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Important Disclaimer!

This is an **unofficial** handbook and **is not** intended to be comprehensive. It **is** intended to highlight important and helpful topics for a new incoming graduate student in the College of Engineering. Because current Student Ambassadors created this handbook, and it is not produced officially through Northeastern University, any inadvertent discrepancies should default to official resources (e.g., course catalog, website, administration, etc.).





Congratulations on being accepted to Northeastern University's <u>College of Engineering</u>. We are sure you have done your research and are aware of the reputation and vision of the University, however, there is more that makes Northeastern the perfect place to pursue your graduate degree!

The College of Engineering (COE) Graduate Student Ambassadors have put together this handbook to help you in your transition to Northeastern and to Boston so that you become more easily acclimated to academic and campus life as a new addition to the Husky community! If you think something is missing or have some feedback please let us know by emailing the ambassadors – you can get to know us better through our website!

TIPS FOR USING THIS HANDBOOK

Before you get started, here are a few quick tips on navigating the handbook:

- Section 7 is specifically for international students. However, our international student readers should note that the information on different topics in this section should be considered in addition to information from the same topic in other sections applying to all students. For example, Section 4 is about job/career opportunities and resources for ALL students, whereas Section 7.3 addresses working on-campus information that applies directly to international students.
- If you are using a printed version of this handbook, you can find a full list of hyperlink URLs used throughout the handbook, organized by the sections they appear, at the end of the handbook.
- We use acronyms a lot around the COE when talking about places and organizations around NU. Here are some which are either frequently used or tend to be easily confused:

NEU & NU Northeastern University

NEU and NU are used interchangeably and usually comes down to personal preference. NU is the correct acronym for official Northeastern marketing and communication.

COE College of Engineering

This one is straightforward except for when it is used synonymously with GSE.

GSE Graduate School of Engineering

In some cases, this is used to refer to the main office in suite 130 of the Snell Engineering Building.

GSC Graduate Student Council or Graduate Studies Committee

Not all departments have a Graduate Student Council -a group of students that advocate for the needs of the student body within their respective departments, but every department has a Graduate Studies Committee. This consists of faculty members that represent/advise each department or concentration. We don't discuss them too much in this handbook, but it's helpful to be aware of the distinctions.

"Advisor"

This term can refer to a few different kinds of people you will work with during your academic career:

Faculty Advisor, Program Advisor, or Academic Advisor

This is the person listed on your acceptance/award letter (I-20 for international students). If you are a PhD student, this is typically who you primarily report to, and may or may not be your PI (Principal Investigator).

Graduate Co-op Advisor or Co-Op Coordinator

This is the person responsible for assisting you in your Co-op search and preparation for joining the US workforce. Please note that a Co-op advisor will be allocated to you once you successfully complete the course ENCP 6000 or 6100 (whichever applies to you). Please refer to the Section 4.1 for details on the Co-op program.

Student Services Advisor, Graduate School Advisor, or Program Coordinator This person is your point of contact in the GSE Office. In this handbook, we will use Graduate School Advisor.

Financial Services Advisor

If this applies to you, this is the person you will contact from the Office of Financial Services in 354 Richards Hall.

OGS

The Office of Global Services (OGS) is an active resource to 13,000 international students and scholars from 147 different nations across the world. They provide the professional expertise and support you need to maintain compliance through immigration, academic, and your employment experiences—helping you remain a valuable member of the Northeastern community

Student Employment Office

The formal name is **Office of Student Employment, Graduate Assistantships** & **Fellowships (SEGAF).** Its purpose is to help students and employers navigate the employment process and connect students with both on and off-campus job opportunities.

Employer Engagement and Career Design Office

You may hear your peers and professors refer to this as the **Career Development Office** as it changed its name in Spring 2019

At this point, you are most likely familiar with myNortheastern and we discuss some more details about it in Section 2. However, throughout this handbook, we will refer to links and resources within the portal. The figure to the right is an example of how we will display the navigation of finding or



accessing what we are referring to. Everything we navigate you to will be under the 'Services & Links' page. Therefore, the myNortheastern logo in the figure includes the reference to the 'Services & Links' page once you are logged in. Using the figure as an example, you can either search for the first gold item under the myNortheastern logo ('NU Space Scheduling Online (NUSSO)' in this instance) from the 'Home' page or the 'Services & Links' page **OR** you can follow the path directly:

myNortheastern > Services & Links > NU Space Scheduling Online (NUSSO) > Create a Reservation

► Throughout this handbook, we mention a lot of different locations and offices. When they are important in context, we have made them **bold in dark blue**, so they are easier to identify (if they have a link, they will be in **bold hyperlink style** or sometimes **underlined**).

