

2017 - 2018

Expectations and Community Standards

# Guide to Residence Hall Living



Northeastern

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## **HOUSING AND RESIDENTIAL LIFE MISSION STATEMENT**

Housing and Residential Life strives to create a safe and inclusive residential environment which develops and supports opportunities for intellectual and social development and prepares students to become purposeful contributors to our global society.

Housing and Residential Life  
Speare Commons  
617.373. 2814 (voice)  
800.240.7666 (voice/outside of Boston)  
617.373.8794 (fax)  
617.373.4019 (TTY)  
housing@northeastern.edu (e-mail)  
www.northeastern.edu/housing

### **HOUSING AND RESIDENTIAL LIFE COMMUNITY STANDARDS**

All students are responsible for adhering to the rules and regulations published in the Residence Hall and Dining License Agreement, Undergraduate Student Handbook, and this guide. If these policies are violated, students are subject to disciplinary action, which may include removal from University housing, separation from Northeastern, or referral for criminal prosecution.

Northeastern is a large urban institution with many working professionals and families living nearby. Students living alongside these citizens are expected to be ambassadors of the University and represent Northeastern in a mature and respectful manner. Northeastern takes its relationship with neighboring communities very seriously. Guidelines for student behavior are clearly outlined in the Undergraduate Student Handbook to ensure that student conduct does not adversely affect the educational mission of the University or its relationships with the surrounding community.

## **HOUSING AND RESIDENTIAL LIFE POLICIES**

In partnership with:  
OFFICE OF STUDENT CONDUCT AND CONFLICT RESOLUTION  
204 Ell Hall  
617.373.4390 (voice)  
617.373.8776 (Fax)  
www.northeastern.edu/osccr

## **STUDENT CONDUCT: UNIVERSITY EXPECTATIONS FOR ON AND OFF CAMPUS**

The purpose of the Code of Student Conduct is to set expectations of behavior that promote the safety and welfare of the Northeastern community. The University seeks to provide a supportive environment that is conducive to learning, the pursuit of truth, the exchange of knowledge, the intellectual development of students, and the general good of society. In those instances where violations of the behavioral expectations occur, Northeastern University has developed policies and procedures to protect the rights of members of the University community, individually and collectively.

All students are expected to adhere to all policies listed in the Code of Student Conduct. Please read and familiarize yourself with the Code at [www.northeastern.edu/osccr](http://www.northeastern.edu/osccr).

### **ALCOHOL & OTHER DRUG PHILOSOPHY**

Northeastern University fosters a community that reinforces healthy choices and encourages responsible decision-making regarding the use of alcohol and other drugs. Northeastern strives to maintain a working, living and learning environment that is free from the negative effects that alcohol and other drug use can create.

Additionally, the University is committed to enforcing policies and laws surrounding alcohol and other illegal drug use. The University fulfills this philosophy by providing educational programs, resources for treatment, and referrals for students, faculty and staff who may experience challenges related to substance use.

For more information on alcohol and other drug policies, including the medical amnesty policy, please refer to the Code of Student Conduct.

In addition to the policies concerning alcohol and other drugs outlined in the Code of Student Conduct, the following items and behavior are prohibited in the residence halls:

- Beer making kits.
- Manufacturing of alcohol, including distilling alcohol, brewing beer, making wine or any other form of manufacturing.
- Using and/or possessing shisha, hookah, or similar pipes.
- Using and/or possessing Salvia or any other drug.

### **BUILDING ACCESS**

#### ***CBORD (Keyless Lock System)***

CBORD is a keyless lock system in which a student's Husky Card and a self-chosen 4-digit pin number gives access into a student's building and apartment/room.

For more information on CBORD, please refer to the website at: [www.northeastern.edu/huskycard/services/husky-locks/](http://www.northeastern.edu/huskycard/services/husky-locks/)

Students are required to be in possession of the Husky ID at all times. Students are not allowed to share their Husky ID or CBORD Mobile ID app with guests or other students for residence hall or room access. Violation of this policy will result in disciplinary action, and, in some cases, may result in the cancelation of the License Agreement or loss of guest privileges.

### *Lost Husky ID*

If a student loses their ID, they can get a replacement at the following places for a \$25 fee:

- Husky Card Services in Speare Commons during regular business hours
- Facilities Customer Service after business hours
- Northeastern University Police Department after business hours

### *Leased Properties Key Policy*

Leased Properties are not equipped with CBORD. Keys to front doors, rooms, apartments, and mailboxes (if applicable) are the responsibility of the assigned residents. You may not make duplicate keys or give keys to guests. Violation of this policy will result in disciplinary action, and, in some cases, may result in the cancelation of the Licensing Agreement. Lost keys can be replaced at a fee of \$25 per lost key. After three lockouts, a \$150 charge is assessed for a core change/lock update.

### *Lockouts*

Remember that you are responsible for carrying your key(s) and Husky ID with you at all times. If you get locked out of your room, follow the instructions below.

- Find the staff member on duty to arrange for re-entry.
  - When staff members are not in the building, they may be contacted through the proctor.
- If you are locked out during a time when the office is closed and no staff member is on duty, you may not be able to gain access to your room until the hall office is open or the staff member on duty is available.
  - It can be up to a two-hour wait Monday through Friday. The Residential Safety Office (RSO) can assist with contacting staff.
  - For more information, contact RSO at ext. 3499.
- Off-duty staff members are not obligated to respond immediately to a lockout.

Students who repeatedly require staff to open doors will face disciplinary

action. After three lockouts, staff members will change the lock and student will be issued a fine and face disciplinary action.

### **FAILURE TO COMPLY**

The Department of Housing and Residential Life staff aims to protect the rights of everyone in the residential community. Inappropriate behavior, including failure to cooperate with a staff member and verbal or physical abuse, threats, or harassing language toward staff, will not be tolerated and may result in disciplinary action.

### **NOISE POLICY**

Courtesy hours are in effect 24 hours a day. If a Residential Life Staff member determines a student to be in violation of courtesy hours, they are permitted to address and/or document that student.

Noise must be kept to levels that will not interfere with other residents' ability to study or sleep.

Students who encounter a noise concern have the right and responsibility to inform those causing the noise concern if their activities are disruptive. If a disturbance persists, students should contact the RA on duty. The minimum quiet hours for all buildings on campus are shown below.

Sunday evening through Thursday: 10:00 PM–8:30 AM  
Friday through Sunday morning: 1:00 AM–8:30 AM  
Reading Days/Final-exam period: 24 hours a day

### **APPROVED ANIMALS & PETS**

Pets- For health and humanitarian reasons, no animals (other than fish) are allowed in residence facilities. Fish may be kept in student rooms in containers with a maximum capacity equal to or less than 25 gallons.

Service and Support Animals- Persons with documented disabilities who are requesting to bring a service dog or other support animal should contact and submit appropriate documentation to the Disability Resource Center prior to the animal being moved on campus.

