact that your relationship with your roommate will impact your quality of life. Here are some useful tips to help sustain the peace:

- Set rules that you will both follow.
- Communicate openly, consider a weekly “house meeting.”
- Be considerate; remember to “do unto others...”
- Be flexible, be willing to make adjustments.
- Respect each other, even when you disagree.
- Spell out everything, even if it seems obvious. For example: “Food: Each roommate is responsible for her own food.”
- If a problem arises during implementation, renegotiate and draft a new agreement.
- Seek a mediator or neutral party to help resolve issues you cannot agree upon.

WHEN LIVING “OFF CAMPUS” MEANS LIVING AT HOME

Students who remain in the familiar surroundings of home often make the mistake of expecting little to no change in their lives when they begin life as a university student. You may be sleeping in the same bed, but life as you know it won't be the same.

Students who live at home face many of the same challenges as their on-campus friends. Everyone needs to strike a balance between academic studies, social activities, and family life. To your advantage, you not only have the resources of the Northeastern University infrastructure at your disposal on a daily basis, but you also have your family as a support system. As you engage in college life, your family can be a source of inspiration.

It is important to keep in mind that these adjustments are completely normal. Once you realize things are going to change, it is essential to communicate with your family.

Maintaining open communication about school life will make home life run more smoothly. Perhaps some negotiations with regard to things such as household duties or curfews will be in order.

The Northeastern campus may not be your “home” address, but it will become your second home. Be sure to find places on campus where you are comfortable spending time. Figure out where you can enjoy the meals you'll be having on campus and where you can study and socialize. The Curry Student Center and Snell Library are both great options.

There are a myriad of people on campus who are here to help with academic support, counseling services, and technical assistance. The services provided are for all Northeastern students, not just residents. Remember that!

For tips on how to help establish a successful roommate relationship, download our Roommate Selection Worksheet at www.neu.edu/offcampus/getstarted.



RIGHTS AND RESPONSIBILITIES



YOUR RIGHTS AND RESPONSIBILITIES AS A RENTER

Educating yourself about your rights as a renter is important in order to make your living situation a positive experience. Exercising your rights will only benefit you and make your tenancy successful.

Rights Against Unlawful Entry

Your landlord (or their agent) may only enter your apartment for the following reasons:

- To inspect the premises.
- To make repairs.
- To show the apartment to prospective tenants/agents.
- In accordance with a court order.
- If the apartment seems abandoned.
- To inspect the premises within the last thirty days of tenancy (checking for damage related to a security deposit).

Rights Against Retaliation

Your landlord cannot terminate tenancy or raise rent in response to you exercising your legal rights. If such actions are taken within six months of you contacting the Board of Health, joining a tenants' organization, or exercising any other legal rights, those actions can be considered retaliation against you. The landlord will be required to prove otherwise.

Habitability Rights

You are entitled to a habitable apartment and a certain measure of safety must be provided. The State Sanitary Code, enforced by local Boards of Health, outlines such provisions. Here are the basics:

- **Running water** – A landlord must provide water with adequate pressure and the means to heat the water.
- **Heat** – A landlord must provide a heating system in good working order.
- **Kitchens** – A landlord must provide a sink, stove, and oven in the kitchen. Note that a refrigerator is not required; if one is provided, it must be kept in working order.
- **Pests** – A landlord must keep the unit free from insect and rodent infestation.

Copies of the State Sanitary Code can be purchased from the State House Bookstore, State House room 116, Boston, MA 02133. For more information regarding your rights, please check Massachusetts Consumer Affairs at www.state.ma.us/consumer.

Your Responsibilities

Here are some responsibilities you assume when entering into a rental relationship. These are meant to be general guidelines.

- **Pay your rent** – You have to pay your rent on time without the landlord having to remind you.
- **Sign and keep a copy of the lease** – You must be given a copy of the lease within one month of the date you move in. Even if your landlord does not give you a copy of the

lease, you are agreeing to the terms of the lease by occupying the apartment or paying the rent. Whether or not you have a copy, you are bound by the terms of the lease that you signed.