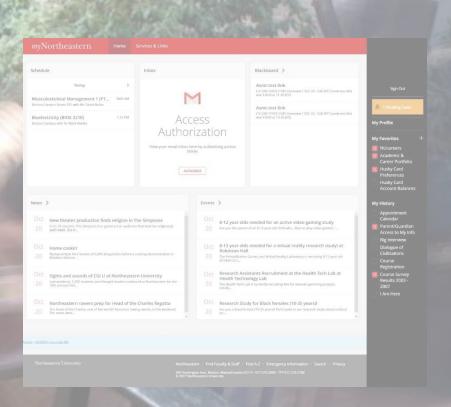
The key locations are listed in Section 9. The location specifics and applicable contact details can also be found there.

Welcome to Northeastern!





2. myNORTHEASTERN



If you are reading this, you have probably logged into <u>myNortheastern</u> at some point. myNortheastern is the University's community portal that provides access to almost every service and detail about your account that you will need as a student. Your home page is designed to act as a dashboard where you have all your schedules, preview of your email, course notifications and Student Hub access, and news and event information, all on one page.

The 'Services & Links' page contains pretty much any other service you can think of in an easily accessible list format, from financial services to commencement. You can even revisit your history of browsed links/services/webpages and mark your favorite links to appear right on your 'Home' page! Some of the other things you can take advantage of through the myNortheastern portal are:

- ► Free educational training from <u>LinkedIn Learning</u>
- Pay your tuition fee with one click
- ► Register/drop/browse courses across all (valid) departments
- Apply for jobs through NUworks as well as student employment (more about Job/Career Opportunities & Resources in Section 4)
- Book a tech support appointment for your laptop
- Download a plethora of free or subsidized software provided exclusively to Northeastern students
- Apply for a career counseling session
- Browse through the immense collection of online books and research papers made available especially for you
- AND MUCH MORE!

If the list of these service options had you lost, you can always just type a service you'd like to locate in the search bar!





3. ACADEMICS

Beyond the extraordinary quality of the education, you will receive at Northeastern, the support given by staff and faculty throughout your academic journey is unparalleled. When it comes to academics, individual professors, department administration and the COE team want to see you succeed. Should you have questions or challenges, please don't hesitate to reach out – everyone in the Northeastern community is behind you.

3.1. COURSE REGISTRATION

Master's degrees are 32 total semester hours and Ph.D. programs are 50 total semester hours (may vary by program). You can find information about course registration on the New Student Information & Orientation page. Most of our programs request that new students do not register for courses before attending orientation. If your program is not on the list on the menu above, you will register for courses after the program-specific orientation. For more details and program-specific requirements, please refer to the College of Engineering (COE) course catalog.

Students can take courses outside of their respective program course list with approval from their faculty academic advisor prior to registering for the course. Without pre-approval, they will not be counted as valid credits for pursuing your degree. Your academic advisor will help you with any specific academic issues.11

3.2. GRADUATE CERTIFICATE PROGRAMS

There are 17 different graduate certificates offered by Graduate School of Engineering (GSE) in different fields of engineering, including Data and Communications Technology, Energy, Engineering Management, Business & Leadership, and Supply Chain & Process Management. The graduate certificate programs focus on specific skills aligned with industry needs. Graduate certificates can be combined with most GSE programs, which means you can complete the required certificate coursework as part of your graduate degree. For most programs, students can double-count up to four eligible courses for a graduate degree and graduate certificate. "Eligible courses" means that the courses are allowed by the graduate degree program requirements. Students of other programs may only be able to double-count up to two eligible courses. Because four courses are required for each graduate certificate, students who are eligible to double count four courses would not need to spend extra time or money on pursuing their graduate certificates. There is no application fee for current students, but you must be in good academic standing (3.00 GPA or above) if you want to apply to a graduate certificate program. Students on academic probation will not be admitted into a graduate certificate program. Please refer to these links for more info on Certificate Options and the Requirements in the Catalog.



Not all programs allow students to pursue a graduate certificate. Please work with your academic advisor to determine if you are eligible to pursue a certificate.