### **PROPERTY DAMAGE**

Students are responsible for the care of University and leased property in rooms, facilities, lounges, public areas, and campus in general. Students will be billed for the repair work for any damage they or their guest cause. Resident students are responsible for the common areas of their residence hall and their own rooms, apartments, or suites. All residents of a facility may be held accountable to cover the cost of repairs to their building. Disciplinary action may also result. Any charges will be placed on your University account.

All Northeastern resident students are strongly encouraged to secure Renter's Insurance. You should inquire if you can add an off-site "renter's rider" to an already existing homeowners policy.

For more information on approved vendors, visit

[www.northeastern.edu/housing/firstyear/vendors.html](http://www.northeastern.edu/housing/firstyear/vendors.html) or contact Housing & Residential Life.

### **SALES AND SOLICITATIONS**

Sales of material or solicitations of any kind are also prohibited without the express written permission of designated officials. Residence hall residents should request permission from the Director of Residential Life to sell within their housing unit. Recognized student organizations should request permission for sales from the Center for Student Involvement. All others should apply to the business manager of the University.

Such permission, when granted, is for designated areas within the University and is subject to the restrictions imposed by the approving officials. General solicitation, especially in such areas as classrooms, lounges, and cafeterias, is not permitted.

### **SMOKING**

Smoking of any tobacco products is prohibited at Northeastern University, consistent with applicable law.

Northeastern University strives to provide a safe and healthy environment in which to teach, learn, research, live, and work. The University recognizes that smoking is a major cause of preventable disease, and accordingly in 2012 convened a committee to explore whether and how the University might implement a smoke-free campus policy. Having received the committee's recommendation, after extensive input from the community, the University has concluded that a smoke-free campus is consistent with the University's mission and purpose; will promote individual and community health; and will recognize employees' right to work in a smoke-free workplace.

This policy applies to all persons, including all students, faculty, staff, volunteers, vendors and visitors, anywhere on University property and in buildings and facilities on all campuses, including parking lots, green spaces, and pedestrian walkways.

You are not permitted to smoke within 30 feet of all residence halls and may face disciplinary action if found in violation.

The use of vaporizers and e-cigarettes is not permitted within the residence halls.

## **SPORTS ACTIVITIES**

Sports activities are not permitted inside residence halls and other common areas due to noise and potential property damage. Students participating in these activities indoors will be documented by hall staff. It is also not permitted around university property except for recreation areas designated for that purpose.

Specifically, NERF guns and/or foam guns are prohibited in the Residence Halls.

## **ROOM ENTRY**

The Department of Housing and Residential Life conducts health and safety room inspections in the middle and at the end of each academic term. These visits enable staff to assess the condition of the room visually and take inventory. Additionally, Northeastern University staff members may enter if the premises appear to have been abandoned by the Licensee or if it is believed that a University policy has been violated. They may also enter the premises for any health or safety reasons or if the health and safety of residents are believed to be threatened. Finally, staff may also enter the premises if any damage needs to be assessed, maintenance concern or if otherwise permitted by law.

## **ROOMMATE CONFLICT**

If at any time you are not comfortable living with someone either in your room or apartment, please contact your Residential Life staff to assist you in addressing the situation.

## **VISITORS AND OVERNIGHT GUESTS**

A visitor or a guest is anyone, student or non-student, who accompanies a resident into a building or room who is not currently assigned to that room. All visitors who do not reside in the building must be signed in by a resident.

### *Guest Policies*

It is against policy to ask someone to sign you in that you do not know or who is not going to accompany you while visiting the community.

Residents are responsible for all signed-in guests and their actions.

- Guests must be escorted by the resident that signed them in at all times and hosts are expected to stay with their guests.
- Immediately report unescorted visitors to the Resident Assistant on duty or to a member of the residence hall staff in your building.

Residents who have guests without picture IDs must obtain a guest pass from the RD at least 24-hours prior to the visit, during normal business hours.

Overnight guests must be 16 years old or older and have a valid photo ID.

- Guests younger than age 16 may not stay overnight.

Students may have no more than three visitors signed in at any one time.

- The one exception is for apartment-style residences that can have up to five visitors signed in at any one time on Sunday through Wednesday from 7:00 AM - 11:00 PM.

Roommates must work out their own arrangements for having visitors. If you cannot agree, you may call upon a staff member to help resolve the problem.

- You must secure the permission of your roommate(s) prior to having an overnight guest in the living space.
- Staying overnight is defined as Sunday evening through Thursday 10:00 PM - 8:30 AM, Friday through Sunday 1:00 AM - 8:30 AM.
- A guest may stay in the building up to three consecutive nights in a week. Anyone staying on campus for a longer period is not considered a guest, and the host will face disciplinary action if the guest is discovered to be in permanent residence.

Students are strictly prohibited from subleasing or renting their space, including posting on websites such as AirBnB.

Individuals who have been removed from or who are restricted from entering University housing are not granted overnight privileges.

- Residents who host these individuals are in violation of University policy and will be subject to disciplinary action.

Guest policy privileges may be revoked for safety, security, or student conduct reasons by a senior administrative staff member of Housing and Residential Life or OSCCR.

- You are responsible for seeing that your guests follow regulations, and you are liable for any infractions or building damage done by your guest(s).
- Guests may not use or be in possession of a resident's key or identification card.
  - Violations may result in cancelation of guest privileges and/or disciplinary action against the resident.

Visitation and sign-in procedures may be suspended when conditions such as power outages and severe weather threaten the operation of a building.

- If you are a student with a disability who requires the services of a personal care attendant (PCA), contact the Director of Residential Life.
- The Director of Residential Life or a designee will coordinate arrangements for the PCA to have access to the student's residence hall.

## **EXTERIOR POSTING POLICY**

Students residing on campus may not display, post any messages or have signs that are visible through a window outside of their room or apartment. Additionally, students may not hang, drape or post anything outside of their windows, attached to a building or display anything on a university owned or leased building. This could include but not limited to posters, signs, flyers, flags, pictures and/or banners with any type of writing or messaging that can be seen or observed from outside of the room or building.

## **RESIDENTIAL SERVICES AND FACILITIES**

### **BICYCLES**

Whenever possible, use the bicycle racks available at various locations. The fire code dictates that all entrances, exits, corridors, and stairwells always be free and clear. Bicycles should not be chained to fences, handrails, doors, trees, or other objects. Bicycles will be removed if found parked in violation of the fire code.

### **NEW BALANCE HUBWAY**

New Balance Hubway is your Boston bike sharing system. Northeastern has a sponsored station located in the North Parking lot (surface lot near Stetson East residence hall), and there is another station outside Renaissance Park Garage, adjacent to Ruggles Station on the Tremont Street side. Visit [www.thehubway.com/](http://www.thehubway.com/) to find out more about this green transit option.

