

Northeastern University-Seattle Campus Guide



Northeastern University Mission

Founded in 1898, Northeastern is a global, experiential, research university built on a tradition of engagement with the world, creating a distinctive approach to education and research. The university offers a comprehensive range of undergraduate and graduate programs leading to degrees through the doctorate in nine colleges and schools, and select advanced degrees at graduate campuses in Charlotte, Seattle, Silicon Valley, and Toronto.

Seattle Campus Mission

Northeastern University-Seattle, located in South Lake Union, delivers experiential education across a wide range of disciplines addressing the enduring need for creation and advancement of knowledge, for understanding our shared experience as citizens and neighbors, and for strengthening technological and practical skills that support career advancement.

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Northeastern University is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Northeastern University to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at [P.O. Box 43430, Olympia, WA 98504-3430](mailto:degreeauthorization@wsac.wa.gov) or by email at degreeauthorization@wsac.wa.gov.

The transferability of credits earned at Northeastern University is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Northeastern University will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Northeastern University to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Northeastern University will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

The Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit <http://www.wsac.wa.gov/student-complaints> for information regarding the WSAC complaint process.

For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit www.wsac.wa.gov/loan-advocacy or contact the Student Loan Advocate at loanadvocate@wsac.wa.gov.

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Purpose and Scope of the Seattle Campus Guide

The *Seattle Campus Guide* contains resources for student affairs and academic services on the Seattle Campus, as well as other locally relevant information, as authorized by the CEO and Regional Dean. For information about academic policies, services, and procedures, as well as general policies and services of Northeastern University, please refer to the [Code of Student Conduct](#), [Faculty Handbook](#), or related procedural guides, as appropriate. The *Seattle Campus Guide* contains information current as of the date of its release. However, such information is not intended to be, and should not be regarded as to be contractual, and is subject to change at the discretion of the University. March 2019

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Acknowledgement of Northeastern University's Student Handbook

The Code of Student Conduct applies both on and off campus, to all Northeastern University students, at all levels of study, in all colleges and programs locally or abroad, on-ground or online, as well as all student groups and organizations. The University establishes guidelines for the behavior of its students to promote student conduct that does not adversely affect the educational mission of the University, members of the University community, its relationship with the surrounding community, sister institutions, or co-op partners.

Students are expected to display proper respect for the rights and privileges of other members of the University community and their guests. The atmosphere in classes, laboratories, online, at University events, and residence halls must be free from undue disruption. Furthermore, students must follow the reasonable directions of University personnel. Students are expected to be honest and forthright in their course of dealings with the University. Falsification, distortion, or misrepresentation of information to the University or University officials could result in being charged with a violation of the Northeastern University Code of Student Conduct.

By accepting an access card and code to the Northeastern University Seattle campus you agree to abide by all policies outlined in the Northeastern Student Handbook, as well as the following:

Please initial next to each

___ Only authorized persons may be given access to keys/cards that permit entry to buildings and locked spaces on the University campuses. All members of the University community are responsible for cards/codes assigned to them.

___ Lost or stolen cards/codes must be reported immediately to a front desk staff member. There is a \$25 replacement fee for both a Husky ID and Access Card

___ You may not share your access card or code with anyone, nor may you use the access card or code of another student.

___ You may only enter Northeastern University facilities through the designated entry ways. For Building 401 this is door nearest the front desk located in Suite 103. For building 225 this is the door nearest the front desk in Suite 101.

___ You will not permit other students to enter from any entrance other than those designated as a point of entry.

___ You are responsible for the behavior of your guest. All guests must be signed in at the front desk and receive a visitor badge. You are expected to escort your guest at all times.

___ You must display your husky ID card on your persona at all times when in Northeastern University facilities as confirmation of identification.

___ You are responsible for the spaces you use and should return them to the state in which you found them. Use of Northeastern facilities should be related to the academic mission of the university.

Print Name

NUID

Signature

Date

Seattle Campus Resources: Staff and Academic Support

Northeastern University-Seattle students have access to in-person services and resources on the Seattle campus; these include assistance with academic planning and course registration, as well as facilities for studying and meeting. Faculty members, as well as administrative staff, are available to work with students as needed. This is intended to provide assistance that complements the university's wide-range of student support available via phone, internet, and teleconference, enhancing the student experience with a personal touch.

Link to the Seattle Campus webpage: www.northeastern.edu/seattle

Seattle Campus Information

Campus Hours of Operation

Please refer to our [website](#) to see our current hours.