3.2.1. The Gordon Institute of Engineering Leadership Certificate

Northeastern's Gordon Institute of Engineering Leadership (GIEL) offers a specialized year-long program that awards students a graduate certificate in Engineering Leadership upon completion. It can be completed both individually or concurrently with the traditional MS programs offered at Northeastern. The latter is accomplished similarly to Northeastern's other certificate programs by fulfilling some or all of the MS program's elective portion with classes required by the Gordon program curriculum. Unlike other programs, admittance to the Gordon program is earned through an additional application and separate interview process.

The mission of the Gordon program is to prepare students with the essential skills needed to lead engineering teams, projects, and organizations that supplement the heavily technical curricula in typical engineering degree programs. It comprises three key components

- ► An Engineering Leadership course that focuses on building communication skills for ethically leading organizations, project management (systems optimization, organization methodologies like Lean & Six Sigma, Agile Scrum, etc.), and market/financial analysis
- Scientific Principles of Engineering
- ► The Challenge Project, a master's level project completed by students in conjunction with a sponsoring company that sufficiently demonstrates market value for the company

The Challenge Project requires that students be employed at a company capable of supporting independent work that satisfies the requirements of the program. While most (≈75%) of Gordon students are employed at the start of the Gordon program, students without an employer at the time of application can join the program upon admittance provided they find an employer at the start of the program. This latter group of students is also required to attend weekly networking coaching sessions the summer prior to joining the program to develop important communication skills for reaching out to employers and recruiters.

More information on the program can be found here.

3.3. TUITION AND FEE PAYMENT



Bill statement of tuition & fees will be available before the start of the semester. You will find a PDF of your bill in your account by logging in through myNortheastern. This statement includes every detail of your tuition & fees payment, including the payment due date.

3.4. FINANCIAL AID

To be eligible for federal assistance, students must be U.S. citizens or eligible non-citizens. **International students are not eligible for federal financial aid** but may qualify for alternative loan financing. Additionally, graduate assistantships may be available to qualified applicants. Students interested in assistantships should contact the graduate office to which they are applying for admission. For more information, refer to the **Student Financial Services** website.



4. JOB/CAREER OPPORTUNITIES & RESOURCES

4.1. GRADUATE CO-OP

Northeastern is known for its cooperative (Co-op) education program, which began over 100 years ago. Co-op provides a unique opportunity for graduate students to integrate academic knowledge with real-world skills and techniques. Getting involved in your field of interest through Co-op will strengthen your chances of securing a full-time position after graduation. Find more details about graduate Co-op on the COE website.

There are some basic requirements for eligibility to go on Co-op:

- ► The position must be related to your field of study
- You must be in good academic standing (for most programs, GPA must be higher than 3.2)
- ► At least 16 semester hours (credits) need to be completed
- Completion of either Career Management for Engineers (ENCP 6000) or Introduction to Cooperative Education (ENCP 6100), depending on your program.
- Approval from both your academic advisor and Co-op coordinator is required

You can find more details about graduate Co-op eligibility and requirements online.

Global Co-op Program: Opportunities with global companies where students are exposed to diverse cultures and global societies. Find more information <u>here</u>.

The required Co-op courses (ENCP 6000 or 6100) are typically taught by your Co-op coordinator and are specifically designed to apply to your department or program (which means you need to make sure you register for the appropriate section). These courses guide you through developing skills in the job search, interviewing, resume and cover letter writing, etc. All Co-op coordinators help you gain access to companies who are interested in hiring a student for a Co-op position which can be found in a variety of ways, including through internal department lists, word of mouth or NUworks (Northeastern's database of job opportunities). Hundreds of domestic and international Co-op positions are filled every year and some by major companies like Amazon, Bose, IBM, etc.

Although the provided resources are extremely valuable and beneficial, you are strongly encouraged to think about 'self-developing' a Co-op position. A self-developed Co-op is a position where you self-initiate an opportunity with a company. These opportunities can be found by using outside resources such as LinkedIn or Glassdoor, in conjunction with the Employer Engagement and Career Design Office (more frequently called Career Development Office).

Co-op can last anywhere from 4 to 8 months, depending on the company and the position. A Co-op is like a typical full-time job where you work 40 hours per week. While you are on Co-op, you are still in full-time student status without being required to register for courses. Graduate students in COE are only allowed to pursue one Co-op during the duration of their academic program.

International students have additional requirements and considerations for Co-op eligibility and participation, which are discussed in Section 7.2.