### **CLEANLINESS**

It is the expectation of the Department of Housing & Residential Life that each student living in the residence halls is responsible for the neatness and cleanliness of the environment. This includes kitchen, bathroom and common living areas if applicable. Responsibilities include but are not limited to, the removal of trash and recyclable items, the proper disposal of food and perishable items, and weekly cleaning of all surfaces in the residential unit. It is the responsibility of all residents to communicate with roommates regarding the division of housekeeping tasks and the condition of the living environment. Failure to comply may result in excess cleaning charges and possible referral for disciplinary action.

### **FURNISHINGS**

#### *Provided and Bringing in Furniture*

The University supplies a bed, dresser, desk, and chair for each student, and window shades for the room. These items cannot be substituted with personal furniture, and students are not allowed to remove furniture from their rooms. For fire safety reasons, residents are not permitted to add personal furniture to their room/apartment. Students are billed for

furniture replacement or repairs (other than those occurring as a result of normal wear and tear).

- The one exception is that students are able to bring a small desk chair. In addition, throughout Boston, including areas with dense student populations, there is a potential of bedbug infestation. In order to prevent this situation from occurring in any of Northeastern's housing facilities, residents are prohibited from bringing any personal furniture to campus, especially mattresses.

### *Medical Needs*

In accordance with the Americans with Disabilities Act (ADA 1990), Northeastern University seeks to provide equal access to its programs, services, and activities. If you need housing accommodations, please contact the Disability Resource Center ([www.northeastern.edu/drc/](http://www.northeastern.edu/drc/)) as soon as possible to make appropriate arrangements. The University requires that you provide documentation of your disabilities to the DRC so that they may identify what accommodations may be necessary, and arrange with Housing & Residential Life to provide the accommodations.

### *Lofted Beds and Furniture*

Construction or deconstruction of lofts or raising beds or other furniture onto cinder blocks is not allowed in Northeastern residence halls.

Bed rails and ladders are standard on all beds lofted over 5 feet. Requests to remove rails and ladders are not permitted, and requests to deloft beds will be accommodated only if the room permits.

### *In-Room Safes*

In-room safes have been installed in some residence halls through the vendor SafeDecisions. Northeastern University will not be held liable under any circumstances for any losses resulting from a student's use of the safe. Students will be required to create an account and register your safe upon move-in. Students agree to follow all instructions provided by SafeDecisions for the operations and use of the assigned safe. Students are prohibited from storing any perishable items, explosives, highly flammable, toxic or otherwise dangerous material or materials prohibited by law in the safe. SafeDecisions will not allow students to reassign the agreement or sublet the safe or any part thereof. Students are prohibited from operating or using the safe in any manner that violates any law, regulation or rule including but not limited to any University rules or regulations, policies or procedures.

## **ROOM REPAIRS**

If your room needs repairs, complete a Work Order Request Form, available through your MyNEU account. Follow the instructions listed on page 10 under Work Order Requests Online.

## **COMMON AREAS**

Common-area furniture is for the enjoyment of all residents and must not be removed from the common space. Students who transport common-area furniture to student rooms or remove it from the building are subject to disciplinary action.

## **LAUNDRY FACILITIES**

Most traditional residence halls and apartment complexes have washing machines and dryers. The University is not responsible for articles left unattended. Washing machines cannot be used to dye clothing. To resolve any problems regarding laundry, please contact Mac Gray directly at 1.800.MAC.GRAY.

### *Laundry Bucks*

- Laundry Bucks is an allowance that has been placed on your Husky ID that you can use in the residence hall laundry rooms on campus.
- Any undergraduate, graduate or law student living in Northeastern University's on-campus housing gets Laundry Bucks
- Students get \$45 per semester, which equals 15 washes and 15 dries, or any combination. Summer I and II students are given \$22.50 for each summer term.
- Use Laundry Bucks by the end of the second summer term because they will not rollover.

## **PAINTING**

Students may not paint or make any alterations to the walls in their rooms, suites, or apartments. If you are concerned about the condition of the walls in your room, complete an online work order through your myNEU account (See Work Order Request section)

## **RESIDENTIAL PUBLIC SPACE**

- Only Northeastern University organizations and departments may use public space in University housing.
- Organizations using public space must adhere to the solicitation policies found in the Code.
- Requests to use public space must be made to your Residence Director (RD) or Area Coordinator (AC) at least one week before the desired date(s).
- Residence hall groups have priority for use of public space.
- Failure to comply with these guidelines may jeopardize the organization's future use of public space.

## **STORAGE**

The University does not provide storage for students' possessions. Please visit [northeastern.edu/housing](http://northeastern.edu/housing) to view storage options under Vendor Information.

## WORK ORDER REQUESTS ONLINE

Follow the instructions below to access the Work Order Request form.

1. Log in with your MyNEU account credentials.
2. Go to the Services and Links tab.
3. Select Facilities Online Work Request.
4. Fill out the form according to your need and be as specific as possible.

Students are not entitled to any refund or payments resulting from any temporary disruption of services like power, hot water, laundry, WIFI, or HuskyCable.

## SAFETY AND SECURITY: RESIDENTIAL, PERSONAL, AND GENERAL SAFETY POLICIES

### RESIDENCE HALL SECURITY

Residential Safety Office (RSO)

Speare Hall, Upper Lobby

617.373.3499 (voice)

[www.northeastern.edu/housing/residential-security-office/](http://www.northeastern.edu/housing/residential-security-office/)

### *Building Security*

Maintaining a secure residence facility depends on cooperation from the entire community. Follow these guidelines and use common sense for a safe and rewarding stay at Northeastern:

- Close and lock your door when you leave your room or apartment, even if you plan to be gone for a short time.
- Report all suspicious activity, thefts, and other crimes to University police immediately.
- Never sign strangers or anyone you are not willing to be responsible for into your building.
- Use emergency exits and stairwells appropriately.
- Keep your Husky Card and keys with you at all times.
- Use only the main entrances to residence facilities. Other doors are fire exits, which must remain closed except during emergencies. These auxiliary doors are equipped with alarms that sound both at the door and at the Northeastern University Police.
- If you live in an apartment, make sure that the door inside the lobby is always locked.
- A personal-safety staff escort service is always available to escort you between on-campus locations. Do not walk alone on city streets late at night. Please refer to the Personal Safety Escort section on page 18 for more information.
- Immediately report any disturbances on campus or on the city streets to the University police at 617.373.2121.
  - Little action can be taken unless the incident is reported immediately and a full description of those involved is given.

- Immediately contact University police at 617.373.2121 if unauthorized persons enter your campus residence hall or leased property.
- Students living in leased properties should read and post the additional materials they receive concerning safety, security, and fire safety.
- Be sure to lock your windows and door(s) when you are away.
- To prevent crimes from occurring, do not remove window screens; instead, use riser restrictors. Riser restrictors are located on all first-floor window frames and on those windows that open onto fire escapes.
- Safety and security are everyone's responsibility. Please do your part!

