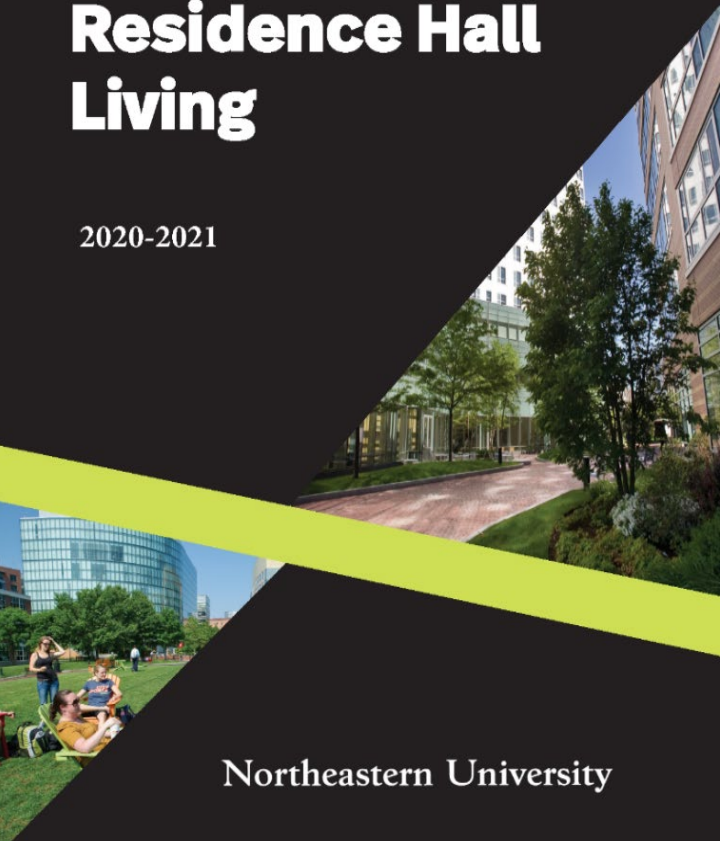


Expectations and Community Standards

# Guide to Residence Hall Living

2020-2021



Northeastern University

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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.

Each University housing facility is managed by a Residential Life staff member who supervises a trained staff which includes Student Graduate Assistants and Student Resident Assistants who have the authority to enforce the License Agreement, Guide to Residence Hall Living, and Code of Student Conduct.

Housing and Residential Life

4 Speare Commons, Speare Hall, Lower Lobby

617.373.2814 (voice)

800.240.7666 (voice/outside of Boston)

617.373.8794 (fax) 617.373.4019

(TTY) [housing@northeastern.edu](mailto:housing@northeastern.edu)

(email)

[www.northeastern.edu/housing](http://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, Code of Student Conduct, the Student Organization Resource Guide, and this guide. If these policies are violated, students may be subject to disciplinary action, which may include removal from University Housing, referral to the Office of Student Conduct and Conflict Resolution, separation from Northeastern, or referral for criminal prosecution. Addendums may be added to this guide at any time, please see the web version for the most updated version.

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 Code of Student Conduct 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) [osccr@northeastern.edu](mailto:osccr@northeastern.edu)  
(email)

### STUDENT CONDUCT:

#### UNIVERSITY EXPECTATIONS FOR ON AND OFF CAMPUS

The purpose of the Code of Student Conduct is to set expectations for behavior that promotes 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.

Students are prohibited from engaging in any of the following behaviors: conduct in/or about any University facility that poses a threat to the health and safety of themselves, others, or property; behavior that interferes with the rights or well-being of others; or personal actions that violate any provision of this agreement, or any rule, regulation, or policy of the University, or any applicable law.

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/code-of-student-conduct/](http://www.northeastern.edu/osccr/code-of-student-conduct/).

### COVID-19 POLICIES

#### *Covid Guest Policies:*

During COVID-19, per Northeastern University and Massachusetts regulations and guidelines, there will be no guests, visitors, or additional occupants allowed in residential assigned bed spaces during this time; this includes neighbors within your residential building.

#### *COVID-19 Student Safety Requirements:*

- Face coverings must be worn at all times—both inside campus buildings and in outdoor spaces on campus. Face coverings are required in

residence hallways and common areas but may be removed inside the students assigned bed space.

- To minimize close contacts, you must maintain healthy distancing of 6 feet and avoid gatherings.
- All students must complete the Expectations for Return to Campus Attestation Form.
- All students must comply with regularly scheduled testing. Students must use the COVID-19 Test Scheduler.
- Students must complete a daily health assessment to check for COVID-19 symptoms by using the Daily Wellness Check tool.
- While on campus, students must have their Husky ID visible.
- Don't share eating utensils. Wash your hands frequently for a total time of 20 seconds. Clean and sanitize your spaces and high touch surfaces.
- All students must participate in contact tracing
- All students must comply with public health guidance and university protocols and policies
- All students must adhere to the university's safety guidelines both on- and off campus. All students must avoid situations both on- and off campus where mask wearing and healthy distancing are not possible or not being practiced..