4.2. EMPLOYER ENGAGEMENT AND CAREER DESIGN

The Employer Engagement and Career Design Office assists students in finding Co-ops and long-term career opportunities. Appointments can be scheduled ahead of time and the office also has specific walk-in hours every day where you can visit with quick questions or more involved endeavors like resume/cover letter advice, LinkedIn profile reviewing, mock interviews and networking coaching.

Additionally, the Employer Engagement and Career Office offers a multitude of workshops on careers, professional development, networking, and personal skill assessment. There's even more – it also holds many professional events, like career fairs, small group job search sessions, and alumni resources! They are located in 103 Stearns Center at 420 Huntington Ave.

4.3. ON/NEAR-CAMPUS EMPLOYMENT

This section addresses requirements for **ALL** students; international students should also consult the additional important information in Section 7.3.

"Student employment" refers to jobs affiliated with the University. There are two types of employment: federal work-study and general student employment. Federal work-study is a need-based federally subsidized program that provides part-time employment at various locations. Students are paid from their financial aid package. If you do not receive work-study, then general student employment is your other option.

These positions will depend on what is available at the time. <u>SEGAF</u> (most commonly referred to as <u>Student Employment Office</u>) has a portal with a database of positions that are available and is where you submit timesheets when you are employed. <u>Student Financial Services</u> provides an <u>easy to follow guide</u> that is adapted and provided here:

Once you are on the Student Employment site, choose the "Find a Job" link to initiate the job search process. You may apply for up to 20 jobs at a time.

You will be able to apply for fall semester positions a few weeks before classes start. In the meantime, here's some helpful tips:

- Be sure your resume is up to date before you begin the search process.
- Employment Eligibility Verification Form (I-9) only after you have been offered a position. Section 1 of the I-9 can be completed online through myNortheastern. Once submitted, personal identification documentation is required for processing (most students present either a U.S. passport or a photo ID paired with either a Social Security card or birth certificate.

Information for international students is available here.) Be sure to see a Student Employment representative or visit their office to submit your document(s)!

Work with your supervisor to earn up to your allotted federal work-study amount. You can monitor your federal work-study balance each week through the Student Employment site to be sure you're on track.

International Students: Most international students are not eligible for work-study and should discuss the employment type before accepting an employment offer.



 Remember – earnings from federal work-study and general student employment are not applied directly to tuition bills.
 Students are paid through direct deposit bi-weekly.





5. LIVING IN BOSTON

5.1. HOUSING

On-campus housing is limited for graduate students and thus most graduate students secure housing off campus. In general, the most common type of housing in Boston is an apartment building or a multi-unit house. The cost of living varies between different Boston neighborhoods. Below are the neighborhoods in order of proximity to the Northeastern campus (costs in USD per month).

<u>Neighborhood</u>	<u>Studio</u>	1 Bed	<u> 2 Bed</u>	<u>3 Bed</u>	<u>4 Bed</u>
Allston	1400-1600	1600-2000	1800-3000	2300-4100	3600-5400
Back Bay	1900-2400	2400-3500	3000-4650	4500-5200	6000-7000
Brighton	1400-1600	1600-2000	1800-3000	2300-4100	3600-5400
Brookline	1600-2000	2000-2600	2800-4000	3000-4000	4000-5000
Cambridge	1600-2100	2100-3000	3000-4000	4200-4800	4800-5500
Fenway	1600-2000	2000-2600	2800-4000	4000-5000	5400-6000
Jamaica Plain	1300-1600	1700-2100	2100-2800	2800-3400	3400-3800
Mission Hill	1300-1600	1500-2400	2400-3000	3000-3800	3800-4800
Roxbury	1300-1600	1400-1900	1700-2300	2000-2900	2500-3800
South End	1600-2000	2000-2500	3000-4000	3800-4500	4800-5400

Typically, housing that is closer to campus is more expensive. Both Ruggles **Station** (**Orange Line**) and **Northeastern Stop** (**Green Line**) are located on campus. If you want to save money on rent, and do not mind a longer commute, you may want to consider living further from campus.

*All numbers in \$. Table taken from Off-Campus website in Spring 2021

However, you need to take transportation expenses into account when you consider your budget and use Google Maps to view the duration of the commute before you decide.

Generally, the rental cost will be less expensive if you are willing to live with roommates. All roommates must be listed on the lease contract. No individuals may live in the apartment if they are not on the lease. Any individuals not on the lease may be evicted by the landlord.