- Follow the terms of the lease – You and the landlord must follow the terms of the lease. The only way you can be evicted before your lease is up is if you do not obey the terms of the lease.
- Write down and photograph any damages – You are responsible for documenting and providing your landlord with a list of everything that is wrong with your apartment when you move in. When you move out, if there are damages to the apartment that were not listed during those first five days, you will be responsible. The landlord has the right to charge for the damages.
- Agree to reasonable entry of your apartment – If the landlord has a good reason, you must allow him or her to enter your apartment. The landlord can enter the apartment without your consent in emergency situations. The landlord must not abuse the right of entrance or use it to harass you. The landlord can only enter at reasonable hours of the day, except in an emergency, and the landlord must tell you before he or she plans to enter your apartment.
- Give proper written notice before moving – Your lease should state how much time is enough notice, usually thirty days before the rent is due. If you have a week-to-week lease then you must give a ten-day notice.
- Provide correct information – If you give false information on your application, the landlord has the right to end your lease.

Keep Your Apartment in Good Condition

You must:

- Obey building and housing codes that affect health and safety.
- Keep the apartment as clean and safe as the conditions permit.
- Remove garbage, ashes, and waste in a clean and safe manner into the appropriate containers and follow proper garbage collection procedures.
- Keep all plumbing fixtures you use in the apartment as clean as their condition permits.
- Notify the landlord of any repairs that need to be done to the apartment as soon as possible. The notice must be in writing and dated.
- Use all utilities and all electrical, plumbing, sanitary, heating, ventilation, air-conditioning, and other facilities and appliances on the property, including elevators, in a correct manner.
- Be responsible for your conduct and the conduct of other persons on the property, whether known by you or not.
- Abide by all rules and regulations imposed by the landlord.

You must NOT:

- Deliberately destroy, deface, damage, impair, or remove any of the property or permit any person to do so whether known by you or not.
- Tamper with a properly working smoke detector.

LANDLORDS' RIGHTS

Since landlords typically compose the lease, it usually has language designed to protect their interests. In addition to details in the lease, the landlord is protected by the following rights as prescribed by Massachusetts Consumer Affairs detailed at www.state.ma.us/consumer.

Right to Prompt Payment

Landlords have the right to receive rent on the first of the month, unless otherwise agreed upon. In Massachusetts, there is no grace period.

Right to Have Compliance with Tenancy Agreement

Landlords have the right to have tenants abide by any and all terms of the tenancy, written and oral. Violations can lead to eviction. This is why it's important to read and understand your lease.



Download and print our
Apartment Condition Checklist at
www.neu.edu/offcampus/getstarted.

WHERE TO GO WHEN PROBLEMS ARISE

Your first stop should be Off Campus Student Services, located in room 226 of the Curry Student Center. Come in or call 617.373.8480 for assistance with your situation; you do not have to deal with it alone.

The Office of Government Relations and Community Affairs at 304 Columbus Place, can also provide assistance, call 617.373.3168.

Additionally, there are a number of nonprofit and governmental resources that offer advice regarding tenant/landlord issues.

For Tenants' Issues

Boston Rental Housing Resource Center

www.cityofboston.gov/rentalhousing
617.635.4200

This city agency provides advice, information, and assistance to Boston landlords and tenants regarding rental housing issues.

Inspectional Services Department

www.cityofboston.gov/isd
617.635.5300

Boston's Inspectional Services Department seeks to protect the health, safety, and welfare of all city residents. Violations of the state sanitary code not addressed by a landlord should be reported to the Inspectional Services Department.

Massachusetts Attorney General

www.ago.state.ma.us
617.727.8400

The Attorney General is committed to safeguarding consumer rights.

Legal Advice

Greater Boston Legal Services

www.gbbs.org
617.371.1234

Harvard Legal Advocacy

617.495.4394

Volunteer Lawyers Project

www.vlpnet.org
617.423.0648

Cambridge Legal Services and Counseling Center

www.clsacc.org
617.661.1010

Hale and Dorr Legal Services

617.522.3003

Massachusetts Bar Association Lawyer Referral Services

617.654.0400

New England School of Law Legal Services

617.422.7380

Download and check out the
Housing Code Checklist at
www.neu.edu/offcampus/getstarted.



 **MOVING
IN**

AND

**MOVING
OUT**



MOVING IN

September 1st is a very busy day in Boston, as most leases begin on this day. Moving vans and delivery trucks clog streets as thousands of people move into apartments. Landlords and management companies are aware of this as these are extremely busy days for them. Often, they will let you move in a few days early if the apartment is available. You might also consider holding off your move for a few days to allow the crowds to clear.