For more information on safety and security visit the Residential Safety Office Web site at [www.northeastern.edu/housing/safety-security/](http://www.northeastern.edu/housing/safety-security/) or the Northeastern University Police Department site at [www.northeastern.edu/nupd/](http://www.northeastern.edu/nupd/)

### *Emergency Relocation*

The Department of Housing and Residential Life, in conjunction with numerous other departments on campus, has developed a relocation protocol in the event that a residence hall must be closed for an extended period of time. Follow the directives of campus officials, including staff from Housing and Residential Life, Northeastern University Police, and the fire department.

If your residence hall has been evacuated, report directly to Cabot Gym. You are not required to stay in Cabot Gym. However, a cot, linens, pillow, blanket, and towel will be provided to you should you choose to stay in the gym. Officially check in with the Department of Housing and Residential Life staff at Cabot Gym so staff knows where you will be even if you are not staying in the Gym.

An emergency number will be activated to provide updates to parents/guardians and students about the nature of the evacuation and any other relevant information. Housing and Residential Life staff in the Cabot Gym will have access to cell phones so that you can call parents/guardians, if necessary. Upper-class students without meal plans will be provided meal cards to use in the Levine Marketplace, Stetson West, or International Village dining centers.

Staff in the Cabot Gym will keep students abreast of the situation and students will be notified when the building has been cleared for re-entry. Evacuations of buildings are rare occurrences, but understanding what each person needs to do provides a mechanism for a smooth transition during an emergency. Please feel free to contact your Residential Life building staff if you have any questions or concerns.

### *Evacuation Guidelines for Individuals Needing Assistance*

The success of a safe evacuation is dependent upon a number of factors. Guidelines have been developed to provide persons with limited mobility with the tools necessary to minimize their exposure to the risk of fire or other threats to their safety. Here is the link:

<https://www.northeastern.edu/housing/wp-content/uploads/2017/04/Special-Evacuation-Guidelines.pdf>

### *General Fire Safety*

Each residence hall has a fire egress drill at least once each semester. Residence Hall staff will know when a drill is scheduled but residents are generally not informed of the drill until they have evacuated the building. Therefore, it is important to treat every alarm as a real emergency. Please familiarize yourself with the following procedures and follow them whenever the fire alarm sounds:

At the sound of the alarm, move quickly and quietly to your closest exit, including the alarmed emergency exits. Close doors behind you as you leave. In an orderly fashion, follow the direction of your hall staff, NUPD, or the City of Boston Fire Department and wait for further instructions. If possible, wear a coat and shoes and carry a towel to use in case of smoke. Keep these items easily accessible for emergency use, along with your keys and Husky Card, since it may be hours before you are permitted to re-enter.

If you are away from your room when the alarm sounds, proceed to the nearest exit without returning to your room. The alarm signal is the same for a drill as for an actual emergency. Students who do not vacate or who return into the building during a drill or alarm will be subject to disciplinary action.

A number of residence halls at Northeastern utilize fire escapes as an alternative means of egress. Access to the fire escapes is through dedicated windows. Fire escape windows must be kept clear. No furniture, air conditioners or other personal effects are to be placed so as to restrict access to the fire escape window. Failure to maintain clear fire escape access may result in a formal complaint by the City of Boston Fire and/or Building department resulting in the potential closing of the facility due to this safety violation.

This affects the following Residence Halls:

153 Hemenway Street  
337 Huntington Avenue  
Burstein Hall  
Kennedy Hall  
Loftman Hall

319 Huntington Avenue  
407 Huntington Avenue  
Rubenstein Hall  
Light Hall

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# Northeastern University

## Campus Map





### Academic and Service Buildings

- 66 Alumni Center at Columbus Place (CP)
- 67 Architecture Studio (RG)
- 70 Asian American Center (AC)
- 68 Badger & Rosen Squash/Busters Center (SB)
- 40 Barletta Natatorium (BN)
- 26 Behrakis Health Sciences Center (BK)
- 51 Blackman Auditorium (AUDL)
- 41 Cabot Physical Education Center (CB)
- 7 Cahners Hall (CA)
- 36 Cargill Hall (CG)
- 72 Catholic Center (CC)
- 54 Church Hall (CH)
- 66 Columbus Place and Alumni Center (CP)
- 47 Cullinane Hall (CN)
- 50 Curry Student Center (CSC)
- 6 Cushing Hall (CU)
- 57 Dana Research Center (DA)
- 39 Dockser Hall (DK)
- 43 Dodge Hall (DG)
- 82 East Village (EV)
- 60 Egan Engineering/Science Research Center (EC)
- 52 El Hall (EL)
- 71 Fenway Center (FC)
- 55 Forsyth Building (FR)
- 78 Hastings Hall (HMC)
- 53 Hastings Hall (HA)
- 10 Hill-Frager (HF)
- 33 Holmes Hall (HO)
- 46 Hurlst Hall (HT)
- 83 Interdisciplinary Science and Engineering Complex (ISEC) (under construction)
- 77 International Village (IV)
- 35 Kariotis Hall (KA)
- 38 Knowles Center (KN)
- 34 Lake Hall (LA)
- 56 Latino/a Student Cultural Center (LC)
- 17 Marine Recreation Center (MC)
- 44 Matthews Arena (MA)
- 29 Messere Hall (ME)
- 48 Mugar Life Sciences Building (MU)
- 31 Nightingale Hall (NH)
- 27 O'Bryant African American Institute (AF)
- 63 Renaissance Park (RP)
- 42 Richards Hall (RH)
- 49 Robinson Hall (RB)
- 73 ROTC Office (RO)
- 24 Ryder Hall (RY)
- 30 Shillman Hall (SH)
- 56 Snow Engineering Center (SN)
- 98 Snel Library (SL)
- 37 Steam Center (ST)
- 23 West Village F, G, H (WV)
- 74 101 Belvidere (BV)
- 80 140 The Fenway (TF)
- 79 177 Huntington (177)
- 81 236 Huntington (236)
- 84 271 Huntington (271)

### Residence Buildings

- 21 Burstein Hall (BU)
- 67 Davenport Commons A, B (DC)
- 62 East Village (EV)
- 77 International Village (IV)
- 11 Kennedy Hall (KDY)
- 4 Kerr Hall (KH)
- 12 Levine Hall and St. Stephen Street Complex (LV)
- 9 Light Hall (LH)
- 5 Loftman Hall and 153 Hemenway Street (LF)
- 3 Malvin Hall (MH)
- 20 Rubenstein Hall (464)
- 2 Smith Hall (SM)
- 16 Speare Hall (SP)
- 14 Stetson East (SE)
- 15 Stetson West (SW)
- 23 West Village Residence A, B, C, E (WV)
- 23 West Village Residence Complex F, G, H (WV)
- 18 White Hall (WH)
- 28 Wilis Hall (WI)
- 69 10 Coventry Street (CV)
- 8 142-148 Hemenway Street (142-148)
- 11 319 Huntington Avenue (319)
- 13 337 Huntington Avenue (337)
- 18 407 Huntington Avenue (407)
- 76 768 Columbus Avenue (768)
- 64 780 Columbus Avenue (780)

### Parking Garages

- 65 Columbus Parking Garage (CPG)
- 76 Belvidere Parking Garage (BVG)
- 45 Gainsborough Parking Garage (GG)
- 62 Renaissance Park Garage (RPG)
- 25 West Village Parking Garage (WPG)

### Legend

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

Please contact Residence Hall staff for specific rooms/apartments that are affected by this regulation. Individual residents that are found to be non-compliant with this mandatory safety code ordinance will be subject to disciplinary action.