Before signing a lease, have it reviewed by <u>Off Campus Student Services</u>. They will help you to understand your rights and responsibilities. When you sign a legally binding lease contract, you may be asked to pay first month's rent, last month's rent, and security deposit (usually one month's rent) upfront. If you use a broker to help you find an apartment, you may also need to pay a broker's fee. A broker's fee cannot exceed one month's rent.

Most apartments where students live are unfurnished and may or may not have in-unit laundry. You may buy used furniture or rent furniture through these companies. Apartment buildings with amenities such as a gym or pool will be more expensive.

Timing is important when you are looking for housing in and around Boston. A recommended timeline is available from **Off Campus Student Services** and can be viewed on "<u>Getting Started</u> - <u>Three Steps to Apartment Searching</u>". It is geared towards students enrolling in Fall, but Spring students can also use it as a reference. View more apartment search <u>tips for international students</u>.

Start Your Apartment Search:

- ► Guide to Living Off Campus Handbook
- Search for Apartments, Find Roommates, and Locate Realtors via <u>Northeastern Housing Database</u>
- ► Learn About Neighborhoods Near Northeastern
- Off Campus Student Services videos and presentations

You can join various Facebook groups and monitor them regularly for new postings. Please be wary of online scams. Never send money or sign a lease until you see the apartment in person. You can contact your student ambassador to get a link to one of our COE Grad Housing WhatsApp groups.

Additional websites with apartment listings:

- ▶ Facebook:
 - Northeastern University Off Campus Housing (within the Northeastern Community)
 - Boston Housing (Public Group)
- Craigslist Boston
- Zillow

Know Your Rights and Responsibilities:

- Rights & Responsibilities
- ► Renting in Massachusetts



5.2. TRANSPORTATION

5.2.1. MBTA - "THE T"

Massachusetts has one of the largest and oldest public transit systems in the country - with the very first subway tunnels still in use. "The T" is commonly used to refer to the subway sector of the entire MBTA (Massachusetts Bay Transportation Authority) system. There are also buses and commuter rail lines to get around Boston.

Northeastern is in a central location of the city, so it is easy to access the nearby stops or stations. Most notable is *Ruggles Station* on the **Orange Line**, located on the south end of campus. It is one of the larger bus and train stations, making it easy to travel to almost any direction from campus. Not too far from Ruggles is the *Northeastern train stop* on the *Green Line* (the *E Line* of the Green Line), which runs right on *Huntington Ave*, through the heart of campus.

Google Maps and the MBTA Trip Planner apps for your mobile devices are really helpful when you need to figure out the best way to get anywhere using public transportation. Google Maps is very intuitive, showing approximate minutes until the next ride and the time needed to walk between stations. The ProximiT for iPhones is also useful for live updates on the train, arrival times, and MBTA alerts.

As a Bostonian, you are most likely going to want to get your hands on a CharlieCard. CharlieCards and CharlieTickets are how you pay for your fare to use public transportation. A CharlieCard is plastic, like a credit card, and is reloadable with passes and dollar values. In comparison, CharlieTickets are better suited for infrequent T users and tourists. A CharlieTicket is a durable paper card and, although it can be reloaded, is intended to be a one-time use ticket. The MBTA has provided a really simple guide to help you answer the question "Should I Get a CharlieCard?" Similar to most of Boston, the name Charlie comes from a legendary story that you can read about towards the end of The History of the T.

One of the key benefits of using a CharlieCard is the slightly lower fares (when compared over a larger time duration, like a month) than what you pay for with a CharlieTicket. Additionally, a CharlieCard allows you to manage your account online. To get a FREE blank (empty) CharlieCard, you need to locate an MBTA Customer Service Agent who can be found at some (not all) stations. A full list of stations with Customer Service Agents can be found online but the closest stations to Northeastern campus are **Ruggles**, **Back Bay**, and **Kenmore**. Most Customer Service Agents are at the stations every day from 7 am to 7 pm but be aware that some locations may have differing hours on the weekends. In these cases, if you are on campus, it is recommended to just buy a CharlieTicket for the day/next destination from the Ruggles Station - until you can locate your closest CharlieCard Service Agent. **Downtown Crossing**, accessible from the **Orange** and **Red Line**, has a CharlieCard station. Please visit this location with any questions or issues.