Before you move in, make sure the repairs you requested have been completed or that you have a clear, written understanding of when the repairs will be made. Completing an apartment condition report would be smart. It can assist you and your landlord in identifying any damage that already exists within the apartment. Once you settle in, it can be difficult to remember what damage was there prior to your arrival. Failure to make a list could jeopardize your security deposit later. If your landlord does not conduct a walk-through with you, take pictures and note the damages yourself. Notify your landlord of your concerns via a certified letter.

Northeastern works with neighbors, the Mayor's Office, the Boston Police Department, and the Inspectional Services Department to help make the move in/move out transition run smoothly. Neighbors agree to move their cars from residential street parking to allow students the opportunity to move in easier with their trucks. Students respond by unloading their trucks in a timely manner to allow the next truck to unload. The Mayor's office provides additional trash pickups during this transition for students who dispose of trash in large bags and place them on the sidewalks. Inspectional Services provides brochures on rental inspections and proper furniture removal so students can check over their apartments while they are moving in. For more information regarding community planning, please contact Government Relations and Community Affairs at 617.373.3168.

Make arrangements for your utility service in advance to ensure service upon arrival. This includes telephone, electricity, cable, gas, and Internet.

Utility Contact Information

Electricity

National Grid	800.322.3223
NStar	800.592.2000

Gas Heating

National Grid	800.732.3400
NStar	800.592.2000

Local Phone Service

RCN	888.726.3000
Verizon	800.870.9999
Vonage	800.705.7092

Long Distance Telephone Service

AT&T	800.222.0300
MCI	800.444.3333
RCN	800.726.3000
Vonage	800.705.7092

Cable TV

Cambridge Community Cable	617.661.6900
Comcast	888.633.4266
RCN	800.746.4726

High Speed Internet

Comcast	866.447.7333
RCN	800.746.4726
Verizon	877.483.5898

MOVING OUT

When moving out, give your landlord thirty days notice, even if your lease is expiring. You may want your landlord's acknowledgment in writing for your records. Make an appointment with your landlord to jointly inspect the apartment. Together you will determine the condition and whether your full security deposit will be returned. Consult the Apartment Condition Report you completed when you first moved in.

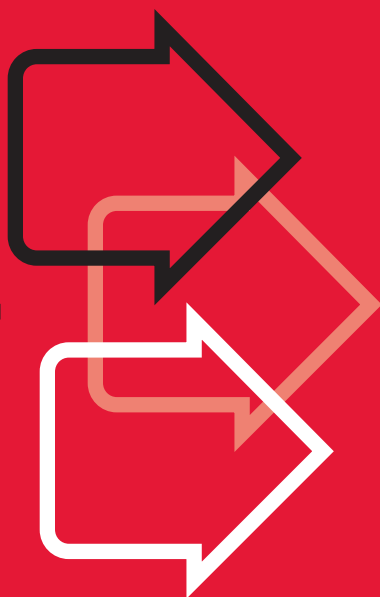


Change of Address Notification

Change your address with the University and the local post office.

It is of the utmost importance that we have current and accurate contact information for our students. You may complete a change of address form at Student Central (120 Hayden Hall) or online through myNEU.

HELPFUL TIPS



With independence comes responsibility. While living on your own, you will encounter situations that you may not have had to deal with when living in the residence halls or at home with your parents. The following information and recommendations will help make living in your own apartment a little easier.

CONSIDER RENTER'S INSURANCE

Renter's insurance is an important thing to consider when moving into an apartment. It covers you and your possessions as a renter of an apartment or house. A standard policy protects your apartment from theft or damage; in many cases it may also cover temporary living expenses if your rental is deemed unlivable. Here are a few FAQs about renter's insurance.

Would my landlord's insurance cover me?

Almost always, no. Usually the landlord's insurance only covers their loss when their property has been damaged or destroyed. This does not include your personal belongings such as clothes, furniture, and computers.

Would my parent's insurance cover me?

Check with your parents. Their homeowner or renter's insurance may cover you, but those policies usually only cover a room in a residence hall, not an off-campus apartment.

What is covered or not covered?

Normal coverage may include fire, lightning, windstorm, explosion, vehicles, smoke damage, water damage from plumbing, and theft. Flooding and normal wear and tear may not be covered. Check with an insurance agent to determine what your coverage options are.