#### *COVID-19 Residential Building Safety Measures:*

- In the residence halls, each proctor station will be equipped with a Plexiglass barrier and with decals and signage to promote healthy distancing. Proctors will be required to wear face coverings, will screen their health and report symptoms of sickness before every shift, and will sanitize their stations frequently. The CBORD Mobile ID will provide an option for contactless entry and, in some residence halls, students will be able to tap their Husky Card on a foyer reader to enter.
- Residence hall stairs and hallways will be marked with signage to direct traffic flow. Elevators will have occupancy limits with clear markers on how to enter and exit and where to stand. Laundry rooms will have occupancy limits and options for MobileID pay. Study spaces will have occupancy limits with decals and signage to promote healthy distancing at study tables.
- For residences managed or leased by Northeastern, we will take additional precautions to promote cleaning and sanitation. Residence hall common spaces will be cleaned daily, with high touchpoints cleaned at least three times a day. In first year residences with common bathrooms, facilities staff will clean bathrooms three times a day. In upperclassman residences with shared bathrooms and/or shared kitchens, Northeastern

will provide students with a starter cleaning kit of standard household products at move-in. Electric hand dryers will be disabled and touchless paper towel dispensers installed across campus.

### *Additional COVID-19 Information*

At anytime, Northeastern University & Massachusetts COVID-19 guidelines & protocols are subject to change. For the most updated information on residential & campus building safety measures, please visit:

- <https://news.northeastern.edu/coronavirus/>
- <https://northeastern.sharepoint.com/sites/COVID-19FAQs>
- <https://www.mass.gov/info-details/covid-19-updates-and-information>

### 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.

A person under the age of 21 is prohibited from being in the presence of alcoholic beverages in the residential housing provided and/or arranged

by Northeastern, with the following exception: an individual under the age of 21 who has a roommate of legal drinking age may be in the presence of an open container of alcohol in the room only if the roommate of legal drinking age is also present. Non-roommates who are under the age of 21 may not be in the room when alcohol is being consumed by the of-age roommate.

## 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. All residence hall entrances automatically lock between 3 AM and 6 AM. Residents needing to access the residence hall during these hours must use their Husky ID Card on the external card reader to open the door.

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 their Husky ID Card at all times. Students are not allowed to share their Husky ID Card 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 through the Office of Student Conduct and Conflict Resolution, and, in some cases, may result in the cancellation of the Residence Hall and Dining License Agreement or loss of guest privileges.

### *Lost Husky ID*

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

Husky Card Services  
4 Speare Commons  
617.373.8740

Public Safety/Northeastern University Police Department (Replacements only\*)  
716 Columbus Place  
617.373.2121

\*Cards printed when Husky Card Services Office is closed

Facilities Customer Service (Replacements only\*)  
Gainsborough Garage, under canopy

10 Gainsborough St.  
617.373.2754

\*Cards printed when Husky Card Services Office is closed

If a student's Husky ID Card is malfunctioning, the student can get a replacement card for free as long as the student brings the malfunctioning card to Husky Card Services.

### *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. Students are not permitted to make duplicate keys or give keys to guests. Violation of this policy will result in disciplinary action through the Office of Student Conduct and Conflict Resolution, and, in some cases, may result in the cancellation of the Residence Hall and Dining License Agreement. Lost keys will result in a \$150 charge for a core change/lock update. Lost key fobs for those residing in Douglass Park are replaced at a fee of \$50 per lost fob.

### *Lockouts*

Students are responsible for carrying their key(s) and Husky ID at all times. If a student is locked out of their room, they should follow the instructions below.

- Find the staff member on duty by reporting to the building/complex's RA office, to arrange for re-entry. When staff members are not in the building, they may be contacted through the proctor.
- If the lock-out is during a time when the office is closed and no staff member is on duty, students may not be able to gain access to their room until the building/complex's RA office is open or the staff member on duty is available.
  - o It can be up to a two-hour wait Monday through Friday. The Residential Safety Office (RSO) can assist with contacting staff.
  - o For more information, contact RSO at 617.373.3499.
- Off-duty staff members are not obligated to respond to a lockout.

Students who repeatedly require staff to open doors will face disciplinary action. After three lockouts in a semester, a student will be issued a fine.

### **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 failing to comply with the reasonable directions of University officials, failure to present your Husky Card when requested, and verbal or physical abuse, threats, or harassing language toward staff, will not be tolerated and may result in disciplinary action through the Office of Student Conduct and Conflict Resolution.

## GUESTS (VISITORS AND OVERNIGHT)

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 or that building. 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 guests who are not assigned to their residence hall room and signed-in guests and their actions.

- For signed-in guests who are not residents of that building, they 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 Student Resident Assistant on duty or to a member of the Residential Life staff or to Northeastern University Police.

Residents who have guests without picture IDs must obtain a guest pass from a Residential Life Professional staff member 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 the age of 16 may not stay overnight.

Students may have no more than three visitors signed in or present in their assigned bedspace at any one time.

- The one exception is for apartment-style residences that can have up to five visitors signed in or present in their assigned apartment 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 an agreement cannot be made, students may call upon a staff member to help resolve the problem.