Campus Closing & Change of Hours Notifications

Information about any campus closing, change of hours, or other emergency information will be posted on the Seattle Campus webpage in the "Contact Us" tab. www.northeastern.edu/seattle/contact-us/

We are a smoke-free campus. Smoking and/or vaping of any products is prohibited at Northeastern University-Seattle. Washington State law further prohibits smoking within 25 feet of entrances, exits, windows that open and ventilation intakes that serve an enclosed area.

Northeastern University does not allow pets on campus. Service Animals, or other animals approved through the Disability Resource Center are permitted.

Access to the Seattle Campus

- [225 Terry Ave N.](#) Students are issued badges for access to the campus space located in the 225 Building. These access badges operate all Northeastern access points in the 225 building during campus hours. The first access badge is issued to the student free of charge. Students are required to carry their access badges while on campus.

If an access card is lost or stolen, students must purchase a new access badge at the cost of \$25.00. The access badges must be purchased in advance, and can ONLY be

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purchased online at:

<https://commerce.cashnet.com/cashneti/selfserve/BrowseCatalog.aspx>

Once you complete the purchase, you will instantly receive an electronic receipt in your e-mail address. You may pick up your access badge at the front desk in 225 Terry Ave campus. Please contact Evan Douglass at e.douglass@northeastern.edu with questions regarding access badges.

A note on space usage: The 4th floor of this building is a designated quiet area for study and classes. For louder group work, please use the 1st floor space.

- [401 Terry Ave N., Suite 103](#): Students must enter and exit the building at the Northeastern University-Seattle entrance on the corner of Terry and Republican.

Students can enter the building and have access to the doors inside the building by entering their unique 4- or 5-digit access numbers and pressing pound (#) on the keypads located at the access points.

Due to security regulations, DO NOT use any of the side doors in the classrooms or the main door for the Institute of Systems Biology in the 401 Terry Ave N. building. It is imperative that you only enter and exit the campus at the Northeastern University- Seattle entrance on the corner of Terry and Republican.

Seattle Campus Resources: IT, Equipment, Facilities, Library

Wireless Internet

The Seattle Campus offers wireless internet access to students, faculty, as well as guests.

- Free and secure NUwave wireless internet is offered to all students of the university located on campus.
- While NUwave-Guest is available for connection as well, it offers no data encryption and is not the safest option for use.
- Students should connect to NUwave whenever they wish to access the internet wirelessly. Students use their MyNortheastern credentials to connect to NUwave.
- If you have any questions, please call the NU Help Desk at (617)-373-HELP or email seattlehelp@northeastern.edu.
- For more information, refer to the IT Services webpage: <https://its.northeastern.edu/>

Laptops Available for Loan

The Northeastern University-Seattle campus has laptops and tablets available for loan to currently enrolled students. There are also listening devices available for classrooms 402-San Juan, 409-Strawberry, and 110-Hope for hearing impaired students. All students are given access to the online campus resource check-out system. Through this system, students can view the equipment available and reserve the equipment they wish to check out.

- All technology for check-out is located in the 225 Terry Ave N. building, and must be checked out from and returned to this location.
- The standard NUnet image on laptops provides access to the Microsoft Office suite of products.
- All machines can connect to the NUwave and NUwave-guest wireless networks.
- Authentication is required for NUwave. Students use their MyNortheastern credentials to connect to NUwave.

Circulation Loan Policies

- Loaner equipment circulates to currently enrolled Northeastern University students, faculty, and staff.
- Northeastern University ID (husky cards) must be presented for checkout.
- Loaner equipment can be utilized on the campus.
- Loaner equipment can be checked out for a maximum of 5 hours.

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- Students can extend their check out if the item is available.
- Laptops can be on hold for maximum 30 minutes.
- Students can check out equipment for a longer term in case of emergency situations. Contact Aaron Jorgensen at aa.jorgensen@northeastern.edu for further details on long-term equipment check-out.

Circulation Replacement Costs

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

Husky ID Cards

- **Students are required to visibly display their Husky ID cards in Northeastern lanyards on campus as valid ID at all times. Lanyards can be obtained at both front desks.**
- Husky ID cards can also be used for printing and checking out equipment. For more information, visit www.northeastern.edu/huskycard
- How to get a Husky Card on the Seattle Campus:
 - At a scheduled campus orientation, campus staff is available to create Husky Cards for any new students.
- During designated “Husky ID Hours”, students can get their Husky ID cards printed at the front desk in the 225 Terry Ave N. building. Hours are currently Mondays from 11:00am-12:00pm and Wednesdays from 2:00-3:00pm.
- You must present a photo ID to verify your identity. The first Husky ID card is issued to the student free of charge. The replacement cost for a Husky ID Card is \$25.
- Contact Evan Douglass at e.douglass@northeastern.edu with questions regarding the Husky ID card.