How do I get renter's insurance and how expensive is it?

Inquire with the provider of your parent's homeowner's insurance or your car insurance agent. Complete coverage may cost as much as \$200 a year, shop around to find a good price for the plan that best suits your needs.

How do I file a claim?

In making a claim for a theft, there must be a police report. It's also a good idea to have a list or pictures of belongings.

CSI Insurance Agency, Inc. has provided Northeastern students with insurance protection designed exclusively for college life. For more information, call 888.411.4911 or go to www.CollegeStudentInsurance.com.

You can find more information about renter's insurance at <http://apartments.about.com/od/rentersinsurance>.

STAY CLEAN AND INFESTATION FREE

Your landlord is responsible for keeping your apartment free from insects and rodents. If you do have an infestation problem, contact your landlord so that appropriate measures can be taken to get rid of the unwanted guests.

Infestation by rodents can often be avoided by storing trash in appropriate locations. Make sure trash containers have lids and remove trash from inside the residence frequently. For information on trash pickup services, go to: www.cityofboston.gov/myneighborhood and enter your address into the appropriate fields.

Special Alert: Bed Bugs

Bed bugs are tiny insects that are only four to five millimeters long. They hide in furniture, especially in beds and mattresses, and are hard to see. Most people realize bed bugs are present from their persistent biting around the arms and shoulders, which can result in painful red bumps. To prevent bed bugs, inspect your apartment carefully and make sure that your landlord has obtained the required inspections. If you buy used furniture, inspect it carefully for the bugs. If bed bugs do appear, notify your landlord immediately and arrange for fumigation. It may be necessary to throw away infested furniture.

CONSERVE ENERGY

- Set your thermostat no higher than 68 degrees while home and lower the temperature when you go to bed or leave the house. This will save energy as well as keep your home warm.
- Use locks on windows to keep cold air from coming in. Insulate your apartment by caulking and weather stripping doors and windows. You can get these supplies at a hardware store and the staff should be able to explain how to use them.
- Don't block radiators or heating vents with furniture and keep them dust free. Close vents and doors in rooms you do not use.
- Place a sheet of aluminum foil between the radiator and wall to reflect heat back into the room.

BE SAFE & SECURE

Emergency Service - NU Alert

Northeastern has recently implemented NU ALERT, a service that allows University officials to reach all students and staff with time-sensitive information during unforeseen events or emergencies. The system uses voice, e-mail, and text messaging to broadcast pertinent information and, when appropriate, provide directions to those in the affected area(s). The information you provide is kept completely confidential and will only be used to provide updates to the NU ALERT system.

If you have not done so already, please provide your information at your earliest convenience.

- Log into the student portal at www.myNEU.neu.edu.
- Select the **Self Service** tab.
- Under **Registrar**, select the **Emergency Contact Info** tab and follow the directions shown.

Fire Safety

- Check smoke detectors once a month and change the batteries at least once a year. NOTE: Carbon Monoxide detectors should also be installed and working properly, which is the responsibility of the property owner. For more info, visit www.cityofboston.gov/isd/housing/pdfs/checklist.pdf.
- Plan and practice emergency evacuation routes so you and all of your roommates know exactly what to do in the case of a fire. Include all stairs, hallways, and windows that can be used as fire escape routes. Inquire with your landlord to see if they already have a plan.

- Test windows and doors. Are they easy to open? Wide and tall enough?
- If you hear the fire alarm, leave immediately. Time is critical; don't waste time by getting dressed or searching for pets and valuables.
- If there is a fire, roll out of bed and stay low. One breath of smoke or gases may be enough to kill.
- Feel all doors before opening them. If a door is hot, get out another way.
- If your clothes catch on fire, stop, drop to the ground, and roll.
- Post emergency numbers in a prominent location.

Snow Safety

In buildings with more than one unit, your landlord is responsible for removing snow and keeping every exit free from obstruction.

Locks

- Check all door locks to make sure they are functioning properly.
- Make sure your door has a deadbolt lock and a peephole.
- Become familiar with how your door locks operate and remember to keep your door locked at all times.
- Lock your door and take your keys whenever you leave your apartment.