### *Fire Safety Regulations*

To minimize the risk of fire, students demonstrating any of the following behaviors will be subject to disciplinary actions that may include the loss of housing privileges, separation from the University, or criminal prosecution:

#### Prohibited Actions:

- Falsely reporting a fire, bomb threat, serious injury, or any other emergency, or pulling a fire alarm when no fire or emergency is evident.
- Setting a fire, including charring, burning, or lighting of papers, or any other act that could cause a fire, or possessing or using flammable or highly combustible materials.
- Tampering with, covering or misusing (either accidentally or intentionally) individual room or public-area fire safety equipment, including fire extinguishers, sprinklers, smoke detectors, exit signs, alarm pull stations, alarm bells, or hoses.
- Possessing, using, or manufacturing fireworks or explosives.
- Failing to leave a building at the sound of a fire alarm or when so directed by residence hall staff.
- Obstructing any door that is a way of egress from a room, hallway, and/or stairwell.
- Covering more than 1/2 of the wall is prohibited.
- Students are not permitted to cover more than approximately 10% of their room or apartment door with any kind of decoration, wrapping or covering. This could include but not limited to flyers, decorative wrapping paper, posters, pictures or signage.
- Smoking is not permitted in the Residence Halls or on the University Campus.
- Using the elevator during an egress drill or fire alarm.
- Flying or operating a drone within a residence hall or leased property.

#### Prohibited Items:

- Using unauthorized appliances like halogen lamps and fog machines.
- Using any type of outdoor grill, hibachi, or other open-flame container except in officially designated areas.
- Using and/or possessing shisha, hookah, or similar pipes in the residence halls.
  - These pipes involve the burning of smoldering ashes, which present a fire hazard.
- Using and/or possessing Salvia or any other drug.

- No natural Christmas trees, menorahs, paper decorations, or neon signs
- Hoverboards are prohibited.
- Open flames like candles and incense are strictly prohibited in all residence facilities.
  - Candles for religious observances are permitted at other locations on campus.
- No string lights of any kind are allowed in the residence hall
  - This includes rope lights, holiday lights, etc.
- No tapestries of any kind are allowed to be hung on the walls or ceilings, especially covering lights or fire safety equipment.
- No covering lights of any kind
- Personal furniture are combustible and are not permitted in residences.
- Curtains are not permitted.

### *Electrical Equipment, Other Appliances or Personal Items*

Televisions, computers, radios, clocks, stereos, fans, electric razors, hair dryers, and heating pads are permitted in students' rooms. Compact refrigerators and Microfridges are allowed in residence halls. The same electrical appliances allowed in residence halls are permitted in apartments.

The following items are not allowed by city fire laws and will be removed if found:

- Student-owned air conditioners
- Sun lamps
- Space heaters
- Halogen lamps
- Halogen bulbs
- Electric percolators (exposed coil heating elements)
- Electric frying pans
- Hot plates
- Toaster ovens\*
- Microwave ovens\*
- Electrical cooking equipment
- Indoor/outdoor decorative lights
- Grills
- Lava lamps
- Weightlifting equipment

\*The only exception is that apartment residents may have toaster ovens, coffee makers, George Forman grills, and microwave ovens. Apartments are equipped with kitchens, and all cooking appliances must be confined to the kitchen. Use or possession of any type of outdoor grill, hibachi, or open-flame container is prohibited.

### *Extension Cords*

Minimize the use of electrical cords, make sure that all extension cords bear the UL trademark, and never plug an electrical device with a thick cord into a thinner extension cord. Other important tips to keep your room(s) safe:

- Keep electrical cords away from traffic paths and do NOT run extension cords under rugs or across doorways.
- Maintain all electrical cords. Replace any cord that is cracked, frayed, or otherwise damaged.
- Never pinch an electrical cord against walls or under furniture.
- Do NOT overload extension cords or wall plugs with too many appliances.
- Cords should NEVER be warm to touch.

### *Weapons*

The use, possession, or manufacture of the following items is a violation of our Code of Conduct and policies and will be cause for disciplinary action.

- Firearms or explosive agents of any kind
  - Examples include but not limited to BB guns and paintball guns
  - Starter's pistols
  - Ammunition and gun parts
  - Fireworks of all kinds are considered explosive agents by the Commonwealth of Massachusetts and their use is illegal.
- Knives or blades (other than kitchen utensils) of any kind
  - Examples include but not limited to switch blades or swords
- Nanchacku (karate sticks)
- Studded belts and bracelets
- Pepper spray, mace, or any other chemical propellant
  - You must get a state license to possess the above substances, however they are NOT valid on college campuses.
- Tasers

### *Weapons for Sporting Purposes*

A student who possesses any article for sporting purposes (for example, bow and arrows) should check with the Northeastern University Police to determine whether the article is among those prohibited by statute or University regulation.

The Director of Residential Life or his/her designee can authorize a search of a student's room in certain situations involving the safety, security, and well-being of residents. Although not required by law, the student should be present during a search.

## **PERSONAL SAFETY AND SECURITY**

### *Safe Zone*

The Northeastern University Police Department [NUPD] has launched SafeZone, a cloud-based mobile application that allows users to send a real-time, geo-located alert to on-duty NUPD personnel allowing resources to quickly respond to emergency situations. Quick access to call NUPD is available through the app as well as one-touch dialing to local emergency resources when off-campus. Additionally, when a student is working or studying alone in an area on campus, the student has the ability to share their location by activating the check-in feature. Location information is only sent when the user activates an alert or checks in using the app. More information on the SafeZone mobile app can be found at <https://www.northeastern.edu/nupd/safezone/>

### *Emergency Notification*

Be sure to keep your emergency contact information up to date in myNEU. Based on the information provided on myNEU you will receive email, text, and voicemail messages from NU Alert for weather and other emergencies.

For snow emergency information, call 617.373.2000.

### *Personal Safety Escort*

The Northeastern University Police Department provides a personal safety escort service to all members of the University community. The service operates 24 hours a day, every day, and provides escorts between on campus locations. You can arrange for an escort any time by contacting the University police at 617.373.2121 (voice) or 617.373.3934 (TTY).