- Permission must be secured of all 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 in University Housing for a longer period is not considered a guest, and the host will face disciplinary action through the Office of Student Conduct and Conflict Resolution 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 and/or other rental sites/platforms.

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 through the Office of Student Conduct and Conflict Resolution.

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 The Office of Student Conduct and Conflict Resolution.

- Residents (Host) are responsible for seeing that their guests follow regulations and are liable for any infractions or building damage done by their guest(s).
- Guests may not use or be in possession of a resident's key or Husky ID Card. Violations may result in cancellation of guest privileges and/or disciplinary action through the Office of Student Conduct and Conflict Resolution against the resident.
- Visitation and sign-in procedures may be limited or suspended when conditions such as power outages, severe weather, health, safety or welfare poses a threat to the operation of a building.
- Students with disabilities who require the services of a personal care attendant (PCA), should contact the Senior Director of Residential Life.
- The Senior Director of Residential Life or a designee will coordinate arrangements for the PCA to have access to the student's residence hall.

## 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 in University Housing 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

## PACK AND STORE PROCESS

If belongings of apparent value are left in a student's room, suite, or apartment after their Residence Hall and Dining License Agreement has expired or has been terminated, the student's belongings will be packed and stored in an on-campus storage unit. Before the pack and store is initiated, students will be contacted via their Northeastern email account and will have 48 hours to retrieve their belongings. If the student does not retrieve their belongings within 48 hours of being contacted, their belongings will be packed and stored and their accounts will be charged \$500.

## APPROVED ANIMALS & PETS

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

**Service Dogs and Emotional Support Animals-** Persons with documented disabilities who are requesting to bring a service dog or other emotional support animal must contact and submit appropriate documentation to the Disability Resource Center prior to the animal being moved into University Housing. Students with approved service dog or emotional support animals are required to follow the expectations and instructions pertaining to their animal as communicated by the Disability Resource

Center. Students will also be required to get an ID sticker for the approved animal to be placed on the student's Husky Card.

### EXTERIOR POSTING POLICY

Students residing on campus in University Housing may not display or post any messages and/or have signs that are visible through a window outside of their room or apartment. Students may not hang, drape, or post anything outside of their windows or attach 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.

### INTERIOR POSTING POLICY

Posters and/or flyers that are hung up in University Housing communities without the approval stamp will be removed (with the exception of Student Resident Assistant or Hall Council flyers). In order to have posters approved, stamped, and distributed in Residence Halls, a total of 35 posters/flyers must be delivered to the Housing & Residential Life Customer Service Desk at 4 Speare Commons. Once approved the posters will be distributed to Hall Staff to be posted.

Any advertisement must adhere to the following standards, in addition to those outlined in the Student Organization Resource Guide, published by the Center for Student Involvement (CSI).

- Advertise a Center for Student Involvement (CSI) recognized student organization, club/intramural sport team or a Northeastern University department
- Have a Northeastern University recognized email address (@northeastern.edu). Gmail addresses are approved as long as they are the same as what appears on an Engage profile.
- Cannot advertise for an event occurring off of the Northeastern University campus without the approval of CSI
- Must have a Date, Time, and Location
- Cannot have pull tabs
- If the event is paid for by the Student Activity Fee, the poster must include the logo indicating this.
- No foul or obscene language or images (Must adhere to the Code of Student Conduct – consult the Student Handbook)

## PROPERTY DAMAGE

Students are responsible for the care of University and leased property in rooms, facilities, lounges, public areas, and campus in general. Students are prohibited from defacing, damaging, or otherwise altering their licensed room, suite, apartment, or any other part of the residence hall. This can include but is not limited to: use of nails, screws or other materials that defaces surfaces. 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 through the Office of Student Conduct and Conflict Resolution may also result. Any charges will be placed on your University account.

All Northeastern resident students are strongly encouraged to secure Renter's Insurance. Students should inquire if they can add an off-site "renter's rider" to an already existing homeowners policy. For more information on approved vendors, and more information about Renter's Insurance, visit the housing vendor website under Personal Property Insurance for College Students:

<https://www.northeastern.edu/housing/vendor-information/> or contact the Department of Housing and Residential Life.

## 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. Students will receive notice when these checks will occur. 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 is believed to be threatened. Submitting a Facilities Work Order Request grants permission for facilities to access a student's room or apartment to address the concerns communicated in the work order. University staff may also enter any space listed as "vacant" to inspect and prepare the space for a new arrival. Finally, staff may also enter the premises for any damage assessment, maintenance concern, or if otherwise permitted by law. For Leased Properties residents, building management may need to enter spaces for a variety of reasons in order to address maintenance concerns and maintain building upkeep. Residential

Life staff, when notified, will work to provide notice to students whenever that is taking place.

## ROOMMATE CONFLICT

If at any time a student is not comfortable living with someone either in their room or apartment, students should contact their Residential Life staff to assist them in addressing the situation if they do not feel comfortable addressing the situation themselves.

## SALES AND SOLICITATIONS

Sales of material or solicitations of any kind are also prohibited without the express written permission of designated officials. Residence hall students 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 dining halls, 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. For more information, please visit: <http://www.northeastern.edu/smokefree/>

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 through the Office of Student Conduct and Conflict Resolution if found in violation.