If you know you are going to rely on the T as your primary mode of transportation during the semester, you can apply for the Semester Pass Program. Students purchasing the pass-through NU receive an 11% student discount on unlimited rides through the entire semester. The Fall Semester Pass runs September 1st through December 31st. **The deadline to purchase the**

pass is generally 1 month before the semester starts. You can buy semester passes through NUPay and you can keep an eye on the <u>Student Discounted Semester Pass Program website</u> for more details and updated flyers. Email contact@masparc.com with questions. These can be picked up in <u>Student Financial Services</u> (354 Richards Hall) with your Husky Card on (or after) the 29th of each month.

The typical fares you will need to know are the subway and bus fares - they are listed in the table below. Other fares (e.g. Commuter Rail and Ferry) can be found online.

	Subway	Buses
CharlieCard (One Way)	\$2.40	\$1.70
CharlieTicket or Cash (One Way)	\$2.40	\$1.70
1-Day Pass	\$22.50	
7-Day Pass		
Monthly LinkPass		

Purchasing passes can be done in a variety of ways - you can use vending machines, ticket booths, retail stores, or load a CharlieCard online. The option closest to campus is the vending machines at **Ruggles Station**.



IMPORTANT!! The Northeastern Stop on the Green Line (i.e. the stop in front of Marino Center) does not have any way to buy fares, so make sure you have value on your CharlieCard or have a CharlieTicket before you get there.

It is smart to carry some cash - especially single \$1 bills and quarters (\$0.25 cent coins, available at banking centers) - with you, particularly when you are getting used to the T, in case you get stuck without money on your CharlieCard or don't have one.

How to Navigate the Subway System

One of the most confusing things to learn about riding the T is which direction you need to take to get to where you want to go. The first thing to know is that the subway uses **Inbound** and **Outbound** to designate the travel direction. An inbound train heads towards downtown Boston and an outbound train heads away from it. Don't worry if you get on the wrong direction – we've all done it. Here is a trick you may find helpful while you are getting used to the inbound/outbound directions: concentrate on the destination of the train and which end you need to be traveling towards. For example, if you are getting on the Orange **line** at **Ruggles**, the train and platforms will say **Oak Grove** or **Forest Hills**, which would be **inbound** (towards downtown) or **outbound** (away from downtown), respectively.

In addition to the **Green** and **Orange** lines that run through Northeastern's campus, the **Red** and **Blue** lines make up the four main lines of the T.

The **Blue Line** runs from **Bowdoin** (close to downtown), through **East Boston** and past the Airport, by Revere Beach and out to **Wonderland** in Revere.

The Orange Line (that *Ruggles Station* is on) has one end at *Oak Grove* (in *Malden*, north of the city) and runs through East Somerville, through downtown, by Northeastern and ends at *Forest Hills* (on the south side of *Jamaica Plain*).

The **Red Line** has two branches on the south end of the line: **Ashmont** and **Braintree**. There is also a **Mattapan** Trolley that connects to the Red line at Ashmont. The two branches of the Red line connect at the **JFK/UMass** station in **Dorchester**. The Ashmont branch runs on the south side of Dorchester and through **Savin Hill** before hitting JFK/UMass. The Braintree branch runs through a few stops in **Quincy** before reaching the JFK/UMass stop. If you are heading south on the Red line, you need to make sure you are on the right branch to get to where you need to go before reaching JFK/UMass. The north end of the Red line is in **Alewife**.

The **Green Line** is one that you may need to pay extra attention to. There are four branches, designated by letters corresponding to the last stops: **B** - **Boston College**, **C** - **Cleveland Circle**, **D** - **Riverside**, and **E** - **Heath Street**. The other end of the Green line's branches terminates at **Park Street**, **Government Center**, **North Station**, and **Lechmere**, respectively. All four branches of the Green Line run through **Copley**, **Arlington**, **Boylston**, and **Park Street**, which means it's important to make sure you are getting on the correct line when traveling outbound to the west.

Other than knowing where you're going, the other important things to keep in mind are the times that each line operates and where you can switch from inbound to outbound if you make a mistake and need to turn around.



You can travel further distances on the <u>Commuter Rail</u>, depicted on maps as and also known as the <u>Purple Line</u>. There are a few stations that the T and Commuter Rail share, but the majority of the <u>stations</u> are separate. Be aware that the commuter rail has a different <u>fare</u> and pass

system from the T, so make sure you have the appropriate ticket (or use the mTicket App on <u>iOS</u> or <u>Android</u>).