### *Medical Emergency/Healthcare*

In case of serious injury or illness, call the Northeastern University Police Department at 617.373.3333. University Police officers are also emergency medical technicians (EMT) and will respond immediately. If the EMTs determine that you need to be taken to a hospital, they will contact the City of Boston Emergency Medical Services Department and arrange emergency ambulance transportation to the nearest hospital. For all other medical or behavioral health issues, call UHCS at 617.373.2772.

## **GENERAL SAFETY POLICIES**

Students demonstrating any of the following behaviors will be subject to disciplinary action:

- Throwing, dropping, or ejecting any object or liquid from a window, roof, or fire escape. Residents will be held responsible for any objects originating from their assigned rooms.
- Entering any restricted, locked, or closed residence facility space or entering a closed building without authorization during a University break.

- Residents are not permitted on ledges, roofs, fire escapes, or through windows.
- Unauthorized duplicating, lending, or borrowing of Husky IDs, room or building keys.
- Failing to provide proper identification when requested by University officials acting in the performance of their duties.
- Interfering or tampering with residence security and fire systems.
- Interfering or tampering with elevators or other University facilities.

## **PROCEDURES FOR RESIDENCE HALL LIVING**

### **ELIGIBILITY**

All full-time undergraduate and Graduate/Law students, matriculated in a degree granting program, are eligible to live on campus. Northeastern University requires that entering freshmen live on campus for their first two years; this is not applicable to transfer students. Beginning with the entering class during fall 2014, on campus housing can be guaranteed for students who complete the housing selection application each year. Upper class undergraduate students (3rd, 4th, 5th, and 6th) who entered prior to fall 2014 and all Graduate/Law students can participate in the housing selection process, but are not guaranteed. Participants in the Housing Selection process will be randomly assigned a selection number or a waitlist number, which determines your status for the selection process.

### **ASSIGNMENTS**

Housing Application information for the next academic year is distributed during the fall semester to all eligible undergraduate and graduate students. Carefully follow the application procedure described in the information provided; strict adherence to all due dates for applications and cancellations is required.

### **ENROLLMENT DEPOSIT/UPPER CLASS HOUSING DEPOSIT**

In order to secure on campus housing admitted first year students must submit a nonrefundable enrollment deposit and complete the housing application through the Admitted Student Portal.

Second year students are required to live in on-campus housing, therefore their deposits are waived for fall and spring of their second year.

Upper-class students (3rd, 4th, 5th, and 6th) and Graduate/Law students who choose to participate in the Housing Selection process are required to follow application and deposit procedure and deadlines. Please reference the "Eligibility" section for further details on upper-class Housing Selection.

## **RESIDENCE LICENSE AGREEMENT**

The Residence Hall and Dining License agreement must be signed online by all students who will be living in University-sponsored housing. Signing the Residence Hall and Dining License agreement indicates acknowledgement and acceptance of the terms set forth in this agreement. All students must conduct themselves in a manner consistent with the University's expectations. However, signing the agreement does not guarantee a space in university housing.

## **CANCELLATION OF LICENSE AGREEMENT**

Students will be subject to immediate cancellation of their Residence Hall and Dining License Agreement if they engage, or threaten to engage, in behavior that poses a danger of physical harm to themselves and/or others. License agreements will also be canceled if students engage, or threaten to engage, in behaviors that directly or indirectly impede the lawful activities of others. These behaviors include, but are not limited to:

- Failing to honor conditions negotiated in a behavioral contract with the Department of Housing and Residential Life staff
- Tampering with fire safety equipment
- Tampering with locks, keys, or security of the building
- Throwing objects out of residence hall windows
- Verbally or physically abusing staff members or students
- Being on rooftops, ledges, and/or fire escapes

In addition to being removed from housing, students may be referred to the Office of Student Conduct and Conflict Resolution. For more information about cancellation of the license agreement or the Code of Student Conduct, please see the Undergraduate Student Handbook.

## **BILLING AND ADJUSTMENTS**

Students are billed at the beginning of each term and are obligated to pay the full charge for the term. It is the responsibility of each student to know for which terms they have submitted a housing deposit. Students are obligated to follow the cancellation schedule should they need to cancel their housing in writing prior to each term's move-in date. Canceling past the published deadline for any term will result in an assessment of a cancellation charge of the room rate or forfeiture of the housing deposit. If your plans change and you need to move out earlier than expected, the cancellation-fee policy clause of this agreement is enforced. However, keep in mind that the license agreement also permits you to request an exception to any charge by Housing and Residential Life. In order to request this exception, you must complete a petition form. Petition forms are available online at <http://www.northeastern.edu/housing/cancellation-deadlines/>. Your petition should include all important details, as well as any supporting

documentation. If your petition is granted, you may receive a billing adjustment to your account.

### **AUDIT PROCESS**

During the first week of classes each term, Housing and Residential Life produces an occupancy report verifying that students have checked in to their assigned residence halls. The audit will be e-mailed to your Husky email address for you to complete electronically. If a student has not checked in on-line or with hall staff, an email will be sent to the student's Husky email address to confirm occupancy. A Resident Assistant (RA) or another Housing and Residential Life staff member will visit the room to verify that the student has checked in, and will require the student to sign an audit form. Failure to return to the residence hall within the first week, and/or to verify occupancy with the residence hall staff could result in key and lock changes and room changes.

### **END OF SEMESTER PROCEDURES**

#### *Before moving out*

Before a student can move out of a current assignment, they must first meet with the staff in the building and complete the check-out process. If a student does not follow proper procedures for checking out of a room, they forfeit the right to appeal any supplemental charges for damages. Even if the student is not returning to campus the following term, they are responsible for cleaning the room or apartment thoroughly and disposing of all trash properly.

To forward mail, students need to add a forwarding address on the student myNEU portal before leaving campus.

Contact Husky Card Services, located in Speare Commons, if there needs to be a meal plan change.

#### *If you are moving off campus next semester*

If you are not assigned to live in the same space for the following semester, you must vacate your space by 7:00 PM on the day of your last final exam unless you have an approved extension from your Residence Director or Area Coordinator. Contact your building staff prior to finals week to make arrangements to turn in your keys and to complete the check-out process in order to avoid administrative fees. For assistance and resources regarding moving off campus, visit Off Campus Student Services in 226 Curry Student Center or visit the website at [www.northeastern.edu/offcampus](http://www.northeastern.edu/offcampus).

#### *If you are moving to a new room, apartment, or building next semester*

If you are moving to a new space on campus the following semester, contact your new RD or AC to arrange your move before intersession begins to confirm availability, and you are expected to move to your new assign-

ment within 24 hours of the space becoming available. If you require an extension, you must get this approval from your RD or AC in advance. If you fail to do so, you will have to return to campus to pack and move your belongings. You will also be assessed an administrative fee and face possible disciplinary action. Make sure to prepare your room for intersession. The room/apartment must be cleaned before departure. Unplug all electrical appliances, clean your refrigerator, remove all garbage, close and lock all windows, lock your door, and take your keys and your Husky ID card with you. Failure to follow these steps will result in an assessed charge on your bill. If you are unable to move into your new residence before leaving for intersession, you must remove your belongings from your current room prior to leaving for intersession, even if that means taking your belongings home with you. Failure to do so may result in a cleaning and packing fee and disciplinary action.