The use of tobacco, smoking-related products intended to mimic tobacco products, or the smoking or vaping of any other substance is prohibited on campus and in University Housing. This includes, but is not limited to cigarettes, cigars, cigarillos, smokeless tobacco, electronic cigarettes, pipes, pens, bidis, and hookahs. This does not include nicotine gum or patches.

## SPORTS ACTIVITIES

Sports activities are not permitted inside University Housing 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 University Housing.

## 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 through the Office of Student Conduct and Conflict Resolution and may result in disciplinary action through outside law enforcement agencies.

- Firearms or explosive agents of any kind. Examples include but are not limited to:
  - BB guns and paintball guns
  - Starter's pistols
  - Ammunition and gun parts
  - Fuel and/or accelerants
  - 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
  - Nunchaku (karate sticks)
  - Studded belts and bracelets
  - 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 Senior Director of Residential Life or their designee can authorize a search of a student's room in certain situations involving the safety, security, and/or well-being of residents. Although not required by law, the student should be present during a search.

## **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. Please contact Northeastern University Police Department (NUPD) if you have any concerns.

### **BLUEBIKES**

Bluebikes is the 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.bluebikes.com](http://www.bluebikes.com) to find out more about this green transit option.

### **CLEANLINESS**

It is the expectation of the Department of Housing and Residential Life that each student living in University Housing is responsible for the neatness and cleanliness of their living environment. This includes bedroom, kitchen, bathroom, and common living areas, and/or shared community spaces (i.e. bathrooms, common rooms, lounge spaces, study spaces, communal bathrooms, hallways, etc) 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 and fellow residents and/or residential life staff, 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 through the Office of Student Conduct and Conflict Resolution.

## 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 permitted to remove furniture from their rooms. The one exception is that students are able to bring a small desk chair, but the university supplied chair must remain in their assigned space and cannot be removed. For fire safety and other health reasons, residents are not permitted to add personal furniture to their room/apartment. Students will be billed for furniture replacement or repairs (other than those occurring as a result of normal wear and tear).

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 University housing, especially mattresses. If there is a concern about bedbugs or other furniture related issues, please fill out a Facilities & Residential Life Work Request through myNortheastern (<https://my.northeastern.edu/>) and notify your residential life staff member.

### *Medical Needs Requiring Housing Accommodations*

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. In order to receive housing accommodations, the University requires that you provide documentation of your disabilities to the DRC so that they may identify if/what accommodations may be necessary, and arrange with Housing and 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 University Housing. Bed

risers are permitted in the residence halls. Beds can also be raised on their legs through submitting a work request with facilities.

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.

## ROOM REPAIRS

If room repairs are needed, complete a Facilities & Residential Life Work Request, available on myNortheastern (<https://my.northeastern.edu>).

## COMMON AREAS

Common area furniture is for the enjoyment of all residents and must not be removed from the common space. Students who move common area furniture to student rooms or remove it from the building may be subject to disciplinary action through the Office of Student Conduct and Conflict Resolution.

## LAUNDRY FACILITIES

Most University Housing complexes have washing machines and dryers. The University is not responsible for any personal belongings left unattended. Washing machines cannot be used to dye clothing. Please see instructions in laundry rooms that detail proper laundry machine usage or consult building staff with any questions. To resolve any problems regarding laundry, please contact Mac Gray directly at 1.800.MAC.GRAY or download the CSC ServiceWorks Service App from the App Store or Play Store, and scan the barcode on the washer/dryer to report a problem.

### *Laundry Bucks*

- Laundry Bucks is an allowance that is applied to Husky ID cards that students can use in the residence hall laundry rooms in University Housing.
- Students cannot add more money to their Laundry Bucks account, however, they can add money to their Husky Dollars via myNortheastern portal using a credit card or ECheck (NUPAY).
- Every undergraduate, graduate, or law student living in Northeastern University Housing receives Laundry Bucks.
- Students receive \$45 per semester (Fall and Spring). Summer I and II students are given \$22.50 for each summer term. Law students receive \$36 per quarter. Students living in a Leased Property will receive \$45 in Husky Dollars per semester. Summer I and II students in Leased Properties are given \$22.50 in Husky Dollars for each summer term.
- Remaining Laundry Bucks will be lost by the end of the Summer II term.

## PAINTING

Students may not paint or make any alterations to the walls in their rooms, suites, or apartments. If students are concerned about the condition of the walls in their room, complete the Facilities & Residential Life Work Request, available on myNortheastern (<https://my.northeastern.edu>)

## RESIDENTIAL PUBLIC SPACE

- Only Northeastern University organizations and departments may use public space in University Housing (i.e. common spaces, lounges, etc).
- Organizations using public space must adhere to the solicitation policies found in the Code of Student Conduct.
- Requests to use public space must be made to the 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](https://northeastern.edu/housing) to view storage options under Vendor Information.