This and a lot of other information, including line interruptions or closures, can be found on the <u>MBTA's website</u>. Other <u>MBTA Tips and Information</u> can be found on the <u>Boston Central</u> website, which is a good general resource for things around Boston.

Additional MBTA Information & Resources

- Heads up The Green and Red Lines can get a little crazy on the days the Red Sox are playing.
- The Ferry is a great option sometimes. Check out the <u>Fares</u> and <u>Stops</u> to see if it's a good choice for you.

If you end up living close to campus, it is sometimes easier to avoid having a car because driving in Boston and the parking situation is less than ideal (depending on where you are going) and is expensive. However, if you do have a car here and you plan to drive to campus, you will need to purchase a parking permit to park in a parking garage or lot on campus. The main parking area for permit holders is **Columbus Parking Garage** (795 Columbus Ave), but a parking spot is not guaranteed because it is offered on a first-come, first-serve basis. Usually, there is no problem finding a spot, but it can become a challenge when there are special events on campus and when a lot of construction is happening. There are some other places to park but the specific locations and the times will depend on the type of parking permit you get. You can find the most up-to-date parking fees online but the 2020-2021 fees are below (subject to change during the next fiscal year):

Day Permit	Overnight Permit	Evening Permit
\$715	\$1650	\$360
\$338	\$768	annually
	Permit \$715	Permit Permit \$715 \$1650



To obtain your permit you need to enter the make, model, and license plate of your car in the form through myNortheastern. Then, you can pick up the permit that hangs from your rearview mirror in **Student Financial**

Services Office (354 Richards Hall).

A block away from the Columbus Garage is Renaissance Parking Garage (835 Columbus Ave) where students can park by swiping their Husky

Card to get in and out. This is also the garage that is usually easiest for visitors to use. You can take a ticket on the way in and pay on the way out. There is a weekend rate from Friday at 6:00pm to Sunday at 11:59pm, which is perfect when your friends and family come to visit.



You can buy single 24-hour parking coupons that can be used in the Renaissance or Gainsborough Garages in Student Financial Services or monthly passes for \$350 and \$380 respectively. If you need to pay to park in one of these garages for longer than 2 hours, it is worth buying a coupon.

It is possible to find street parking but to avoid getting a ticket or getting your car towed you need to be aware of:

- 1. **Resident Permit Parking Areas.** These streets require a permit that comes from city hall and you will get a ticket if you park in these areas. Some have posted times where visitors can park.
- Street Cleaning. Different sides of the street get cleaned on different days and you will get towed if you are parked there on a street cleaning day.
- 3. **Metered Streets.** You can park on metered streets but make sure you know your time limit you will get ticketed if you exceed the limit or have an expired meter. Sundays and holidays are free.

Additional Parking Resources & Information

- Columbus Parking Garage has ten Electric Vehicle Charging
 Stations available for use with a <u>ChargePoint</u> account
- ► 14 Essential Boston Driving Tips
- ► The Risks of Owning a Car in Boston

Many students prefer cycling as a healthy, eco-friendly and cheap mode of transportation to get to and from classes or around Boston. Northeastern has plenty of public racks to lock your personal bike to around campus and gated storage areas in Interdisciplinary Science and Engineering Complex (ISEC) and Columbus Garage. There are also a few bike repair stations (near West Village A and in the gated storage areas) available to you. Make sure you always lock your bike with a cable lock AND a U-lock (see figure in Section 6.2.1). You can also bring your bike on the T, depending on the line and time of day.



Don't forget to get your bike registered with Northeastern University Police Department (NUPD)! Details in Section 6.2.1.

If you don't have your own bike, you can take advantage of <u>Blue Bikes</u> (formally known as Hubway), a bike share program. You can find a handful of <u>stations around campus</u>.

More Information & Resources on Bicycling

- Boston Bikes an awesome resource from the City of Boston
- ► Ticket To Ride: A Guide to Boston Bike Shops

5.3. WEATHER

Boston weather is typically more varied and colder than many incoming students from outside Massachusetts are used to. Sometimes it rains, snows and sleets all in the same day, and sometimes it can be a comfy 65°F in the day but a chilly 40°F when the sun goes down. Here is a small list of things you can do to shield yourself from the vagaries of Boston weather.

LAYER, LAYER, LAYER ...!