### *Check-Out Procedures*

Living on campus is a privilege, not a right. Failure to enter or vacate in accordance with move-in and move-out dates published by the department will result in formal disciplinary action up to and including revocation of housing privileges. In addition, it will result in the initiation of removal proceedings, which may result in your loss of all campus housing privileges at Northeastern University.

Follow these guidelines when checking out of your residence hall or apartment:

- Clean your room before leaving. Apartment residents are reminded that refrigerators, stoves, and cabinets must also be cleaned. Students who leave without cleaning their rooms or apartments will be billed a cleaning fee.
- Make sure that the RA has inspected your room, apartment, or suite and that the Room Condition Form has been completed and signed.
- Turn in your keys to a member of the Residential Life staff upon check-out. Students will be billed for the replacement of all keys and locks.
- If your door is on the keyless system, you still must formally check out.
- If you choose to not check out with a staff member you forfeit your right to appeal any or all damage charges.
- If you have a private telephone, make arrangements with the telephone company to disconnect service and remove the equipment before the end of the semester.
- If you live in a Leased Property and have cable service, make arrangements with the appropriate service provider to disconnect services and return equipment.
- Return your microfridge to the vendor per vendor instructions.

## **SUMMER RESIDENCE**

Housing enrollment is reduced dramatically during the summer, which necessitates closing some Residence Halls during those terms. Summer opened buildings are announced each year during the spring semester; check the housing website and posted information for details during late January/early February. Students interested in on campus housing during the summer terms should apply and submit the required deposit. Summer housing assignments are completed after the fall Housing Selection process.

The NUterm program requires on campus housing. First year students participating in NUterm will be provided an application, separate from the regular summer housing process.

## **WITHDRAWALS**

All students who leave their residence hall assignment unplanned, prior to the end of the semester, must fill out a Withdrawal Form with a member of the residence hall staff. The Withdrawal Form must be completed in addition to the paperwork required for withdrawing from the University. Students who fail to withdraw from housing correctly may incur additional housing and dining charges. Also, students withdrawing from either housing or the University should add a forwarding address on the student myNEU portal before leaving campus. Since procedures differ depending on whether you are withdrawing from housing only or from both housing and the University, see a hall staff representative for withdrawal procedures to make sure you complete all of the requirements. You must also complete a Withdrawal Form with hall staff.

## **DAMAGE/CLEANING CHARGES**

The student is responsible for Northeastern University property in his/her room and elsewhere in the residence hall. Upon check-in and checkout, residents must complete a Room/Apartment/Suite Condition Form with hall staff. This form confirms the condition of the room/suite/apartment. Residents will be billed for damages that are beyond normal wear and tear. If a resident does not complete the checkout process with hall staff, s/he waives the right to appeal supplementary charges. If there is loss/damage to common areas of any campus housing facility and Northeastern University cannot identify the individual(s) responsible, the University may require several or all of the hall's residents to pay a prorated group charge covering the cost of common area repair/replacement. Students will be billed for replacement of furniture and reinstallation costs in the case of vandalism. Additionally, students may also be referred to the Office of Student Conduct and Conflict Resolution for disciplinary action, which could include the loss of housing privileges.

## **INTERSESSION COMMUNICATION**

Intersession is the period between academic terms after exams have ended and before classes are in session. Important dates and times for intersession and spring break are updated each term and e-mailed to all students at their myNEU addresses one month before the break begins. Additional information regarding the intersession schedule is available from Housing and Residential Life staff and on our web site.

## **VACANCIES**

If an empty space exists in a room, suite, or apartment, all students must ensure that a clear and clean living area is available for any new resident. The dresser, desk, bed, and closet space must be clean and available for use. Failure to clear this space will result in a substantial fee and is subject to disciplinary action.

## **ROOM CHANGE PROCESS**

Visit our website or call Housing and Residential Life for more information.

## **E-MAIL COMMUNICATION TO STUDENTS**

E-mail is the official form of communication for the University and for Housing and Residential Life. Students are expected to stay current in regard to your Husky e-mail address while on campus, abroad and away on co-op. All housing assignment information, important deadlines and reminders will be e-mailed. We will notify students if we plan to mail any information to a campus or permanent address.

# **UNIVERSITY SERVICES & POLICIES**

## **CLERY ACT**

Northeastern is committed to assisting all members of the University community in providing for their own safety and security. Information regarding campus security and personal safety, including topics such as crime prevention, University police law enforcement authority, crime reporting policies, crime statistics for the most recent three-year period, and disciplinary procedures, is available at Northeastern University Police Department. Hard copies of the report are also available at our police headquarters at 716 Columbus Ave, 100 CP, at the Forsyth Street Circle substation, and at Renaissance Building substation across from International Village.

## **DISABILITY SERVICES**

Learning Disabilities Program

617.373.4526 (voice)

[www.northeastern.edu/uwcs/ldp/index.html](http://www.northeastern.edu/uwcs/ldp/index.html)

Disability Resource Center  
20 Dodge Hall  
617.373.2675                      617.373.2730 (TTY)  
[www.northeastern.edu/drc](http://www.northeastern.edu/drc)

## **EQUAL OPPORTUNITY POLICY**

Northeastern University is an equal opportunity/affirmative action/Title IX educational institution and employer.

Office of Institutional Diversity and Inclusion  
125 Richards Hall  
617.373.2133  
[www.northeastern.edu/oidi](http://www.northeastern.edu/oidi)

## **HUSKY CARD SERVICES**

4 Speare Commons  
617.373.8740  
[www.northeastern.edu/huskycard/](http://www.northeastern.edu/huskycard/)

Please refer to the Residence Hall and Dining License Agreement or the Meal Plan at <http://www.northeastern.edu/huskycard/meal-plans/> for meal plan options and applicable restrictions.

- Visit the Dining Services Web site for hours of operation and menus at [www.nudining.com](http://www.nudining.com)
- Husky Dollars and Dining Basics  
Visit the Husky Card Services website for additional specifics about the program and to view the extensive list of vendors who accept the card.