## FACILITIES & RESIDENTIAL LIFE WORK REQUEST

Follow the instructions below to access the Facilities & Residential Life Work Request:

1. Log in with your myNortheastern account credentials (<https://my.northeastern.edu>)
2. Go to the Services and Links tab.
3. Go to the section Campus Space & Events
4. Select Facilities & Residential Life Work Request
5. Fill out the form according to your need and be as specific as possible.

Submitting a Facilities & Residential Life Work Request grants permission for facilities to access a student's residential space for repair. It is the responsibility of the student to inform the other students in their room/apartment of the submission of a Facilities & Residential Life Work Request and the pending entry of a facilities staff member.

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 Security Office (RSO)

Speare Hall, Upper Lobby

617.373.3499 [www.northeastern.edu/housing/residential-security-office/](http://www.northeastern.edu/housing/residential-security-office/)

### NORTHEASTERN UNIVERSITY POLICE DEPARTMENT (NUPD)

716 Columbus Ave, Boston, MA 02120

<https://nupd.northeastern.edu/>

#### *Building Security*

The Residential Safety Office is located in the upper lobby of Speare Hall and is open 24 hours a day. It is responsible for all residence hall access through proctor stations, include assisting residents and families, maintaining a special access list, contacting residence life staff, notifying Northeastern University Police Dept. (NUPD) of any security concerns or emergencies.

Please follow the guidelines below in order to maintain safety for yourself and your community:

- 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 Northeastern University Police Department (NUPD) immediately.
- Never sign strangers or anyone you are not willing to be responsible for into your building. If a conduct violation occurs from a guest that you have signed in, you will be held responsible for your guest's behavior.
- Keep your Husky ID Card and keys with you at all times.
- Use only the main entrances to residential 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 Northeastern University Police Department. All non-emergency

egress routes (stairwells, hallways, etc.) should only be used for entering and exiting an area and should not be used for loitering.

- If you live in an apartment, make sure that your external door/apartment door is always locked.

- To secure your possessions and privacy while you are away, be sure to lock your door(s), windows, and riser restrictors when applicable.

Riser restrictors are located on all first-floor window frames and on those windows that open onto fire escapes.

- Students living in leased properties should read and follow the additional materials they receive concerning safety, security, and fire safety.

For more information on safety and security visit the Residential Security 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 University officials, including staff from Housing and Residential Life, Northeastern University Police Department, Facilities Department, and local emergency officials.

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 contact your Residential Life building staff if you have any questions or concerns.

Please refer to the Northeastern University Police Department NUPD website to find resources related to emergency planning (<https://nupd.northeastern.edu/safety/emergency-planning/>).

### *Evacuation Guidelines for Individuals Needing Assistance*

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. Please visit the following website for more information (<https://nupd.northeastern.edu/safety/general-safety-tips/emergency-guidebook/evacuation-procedures/>)

### *General Fire Safety*

Each residence hall has a fire egress drill at least once each semester. Residential Life 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, closing your room doors behind you as you leave. In an orderly fashion, please leave the building by the closest exit, either by stairwell and/or alarmed emergency exits and move away from any entrances once outside to allow others to exit and emergency personnel to enter. Never use the elevators. When outside, follow the direction of your hall staff, Northeastern University Police Department (NUPD), the City of Boston Fire Department, and or/ other local emergency officials and wait for further instructions. If possible, wear a coat and shoes and carry a towel to use in case there is smoke on your egress route. Keep these items easily accessible for emergency use, along with your keys and Husky ID Card, since it may be hours before you are permitted to reenter.

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, do not vacate in a timely manner, or who return into the building during a drill or alarm will be subject to disciplinary action through the Office of Student Conduct and Conflict Resolution.

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 or other personal items 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	319 Huntington Avenue
Kennedy Hall	407 Huntington Avenue
Loftman Hall	Rubenstein Hall
Light Hall	

Please contact Residential Life 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 through the Office of Student Conduct and Conflict Resolution and may be subject to disciplinary action through other law enforcement agencies.

### *Fire Safety Regulations*

To minimize the risk of fire, students demonstrating any of the following behaviors will be subject to disciplinary actions through the Office of Student Conduct and Conflict Resolution that may include the loss of University 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.
- Improper use of kitchen equipment which includes but is not limited to leaving the apartment with the oven/stove on, failing to notify Residential Life staff or Northeastern University Police Department (NUPD) if there's a fire or excessive smoke in the apartment as a result of cooking, etc.
- 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, or leave in a timely manner, at the sound of a fire alarm or when so directed by Residential Life staff, Northeastern University Police Department (NUPD), or other emergency personnel.
- Obstructing any egress route or using an emergency egress route (i.e. alarmed doors, fire escapes, etc) for non-emergency purposes.
- Covering more than approximately 1/2 of room walls or 10% of an apartment door or room with any kind of decoration, wrapping or covering. This could include but is 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.
- Students are not permitted to alter, expand, or modify any electrical components, nor connect devices that control electrical current in their rooms (i.e. smart outlets, smart lights, etc.)
- Students may not install any lock device that prohibits University personnel from entering the building, or any part of the licensed space. Prohibited devices include, but are not limited to: dead bolts, door chains, slide bolts, lock sets, smart locks, and/or security devices or systems.