Window Security

- Check to make sure that all windows in your apartment are equipped with properly functioning locks and riser restrictors.
- If you have a sliding glass door, place a wooden rod in the door track so it can't be opened from the outside.

Building Security

- Never "buzz in" someone you don't know and don't allow strangers to follow you into the main entrance or to enter as you are leaving the building.
- Immediately report all suspicious activity, strangers loitering in or near the building, or behavior by other residents or tenants that you feel presents a safety or security risk.
- To limit access to the building, do not prop open the front door.
- If the front door lock is not working, call the building owner or maintenance person to get it fixed.
- Do not allow anyone who is loitering or hanging out in front of the building to gain access.
- Always check to see who is at the door before opening it.
- Make sure that you know who has the master keys, that is, who has access to your building apartments.
- Make sure that all public areas of your building and walkways are well lit.
- Make sure that the mailboxes are locked.
- Know who handles your maintenance. Hazardous situations like snow, trash, and burned out lights should be handled immediately.

Your Security

- Know your neighbors.
- Avoid walking alone, especially at night. Use well-lit, familiar streets. Never take poorly lit shortcuts through alleyways or wooded areas where someone may be hiding.
- Be aware of your surroundings. Avoid using cell phones or listening to music with headphones. Plan your route and walk with confidence.
- Use fire escapes for emergency exiting only.

PERSONAL SAFETY

Your safety and well-being are priorities. Northeastern's Public Safety Division provides an on-campus personal safety escort service twenty-four hours a day, seven days a week. Call the Northeastern University Police at 617.373.2121. Tell them your name, Northeastern ID number, exact location, and destination. A uniformed officer will be dispatched as soon as reasonably possible.

The Public Safety Division also provides an off-campus escort for students traveling from the campus to their off campus residence during the hours of darkness when personal safety is a concern. This university-operated hourly shuttle departs from the Snell Library on the hour starting at 7 PM until dawn. The shuttle is free and provides drop off service to locations within a one mile radius of campus. Off-campus escorts are solely to your residence. Exceptions will be made under emergency situations only. Go to www.neu.edu/publicsafety for complete details.

BE AWARE OF SEXUAL ASSAULT

Sexual assault is an extreme act of violence that will not be tolerated at Northeastern. This crime is of increasing concern on college campuses across the nation where studies have shown students to be at higher risk. Date or acquaintance rape is far more common than rape by a stranger. It is also the type of assault least reported due to the relationship with the offender and the circumstances involved. Such assaults are felonies under Massachusetts law and are clearly prohibited by our Code of Conduct. If the survivor wishes to bring charges, we will assist in every way possible with the vigorous prosecution of all such cases through the criminal justice system and/or through the University judicial system.

Northeastern University is committed to providing comprehensive crisis intervention, medical, and counseling services that fully respect the confidentiality and rights of the victim and help promote healing and recovery. Rape prevention and risk reduction programs aimed at creating awareness of these issues for the entire community begin at orientation and take place throughout the year.

Reduce the Risk of Being Assaulted

- Avoid excessive use of alcohol and other drugs.
- Say no when you mean no. Say yes only when you mean yes.
- Be assertive.
- Pay attention to what is happening around you. If you feel threatened, do not be embarrassed to ask for help or remove yourself from the situation.
- Trust your instincts. If you feel uncomfortable or feel that you are being pressured into unwanted sexual relations, express your unwillingness, even if you think it is rude.
- Be cautious of and avoid dating people who are controlling, or who display hostility, anger, jealousy, possessiveness, or physical aggressiveness.
- Carry enough money so that you can leave a situation or call for help, if necessary.

It's important to remember that, regardless of whether or not precautions are taken, sexual assault is never the fault of the victim. Rape and sexual assault are crimes of power, not sex.

What to Do If You Are Assaulted

If you are sexually assaulted, tell someone who understands sexual assault. It is an enormous burden to bear alone. Sexual assaults can be terrifying and traumatic. After a sexual assault, it is not uncommon to feel fearful, confused, guilty, ashamed, or isolated. Remember: you do not need to deal with this situation alone.

- Get to a place where you will be safe from further attack and call the police.
- Call a friend or family member for support.
- It is extremely important that you seek medical attention immediately.
- Do not drink, bathe, douche, brush your teeth, change clothing, or comb your hair before a medical exam. It's only natural to want to do these things, but you may be destroying evidence you will need if you decide to prosecute at a later date.
- Seek counseling.