Printing

- Printing is available on campus.
- At the start of the academic year, students receive a \$120 printing credit on their Husky Dollars account. The annual credit does not rollover from year to year and is non-refundable.
- The cost for printing is \$0.10 per page for Black & White and \$0.30 per page for Color. The cost of printing is automatically deducted from the student’s printing credits.

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- You can check your print allowance by logging into Student Hub and using the “Husky Card Account Balances” and “Husky Card Account Transactions” applications.
- Students are required to install the student printer software on their personal computers in order to print.

Room and Space Reservations

- Students can reserve conference rooms for study and meetings after 5 pm on weekdays and anytime during regular hours on weekends. Please contact the front desk with room scheduling requests.

Library Resources

- Northeastern University Library
 - Northeastern University Online Library - library.northeastern.edu
 - Portal for Seattle students:
 - library.northeastern.edu/gateways/seattle-students
- Local Resources
 - The Seattle Public Library
<https://www.spl.org/>
 - King County Library System
www.kcls.org

Important Northeastern University Resources

Academic Calendar

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

Graduate Student Financial Services

Student Billing and Financial Aid:

www.northeastern.edu/financialaid/aid/graduate

Information Technology Services

Link to NEU Information Services: www.northeastern.edu/its

International Student Services

Link to the Office of Global Services webpage: www.northeastern.edu/ogs

If you have any questions about your F1 status, work authorization, or other international student related questions, contact SeattleOGS@northeastern.edu

Book Store

Link to NEU Book Store: <https://northeastern.bncollege.com>

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Textbooks for some courses are available for check-out on campus. Students can view available items on the Seattle Campus's online resource check-out system:

<https://northeasternuniversitysea.ezofficeinventory.com>

A free library is located in the Game Room at the 225 Terry Ave N. building. Feel free to read, borrow, or donate a book!

Disability Resource Center

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

OSCCR – Office of Student Conduct and Conflict Resolution

Link to NEU OSCCR: www.northeastern.edu/osCCR

Lost and Found at the Seattle Campus

Items found on campus are listed on the online Seattle Resource Check-out System and can be picked up at the 225 building front desk. Items not claimed within 4 weeks are discarded.

Area Parking

- Street Parking
 - There are multiple parking lots surrounding the Seattle Campus. Some parking lots have special night & weekend prices. Several nearby Amazon parking lots are free after 5:00 pm.
- Parkopedia
 - en.parkopedia.com/parking/south_lake_union_seattle/
- Bike lockers & racks
 - **401 Terry Ave N.** - Bike lockers and bike racks are available in the garage. Students should ask for assistance at the front desk to access the lockers.
 - **225 Terry Ave N.** – Bike racks are available in the courtyard.

Public Transportation

The Northeastern University-Seattle campus is about 16 miles or 25 minutes from Sea-Tac International Airport.

From the airport, cab service is a \$40 flat rate to downtown Seattle. Once in downtown, the following transportation options are available:

- **South Lake Union Streetcar** - from Downtown Seattle directly to campus:
www.seattlestreetcar.org/slu.htm

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- **King County Metro Bus:** www.triplanner.kingcounty.gov
- **Seattle Light Rail** - *can take from airport to downtown Seattle:*
www.soundtransit.org/Schedules/Central-Link-light-rail
- **Ride-Hailing:** www.uber.com or www.lyft.com
- **Bike Sharing:** www.limebike.com or www.spin.pm

Emergency Procedures for the Seattle Campus

Floor or Building Evacuation

1. The building alarm system will be activated.
2. Take your personal belongings, and proceed to the nearest exit quickly.
3. Exit buildings via doors and stairs. Do not use elevators.
4. Assist physically challenged persons if you are able, or alert a staff member to assist them.
5. Assembly Points:
 - a. If you are in 401 Terry Ave N building: Go to the top level of the Van Vorst Plaza (just past the Banana Stand
 - b. If you are in 225 Terry Ave N building: Go to the parking lot between the 225 Building and Westlake Ave.
6. Remain in Evacuation Assembly Point until you are given further instructions by campus staff or emergency personnel.

NOTE: Extinguishers are located through the campus. Identify locations of extinguishers in advance.