#### Prohibited Items:

- Using unauthorized appliances like halogen lamps and fog machines.
- 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 or smoking devices in University Housing.
  - These pipes involve the burning of smoldering ashes, which present a fire hazard.
- Using and/or possessing Salvia or any other drug.
- Natural Christmas trees, menorahs that utilize open flames, paper decorations, or neon signs.
- Rechargeable transit devices such as electric skateboards, hoverboards, motorized or battery-operated scooters, etc. are prohibited except for assistive devices permitted through a registered accommodation with the Disability Resource Center.
- Open flames like candles and incense are strictly prohibited in all residential facilities.
  - Candles for religious observances are permitted at other locations on campus.
- No string lights of any kind are permitted in the residence hall. This includes rope lights, holiday lights, etc.
- No tapestries or flags of any kind are permitted to be hung on the walls or ceilings, especially covering lights or fire safety equipment.
- No covering lights of any kind.
- No personal furniture. The only exception includes one personal desk chair.
- No curtains of any kind should be hung in the residential buildings. The only exception includes shower curtains and they are only permitted to be used in the bathroom showers.



### *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. All electrical devices must be UL listed.

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

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

\*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 and items found outside of the kitchen will be subject to disciplinary action through the Office of Student Conduct and Conflict Resolution. 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 have the UL trademark, and never plug an electrical device with a thick cord into a thinner extension cord. Other important tips to keep 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.

## **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 myNortheastern. Based on the information provided on myNortheastern you will receive email, text, and voicemail messages from NU Alert for weather and other emergencies. Students can also opt-in for Text Advisories by texting NUPDADVISORY to 226787. These are targeted messages that do not rise to the level of alerts/warnings but is important information about particular areas on or near to campus. 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. Arrangements for an escort can be made at any time by contacting the Northeastern University Police Department at 617.373.2121 or 7-1-1 to communicate with Telecommunications Relay Services if you are Deaf or Hearing Impaired.

### *RedEye Off-Campus Safety Escort*

If you need a ride at night, the RedEye—an off-campus safety escort—is available for students who live within two miles of the center of campus.

Every night from 7 p.m. until 6 a.m., the RedEye van will pick students up at Snell Library. In order to use this escort, you must book a ride in advance using the RedEye App or you can book a ride at the RedEye dispatch center located at the Northeast Security office in the Ruggles Substation.

### *Blue Light Phones*

Our Boston Campus is equipped with over 100 Blue Light Phones. These phones are equipped with both emergency buttons and dialing capabilities. When reporting an emergency press the emergency button. A dispatcher will answer and ask you if the call is an emergency and will ask for certain information. Please stay on the line. Do not hang up. Constant contact with the dispatcher is essential. Officers will be dispatched to your location immediately. Please review the following directions.

- **Emergency:** Simply open the door on the box and press the red button. This will automatically dial the University Police dispatcher Talk directly into the speaker in the center of the phone. Examples of emergency use would be crimes in progress, suspicious persons, medical assistance, traffic incidents, fires, and other incidents requiring immediate response.
- **Non-Emergency:** Press the black button or dial x2121 for a safety escort or for non-emergency inquiries

### *Medical Emergency/Healthcare*

In case of serious injury or illness, call the Northeastern University Police Department at 617.373.3333. Many Northeastern 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, NUPD will contact 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 through the Office of Student Conduct and Conflict Resolution and may be subject to disciplinary action through other law enforcement agencies:

- 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 ID Cards, 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 in University Housing. Northeastern University requires that entering first-year students live in University Housing for their first two years; this is not applicable to transfer students. Beginning with the entering class during fall 2014, University 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 wait list 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 University 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 University 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 the application and deposit procedures 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
- Unauthorized access into residential buildings or spaces outside of the terms of your housing agreement.

Additionally, 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 students' plans change and they 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 students to request an exception to any charge by Housing and Residential Life. In order to request this exception, students must complete a petition form.

Petition forms are available online at:

<http://www.northeastern.edu/housing/cancellation-deadlines/>

The petition should include all important details, as well as any supporting documentation. If the petition is granted, the student may receive a billing adjustment to their account.

#### CHECKING-IN

Failure to enter in accordance with move in dates published by Housing and Residential Life will result in formal disciplinary action and revocation of University Housing privileges.

#### 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 the students Husky email address for them 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 Student Resident Assistant (Student 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 Residential Life staff within the first week, and/or to verify occupancy with the Residence Life 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 or if the student chooses to complete a Self Check Out, they forfeit the right

to appeal any supplemental charges for damages. Even if the student is not returning to housing the following term, they are responsible for cleaning the room or apartment thoroughly and disposing of all trash properly.

To forward mail, students must add a forwarding address on the student myNortheastern 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 the office of Off Campus Housing and Support Services 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 in University Housing the following semester, contact your new building professional staff member to arrange your move before intercession begins to confirm availability. You are expected to move to your new assignment within 24 hours of the space becoming available. You should refrain from making any travel arrangements until you receive your moving date from your building staff. If you require an extension, you must get this approval from your building staff 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 through the Office of Student Conduct and Conflict Resolution. If you are unable to move into your new residence before leaving for intercession, you must remove your belongings from your current room prior to leaving for intercession, 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 through the Office of Student Conduct and Conflict Resolution.