Crisis Resources

Boston-Area Rape Crisis Center

24-hour phone line 617.492.7273

Spanish hotline 800.223.5001

Assistance is also provided by the following campus resources:

Northeastern University Police Department

716 Columbus Ave.

617.373.3333

University Health & Counseling Services

135 Forsyth Building

617.373.2772

www.neu.edu/uhcs/

Office of Student Conduct and Conflict Resolution

204 Ell Hall
617.373.4390
www.neu.edu/osccr/

Campus Center on Violence Against Women

007 Nightingale Hall
617.373.7714

Boston presents unlimited opportunities to experience the advantages of life in a world class city, it also provides some challenges regarding personal safety. Living off campus means you have to be more aware that the potential for crime does exist. You must assume personal responsibility by taking precautions to prevent becoming a victim of crime.



**GETTING TO
CAMPUS
ALL ROADS
LEAD TO
NORTHEASTERN**



MBTA INFORMATION

Students using public transportation have many options available for getting to and from campus.

By “T”: Northeastern is accessible by the Orange line as well as the E branch of the Green line. The Blue line transfers to the Green line at Government Center and the Red line transfers at Park Street. When transferring to the Green line, be sure to get on the E branch for Heath Street.

By Bus: The #39 bus serves Northeastern on Huntington Avenue and 14 other bus routes (8, 15, 19, 22, 23, 25, 28, 42, 43, 44, 45, 47, CT2, CT3) stop at Ruggles Station.

By Commuter Rail: The Needham, Franklin, and Providence/Stoughton lines all have direct service to Ruggles Station. Lines originating North of the city require a transfer at North Station. From there, connect with the Orange line bound for Forest Hills and get off at Ruggles Station.

For schedules, maps or more info, visit www.mbta.com or call 617.222.3200.

Northeastern University students can buy T and Commuter Rail passes at an 11% discount. However these passes need to be purchased through the NUpay link on the myNEU portal. Once in NUpay, click **basket** at the top and then **continue shopping**. From there, scroll down the page until you see the pass that best meets your needs.

Passes are purchased in blocks of semesters (Sept-Dec for fall, and Jan-April for spring). The deadline for purchasing discounted passes is usually about a month before the pass is active. You must pick up your pass each month from the Cashier’s Office at 248 Richards Hall.

If you don’t ride the T often, it may not be cost effective to purchase a pass. On buses and the Green line you have the option of paying cash but it is not recommended. The best thing to do is get a plastic Charlie Card and load it with a pre-paid amount of money. You can get your Charlie Card by going to an information kiosk at most MBTA stations. Charlie Card holders pay lower fares than people who use cash or paper Charlie Tickets.

PARKING SERVICES

You can apply for a parking permit online using your 9 digit NU ID number found on your MYNEU account. Full-time day undergraduate, graduate and law students can purchase a parking permit on a semester/quarter basis. Part-time Evening College of Professional Studies and Lowell Institute students can purchase an annual permit, which is valid for the current academic year. The cost of the annual evening student permit cannot be applied to the purchase of a day student semester permit if purchased later in the year. Student parking fees will be charged to your tuition account. If you just need to park for the day, you can purchase a discount coupon at the Cashier’s Office that allows you to park in the Renaissance or Gainsboro Street garage any weekday for only \$10. For additional information, please refer to the Parking Service Web site at www.parking.neu.edu or contact the Cashier’s Office at 248 Richards Hall, 617.373.2366.

LOCKERS

Why carry your books around all day? Get a locker on campus. Lockers are free and you can reserve one any time. Go to the information desk at the Curry Student Center and ask for an application. Lockers are located in the tunnels between Richards Hall and Curry's lower level.

SCHOOL CLOSINGS AND CANCELLATION NOTICES

Northeastern University has made arrangements to notify students, faculty, and staff by radio and television when it becomes necessary to cancel classes because of extremely inclement weather.

If a storm occurs at night, the announcement of University closings is given to the radio stations at approximately 6 AM. Classes are generally canceled for that entire day and evening at all campus locations unless stated otherwise. When a storm begins late in the day, cancellations of evening classes may be announced. This announcement is usually made between 2 and 3 PM. Consult the following resources for information on school closings, cancellations, and delayed openings.