### *Free Print Allowance*

Northeastern University offers all students a free print allowance. The free print allowance can be used at the printers in residence halls, the Snell Library, and various other locations throughout campus. For more information, please go to [www.northeastern.edu/huskycard/services/print-allowance/](http://www.northeastern.edu/huskycard/services/print-allowance/)

## **TECHNOLOGY AND COMPUTER ASSISTANCE**

### *Information Technology Services*

*ResNet Resource Center*  
4 Speare Commons  
617.373.7967  
[resnet@northeastern.edu](mailto:resnet@northeastern.edu)  
[www.northeastern.edu/resnet](http://www.northeastern.edu/resnet)

*ITS Service Desk*  
Snell Library – First floor  
617.373.4357 (xHELP)  
[help@northeastern.edu](mailto:help@northeastern.edu)  
[www.northeastern.edu/its](http://www.northeastern.edu/its)

### *Cable*

HuskyCable HDplus, a combination of two different cable TV services included in the room rate, is provided to students living on campus. HuskyCable HDplus includes:

- Broadcast cable television: HuskyCable HD – Northeastern University’s cable television service, offers more than 60 broadcast and premium channels.
- Internet Protocol television (IPTV): XFINITY On Campus™ – offers online access to live streaming TV, on demand shows, and movies. Currently this service is provided through a partnership with Comcast, providing access to 200 live TV channels as well as thousands of XFINITY On Demand™ shows and movies.

These services are only available to students living in Northeastern-owned residence halls. For access to HuskyCable HD you will need a coaxial TV cable and a television with a QAM digital tuner – cable boxes are not required. Residence Hall rooms have cable port(s) available for connection. If you have questions about HuskyCable XFINITY on Campus or HDplus, please contact the ResNet Resource Center at 617.373.7967 or [resnet@northeastern.edu](mailto:resnet@northeastern.edu). More information can be found at [www.northeastern.edu/its/services/huskycablehdplus](http://www.northeastern.edu/its/services/huskycablehdplus)

Students living in Leased Properties do not have access to Northeastern’s networks or HuskyCable HDplus. Local service providers are able to offer cable TV and/or Internet services at your own expense. Students receive a \$100 credit on their tuition account the sixth week into the semester to assist with this additional cost. Summer term students receive a \$50 credit the third week into the term. Law students will receive a \$75 credit per quarter. If you have questions about the tuition credit, please speak with Housing and Residential Life.

### *Telephone*

Students will need to provide their own telephones for landline service. Please call 1.800.VERIZON (1.800.837.4966) to either activate telephone service, or to reach support.

## **OFF CAMPUS STUDENT SERVICES**

226 Curry Student Center

617.373.8480

[www.northeastern.edu/offcampus](http://www.northeastern.edu/offcampus)

Off Campus Student Services is dedicated to serving the needs of all students who reside off-campus or commute from home.

They provide resources, education, and programs to keep you connected to campus, informed of campus activities and services, and promote positive connections between you and your community neighbors. Off

Campus Student Services can help with landlord issues, keep you informed on renter's rights, and assist you in searching for off-campus housing.

Visit Northeastern's Apartment Search Database for local property listings and to find roommates and sublets.

[www.northeastern.edu/offcampus/apartment](http://www.northeastern.edu/offcampus/apartment)

### **O.P.E.N.**

307 Ell Hall

617.373.4459

[www.northeastern.edu/open](http://www.northeastern.edu/open)

The Office of Prevention and Education at Northeastern (O.P.E.N.) is the office within Student Affairs that provides education and programming for Northeastern students on topics related to alcohol, other drugs and sexual violence prevention. O.P.E.N. provides supportive, confidential, and non-judgmental 'check in' services for Northeastern students related to substance use. O.P.E.N. works in conjunction with the Violence Support, Intervention and Outreach Network (ViSION) to coordinate sexual violence prevention and programming.

### **PARKING ON CAMPUS**

For information on cars and parking, reach out to Student Financial Services.

Student Financial Services

354 Richards Hall

617.373.7010 (voice)

[www.northeastern.edu/parking](http://www.northeastern.edu/parking)

### **RESIDENTIAL MAIL SERVICES**

#### *Residential Mail Services (ResMail)*

7 Speare Hall, Lower Level and 716 Columbus Avenue (Basement)

617.373.5108                      617.373.4019 (TTY)

[www.northeastern.edu/mailservices](http://www.northeastern.edu/mailservices)

#### *United States Postal Service*

Astor Station

207 Massachusetts Avenue

Boston, MA 02115

800.ASK.USPS (voice)

877.889.2457 (TTY)

#### *Delivery of Services*

Northeastern University assumes no liability for delay or failure to provide educational or other services for facilities due to causes beyond its

reasonable control. Causes include, without limitation: power failure, strikes by University employees or others, damage by natural elements, and acts of public authorities. The University will, however, exert reasonable efforts, when it judges them to be appropriate, to provide comparable services, facilities, or performance; but its inability or failure to do so shall not subject the University to liability.

## **VISION**

Violence, Support, Intervention and Outreach Network (ViSION) brings together a network of campus and community allies focused on providing violence prevention, response, and education for Northeastern students. The major on-campus allies associated with ViSION are University Health and Counseling Services, Office of Student Conduct and Conflict Resolution, Residential Life, Northeastern University Police Department, Office of Prevention and Education at Northeastern, and Office for Gender Equity and Compliance. The network allows students to seek services and support from numerous entry points.

### **VISION OFFERS:**

- Training and education in prevention and response to sexual assault, interpersonal violence, stalking, and hate crimes
- Access to immediate and confidential medical and counseling services
- Referral to compassionate and skilled legal services
- Public awareness presentations
- Assistance and support in planning programs focused on sexual assault, violence prevention, and healthy relationships

Visit the ViSION Resource Center at 106 St. Stephen Street during walk in hours or email ViSION at [vision@northeastern.edu](mailto:vision@northeastern.edu) to set up an alternative time.

More information about ViSION can be found on their website: <http://www.northeastern.edu/vision/>

## **UNIVERSITY HEALTH AND COUNSELING SERVICES**

135 Forsyth Hall  
617.373.2772 (voice)  
617.373.2601 (fax)  
[www.northeastern.edu/uhrs](http://www.northeastern.edu/uhrs)

## TELEPHONE RESOURCE LIST

Comcast (Leased Properties only)	617.787.6616 (voice)
Dining Services	617.373.2530 (voice)
Disability Resource Center	617.373.2675 (voice)
Financial Aid	617.373.3190 (voice)
Fire	911 & 617.373.3333 (voice)
Police and Medical Emergencies	617.373.3333 (voice)
Housing and Residential Life	617.373.2814 (voice)
Information Technology Services	617.373.4357 (voice)
Snell Library Hours of Operation	617.373.4976 (recorded)
Library Reference Desk	617.373.2356 (voice)
Northeastern University Police Department	617.373.2121 (voice)
Off Campus Student Services	617.373.8480 (voice)
Office of Prevention & Education	617.373.4459 (voice)
Residential Safety Office	617.373.3499 (voice)
Registrar's Office	617.373.2300 (voice)
Resident Student Association	617.373.8682 (voice)
ResMail	617.373.5108 (voice)
ResNet	617.373.7967 (voice)
Security Escort Service	617.373.2121 (voice)
Student Conduct and Conflict Resolution	617.373.4390 (voice)
Telephone Service Local: Verizon	617.956.8201 (voice)
University Health & Counseling Services	617.373.2772 (voice)