*Check-Out Procedures*

Living in University Housing is a privilege, not a right. Failure to vacate your assigned space or utilizing a vacant space you are not assigned to, in

accordance with move-out dates published by the department will result in formal disciplinary action through the Office of Student Conduct and Conflict Resolution and could include revocation of University housing privileges. In addition, it will result in the initiation of removal proceedings, which may result in your loss of all University 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 Residential Life staff has inspected your room, apartment, or suite and that the Room/Apartment Condition Form has been completed and signed.
- Turn in your keys to a member of the Residential Life staff upon check-out. Failure to do so will result in a fee to replace all keys and locks.
- If your door is on the keyless system, you still must formally check out.
- If you choose not to 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 or internet 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 open buildings are announced each year during the spring semester; details can be found on the Housing website during late January/early February. Students interested in University 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 University Housing. First year students participating in NUterm will be provided an application, separate from the regular summer housing process.



## SUMMER II TO FALL HOUSING

Since the Summer II move-out date is firm, students who are NOT remaining in University Housing for the Fall Semester will be required to move out (on the last day of finals). Please be aware that University Housing until September 1 is not available.

## WITHDRAWALS

All students who leave their housing assignment unplanned, prior to the end of the semester, must fill out a Withdrawal Form with a member of the Residential Life 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 myNortheastern portal before leaving campus. Since procedures differ depending on whether a student is withdrawing from housing only or from both housing and the University, students should consult with a Residential Life staff member to insure that all required withdrawal paperwork is completed.

## DAMAGE/CLEANING CHARGES

The student is responsible for Northeastern University property in their room and elsewhere in the residence hall. Upon check-in and checkout, residents must complete a Room/Apartment/Suite Condition Form with Residential Life 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 check-out process with hall staff, they waive the right to appeal supplementary charges. If there is loss/damage to common areas of any University 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 University Housing privileges.

## INTERSESSION COMMUNICATION

Interession is the period between academic terms after exams have ended and before classes are in session. Important dates and times for interession and spring break are updated each term and e-mailed to all students at their myNortheastern addresses one month before the break

begins. Additional information regarding the intersession schedule is available from Housing and Residential Life staff and on their web site [www.northeastern.edu/housing](http://www.northeastern.edu/housing).

## 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 or unauthorized use of this space will result in a substantial fee and is subject to disciplinary action through the Office of Student Conduct and Conflict Resolution.

## ROOM CHANGE PROCESS

Visit the Housing website, or call the Department of 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 maintain and check their Northeastern email account while on campus, abroad, and away on co-op. All housing assignment information, important deadlines and reminders will be e-mailed. Students will be notified 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, Northeastern 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. Printed 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/uhrs/ldp/index.html](http://www.northeastern.edu/uhrs/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 for University Equity and Compliance (OUEC)  
125 Richards Hall 617.373.4644  
[www.northeastern.edu/ouec](http://www.northeastern.edu/ouec)

Northeastern University is committed to providing a living, learning and work environment that is safe and free from discrimination and harassment. At the Office for University Equity and Compliance (OUEC), staff lead efforts to maintain the University's compliance with all federal, state, and local laws pertaining to anti-discrimination, the Americans with Disabilities Act, and Title IX.

The OUEC is responsible for investigating and resolving all complaints of discrimination, harassment, and retaliation at Northeastern. The Assistant Vice President for University Equity and Compliance / Title IX Coordinator coordinates the University's response to complaints involving all forms of discrimination.

Anyone who experiences or is aware of discriminatory conduct is urged to report the matter immediately to the OUEC for appropriate response. The University's policies strictly prohibits retaliation against an individual for reporting perceived discrimination or participating in a resulting investigation.

### HUSKY CARD SERVICES

4 Speare Commons  
Speare Hall, Lower Lobby  
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/mealplans/> 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

#### ITS Service Desk

Snell Library – Second floor 617.373.4357

(xHELP) [help@northeastern.edu](mailto:help@northeastern.edu)

[service.northeastern.edu/tech](http://service.northeastern.edu/tech)

### *Television*

Students living in Northeastern-owned residence halls have online access to live streaming TV, on demand shows, and movies through XFINITY On Campus™. Available through Northeastern's partnership with Comcast, XFINITY On Campus™ offers 200 live TV channels as well as thousands of on-demand shows and movies. The university's broadcast cable television, HuskyCable HDplus, is also available and includes more than 60 broadcast and premium channels. For more information on how to connect, visit:

<https://connect-to-tech.northeastern.edu/>

### *Telephone*

To activate telephone service or support, students should call Verizon at 1.800.VERIZON (1.800.837.4966). Students need to provide their own telephones for landline service.

### *Networks and Other Technology*

Wireless and wired high-speed networks are available in the residence halls and are designed to be as compatible as possible with a wide variety of devices. To maintain secure internet access, some of these networks require students to register their devices annually to connect.