NU main phone line	617.373.2000
NU Web site	www.northeastern.edu
NU student portal	myNEU.neu.edu
College of Professional Studies Web site	www.cps.neu.edu
Relay service for the deaf and hard of hearing	800.439.2370

Local Media Outlets

Boston.com	www.boston.com
WBZ Radio	1030 AM
WRKO Radio	680 AM
WBZ-TV (CBS)	local channel 4
WCVB-TV (ABC)	local channel 5
WHDH-TV (NBC)	local channel 7
WFXT-TV (FOX)	local channel 25
WLVI-TV (WB)	local channel 56

The Division of Public Safety requests that you refrain from calling the Public Safety Division for closing/delay information, as this inhibits police business and hinders responses to emergency situations.

TELEPHONE RESOURCE LIST



STUDENT RESOURCES**ADDRESS****VOICE****TTY****ON CAMPUS Contact Numbers**

African-American Institute	West Village F	617.373.3143	
Asian American Center	109 Hemenway St.	617.373.8852	
Athletics	219 Cabot Center	617.373.2672	
Campus Police/Public Safety			
EMERGENCY ONLY	100 Columbus Place	617.373.3333	617.373.3934
Non-emergency calls		617.373.2121	
Campus Recreation	140 Marino Center	617.373.4433	
Career Services	202 Stearns Center	617.373.2430	617.373.2432
Cashiers Office	248 Richards Hall	617.373.2366	
Center of Community Service	172 Curry Student Center	617.373-5809	
Computer HELP Desk	184 Snell Library	617.373.4357	
Co-op Connections	4 Speare Commons	617.373.7492	
Disability Resource Center	20 Dodge Hall	617.373.2675	
Gov't Relations & Community Affairs	304 Columbus Place	617.373.3168	
Housing and Residential Life	4 Speare Commons	617.373.2814	617.373.4019
International Student and Scholar Institute	405 Ell Hall	617.373.2310	
Latino/a Student Cultural Center	104 Forsyth Building	617.373.5845	617.373.2009
Learning Disabilities Program	135 Forsyth Building	617.373.4526	
Math/Writing Center	540B Nightingale	617.373.2438	
New Student Orientation	101 Ell Hall	617.373.3868	617.373.2645
Off Campus Student Services	226 Curry Student Center	617.373.8480	
Office of Student Conduct	204 Ell Hall	617.373.4390	
Office of Prevention and Education@NU	307 Ell Hall	617.373.3192	
Parent and Family Programs	101 Ell Hall	617.373.3868	617.373.2645
President's Office	716 Columbus Place	617.373.2101	617.373.5015
Provost's Office	112 Hayden Hall	617.373.2170	
Registrar/Student Central	120 Hayden Hall	617.373.2300	617.373.5360
ResNet Resource Center	6 Speare Place	617.373.4357	
Snell Library	100 Snell Library	617.373.2354	617.373.3995
Spiritual Life	203 Ell Hall	617.373.2728	
Student Activities & Leadership	434 Curry Student Center	617.373.2642	617.373.4747
Student Affairs	104 Ell Hall	617.373.4384	
Student Employment Services	101 Curry Student Center	617.373-3200	
Student Financial Services	356 Richards Hall	617.373.3190	617.373.5714
University Health and Counseling Services	135 Forsyth Building	617.373.2772	

CITY OF BOSTON Contact Numbers

Boston Police

EMERGENCY	911
(Non Emergency)	
Allston/Brighton	617.343.4260
Beacon Hill	617.343.4240
Fenway	617.343.4250
Mission Hill	617.343.4270
Boston Public Health Commission	617.534.5395
BTD Parking/Stickers	617.635.4410
Inspectional Services Department	617.635.5300
Code Enforcement	617.635.4896
Health Division	617.635.5326
Housing Division	617.635.5322
Mayor's Office 24-hour Hotline	617.635.4500
MBTA Information	617.222.3200
Office of Neighborhood Services	617.635.3485
Rental Housing Resource Center	617.635.4200
Trash and Recycling Information	617.635.4900



OFF CAMPUS STUDENT SERVICES 

www.offcampus.neu.edu



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STUDENT SERVICES**
226 CURRY STUDENT CENTER
NORTHEASTERN UNIVERSITY
360 HUNTINGTON AVENUE
BOSTON, MA 02115-5000