Medical Emergencies and Natural Disasters

1. In the event of a **medical emergency** (for yourself or a colleague in distress):
 - a. Call 911 and provide the following information
 - i. Location
 - ii. Type of emergency (bleeding, short of breath, unconscious, etc.)
 - iii. Your phone number if they need to call you back
 - iv. Stay on the line until they hang up
 - b. Alert a staff member immediately
 - c. Do not move the victim
 - d. First-Aid cabinets as well as automated external defibrillators (AEDs) are installed in campus

2. In the event of an **earthquake**:
 - a. Move away from building perimeter and exterior glass
 - b. Take cover and hold in inner core areas of your floor
 - c. Under no circumstances should you leave the building until directed by a staff member

3. In the event of **severe weather**:
 - a. For campus closures due to a severe weather condition, students are alerted via the NU ALERT system.

Note: Please ensure your mobile phone is registered with Northeastern University to receive emergency text messages. Students can change or update their contact information by logging into the Student Hub.

For more information on Emergency Management and Preparedness, visit:
www.seattle.gov/emergency-management

Nearby Medical Facilities

<p>Swedish Medical Center (0.4 miles) Primary Care and Urgent Care Services Hours: Monday-Friday, 7am-7pm Saturday, 8am-4pm www.swedish.org</p>	<p>510 Boren Avenue N. Seattle, WA 98109 (206) 320-5200</p>
<p>Virginia Mason Medical Center (1.2 miles) Emergency Services Sports Medicine Hours: Monday-Friday, 7am-3pm www.virginiamason.org</p>	<p>925 Seneca St. Seattle, WA 98101 (206) 624-1144</p>
<p>Harborview Medical Center – UW Medicine (2.3 miles) Level I Trauma Center Mental Health and Substance Abuse Services www.uwmedicine.org/harborview</p>	<p>325 9th Avenue Seattle, WA 98104 (206) 744-3000</p>
<p>Northwest Hospital & Medical Center (7.2 miles) Medical and Surgical Services www.northwesthospitalmedicalcenter.com</p>	<p>1550 N 115th St. Seattle, WA 98133 (206) 364-0500</p>
<p>UW Medical Center – UW Medicine (3.1 miles) Emergency Services Orthopedics and Sports Medicine www.uwmedicine.org/uw-medical-center</p>	<p>1959 NE Pacific St. Seattle, WA 98195 (206) 598-330</p>

Nearby Behavioral Health Facilities

<p>Metropolitan Park East – Group Health Cooperative (0.8 miles) Assessment and Evaluation Chemical Dependency Counseling Medication Management Individual and Group Psychotherapy www.ghc.org/html/public/locations/metropolitan-park.html</p>	<p>1730 Minor Ave, Suite 1370 Seattle, WA 98101 (206) 287-4270</p>
<p>Sound Mental Health (1.9 miles) Assessment and Treatment Medication Management Crisis Response www.smh.org</p>	<p>1600 E Olive St Seattle, WA 98122 (206) 302-2200</p>
<p>Swedish Medical Center (2.2 miles) Counseling Services Inpatient Treatment Detox/Addiction Services www.swedish.org/services/behavioral-health</p>	<p>500 17th Avenue Seattle, WA 98122 (206) 320-2000</p>
<p>Associated Behavioral Health (7.8 miles) Alcohol/Drug Assessment Domestic Violence Counseling Medication Management www.abhc.com</p>	<p>4700 42nd Avenue SW, #470 98116 Seattle, WA</p>

Neighborhood Information

Campus address: located in South Lake Union

401 Terry Avenue N. Suite 103

Seattle, WA 98109

Front Desk #206.467.5492

Campus entrance is on the corner of Republican St and Terry Ave N.

225 Terry Avenue N.

Seattle, WA 98109

Front Desk #206.254.7510

Campus entrance is on the corner of Thomas St and Terry Ave N.

Local Resources & Vendors

- Visit Seattle
 - o <http://www.visitseattle.org/Home.aspx>
- Discover South Lake Union
 - o <http://www.discoverslu.com>

Final Thoughts

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

We welcome your input, feedback, and suggestions for how we can provide an outstanding educational experience for all students. Once a year, the Campus will send comprehensive survey through your student email. Your input is extremely valuable and helps the Campus ensure we continue to grow our resources and services to best fit your needs.

In addition, please always feel free to provide feedback to the [Dean](#), [Associate Dean](#) or [Director of Student Affairs](#). We look forward to collaborative, creative relationships with each of you.