For more information on networks, television, and other key technology resources in the residence halls, visit Northeastern's student technology

guide, [connect-to-tech.northeastern.edu/students/](http://connect-to-tech.northeastern.edu/students/). The IT Service Desk also provides 24/7 walk-up, chat, and phone support.

## OFF CAMPUS HOUSING AND SUPPORT SERVICES

151 Speare Hall 617.373.8480  
[www.northeastern.edu/offcampus](http://www.northeastern.edu/offcampus)

Off Campus Housing and Support 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 the student and their community neighbors. Off Campus Housing and Support Services can help with landlord issues, keep students informed on renter's rights, and assist them 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)  
[OPEN@northeastern.edu](mailto:OPEN@northeastern.edu)

The Office of Prevention and Education at Northeastern (O.P.E.N.) provides education and programming for Northeastern students on topics related to alcohol, other drugs, sexual violence prevention, and sexual health.

O.P.E.N. offers:

- Supportive, confidential, and non-judgmental 'check in' services for Northeastern students related to substance use
- Confidential resources for students who have been affected by sexual violence at the Sexual Violence Resource Center
- Programming, presentations, training and education related to the topics of alcohol and other drugs as well as sexual violence prevention
- Bystander intervention training

- Free and discreet delivery of safer sexual health supplies to students living on Northeastern's Boston campus through the Frisky Husky program.

#### *O.P.E.N.'s Sexual Violence Resource Center*

407 Ell hall

Walk-in hours: 12pm-5pm Monday-Friday or email

[OPEN@northeastern.edu](mailto:OPEN@northeastern.edu) for appointment

[open@northeastern.edu](mailto:open@northeastern.edu)

617-373-4459

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

The Sexual Violence Resource Center is an entry point for students affected by sexual assault, sexual harassment, sexual exploitation or abuse, domestic violence and/or stalking. Students can utilize the Sexual Violence Resource Center even if an incident(s) occurred off-campus or prior to enrolling at Northeastern. The Sexual Violence Resource Center can confidentially help students navigate options related to rights, resources, and reporting including off-campus resources and/or on-campus resources such as:

- Counseling
- Medical care, including pregnancy and STI testing
- Reporting options
- Housing accommodations
- Academic accommodations
- Spiritual guidance services

#### 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.

## UNIVERSITY HEALTH AND COUNSELING SERVICES

70 Forsyth Building, suite 135  
617.373.2772 (voice)  
617.373.2601 (fax)  
uhcs@northeastern.edu  
[www.northeastern.edu/uhcs](http://www.northeastern.edu/uhcs)

University Health and Counseling Services provides medical and mental healthcare to current Northeastern students with same-day and scheduled visits. In addition, [Find@Northeastern](#) provides immediate access and connection to licensed mental health providers who are available to offer support 24 hours a day, 7 days a week.

UHCS clinicians are board-certified and licensed practitioners who provide confidential assessment and treatment of medical and mental health concerns as well as referrals to specialists in the community. Visit [northeastern.edu/uhcs](http://northeastern.edu/uhcs) for more information about UHCS including:

- Access to care: <https://www.northeastern.edu/uhcs/access-to-care/>
- 24/7 Mental Health Support: <https://www.northeastern.edu/uhcs/find-at-northeastern/>

- Northeastern University Student Health Plan (NUSHP)  
<https://www.northeastern.edu/nushp/>
- University Health Report (immunization compliance)  
<https://www.northeastern.edu/uhcs/forms/university-health-report/>
- Medical Leave of Absence (MLOA)  
<https://www.northeastern.edu/uhcs/forms/medical-leave-of-absence/>

UHCS Hours:

Monday, Wednesday and Friday	8:00 AM – 5:00 PM
Tuesday and Thursday	8:00 AM – 8:00 PM
Saturday (September through June)	12:00 PM – 4:00 PM
Most holidays	10:00 AM – 3:00 PM

WE CARE:

The We Care Office assists students who are experiencing unexpected challenges to maintain their academic progress. The staff works with students to coordinate among university offices, to offer appropriate referrals and to help develop viable options to support the students' continued success at the University. We Care also provides guidance to faculty and staff in identifying Northeastern resources and policies to help students succeed.

226 Curry Student Center 617.373.7591

[wecare@northeastern.edu](mailto:wecare@northeastern.edu)

[www.northeastern.edu/we-care](http://www.northeastern.edu/we-care)



## 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
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)
NUPD Non-emergency	617.373.2121 (voice)
NUPD Emergency	617.373.3333 (voice)
Off Campus Housing and Support Services	617.373.8480 (voice)
Office of Prevention & Education	617.373.4459 (voice)
Residential Security Office	617.373.3499 (voice)
Registrar's Office	617.373.2300 (voice)
Resident Student Association	617.373.8682 (voice)
ResMail	617.373.5108 (voice)
Security Escort Service	617.373.2121 (voice)
Student Conduct & Conflict Resolution	617.373.4390 (voice)
Telephone Service Local: Verizon	617.956.8201 (voice)
UHCS	617.373.2772 (voice)
WeCare	617.373.7591 (voice)