If you couldn't tell from the emphasis, layering is key. A <u>proper layering</u> <u>system</u> entails a base layer (that touches your skin), an insulating middle layer, and a shell (the outer layer). This combination allows you the most flexibility to stay comfortable all day long – you can take off individual layers to adjust.

a. Base Layer - What's on the Inside

Getting too warm and sweating under your clothes is irritating and can make you colder in the end. Putting on a thermal layer that moves moisture away from your skin will help keep you dry and stay warm. This applies to both your top and bottom. Most people wear their regular style shirt over this first layer. When it is really cold, wool tights, leggings or long underwear under your pants/jeans is awesome.

b. Mid-Layer - Keeps you Warm

This is the layer that keeps your heat in and the cold out. Typically, it is a good sweater or thick sweatshirt. Fleeces are also popular in cooler temperatures. Depending on your coat/jacket, this is the easiest layer to adjust. If you are carrying a bag, it is never a bad idea to throw in an extra layer if you are nervous about it. Take some time to do some experimenting – you will be surprised what combination of things work.

c. Outer Layer - Protect from the Elements

Probably the most important investment one can make while living in Boston is a good, warm coat/jacket. Pick one that is waterproof (which is different from water-resistant), has a hood, and with good insulation (windproof is a huge plus). A waterproof jacket will not let the melting snow and rain soak through, and a hood is paramount in dealing with the mess of weather conditions Boston experiences.

When considering down or synthetic insulation, the warmth is measured by something called 'fill power;' the higher the fill power, the warmer the jacket. Fill power usually varies between 300 and 900. Additionally, getting a coat/jacket that is long enough reaching below your waist can make a huge difference.



Don't worry, Canada Goose isn't the only company that sells warm coats – although looking around Boston in the winter might make you think differently. There are lots of other brands you can get.

2. Winter Boots

We have two words for you: "BEAN BOOTS." L.L. Bean Boots are the way to go for a Boston winter. They are waterproof, warm and will last you forever. They come in all different styles and the non-insulated ones are great for fall, but your feet will be icicles if you wear them in the snow. The insulated Bean Boots sell out quickly and are more expensive but are worth the money.



Insider Tip: They seem to run about a half size big.

a. Don't Forget Socks!

Let's admit it, no one likes wet feet. To prevent the agony of sitting through 3-hour long lectures with cold feet (literally!), consider buying a few pairs of warm socks at the earliest. Anything made of wool or with a wool blend will help you stay warm and dry.

3. Cover Your Face and Head

It might not be a "Windy City" like Chicago, but Boston can get quite breezy and that paired with the low winter temperatures can make matters worse. A winter hat that covers your ears is essential and if you can order a windproof one, you will not regret it.

Breathing in cold, moist air hurts. To avoid it, invest in a scarf that you can also pull over your mouth and nose to pre-warm the air before it enters your system.

Don't wait until November to order your cold weather gear. Try shopping for your coat and boots in the summer or fall. Often times companies have sales during the offseason, so you could even save yourself some money.



4. Is it STILL Winter?

Sometimes we get snow in April! When the weather ignores your plans, stay one step ahead by downloading weather apps on your phone and signing up for emergency alerts to never be stranded when it's wicked cold outside. Some useful resources include:

- Best Weather Apps for iPhone for 2020
- ▶ <u>15 best weather apps and weather widgets for Android</u>
- ▷ <u>City of Boston Sign Upfor Emergency Alerts</u>



Always have an umbrella handy to avoid getting drenched.

BUT be careful when it's windy – it could flip inside out.

Get some more tips and ideas for fun winter things to do in our awesome blog post 'What to Do for Your First Winter in Boston,' by a former ambassador!



6. HEALTH & SAFETY

6.1. HEALTH

6.1.1. INSURANCE

Massachusetts state law requires students to have a certain level of health insurance coverage and the <u>Northeastern University Student Health Plan (NUSHP)</u> provides a comprehensive plan that students are automatically enrolled in. The main highlights of NUSHP are:

- Coverage Anywhere: Comprehensive healthcare coverage at school, at home, while traveling, on Co-op or study abroad
- Savings: Affordable coverage, low co-payments, caps on annual out-of-pocket costs, and access to reduced dental, vision, and pharmacy
- ► Global Protection: 24/7 emergency medical care and assistance anywhere in the world.

You can choose to go with another health insurance plan instead of NUSHP, but you need to make sure it fulfills all the requirements to waive NUSHP and meets the state mandate. The recent partnership with <u>Gallagher Student Health</u>, a company that reviews all waiver applications, benefits you by ensuring that you will be covered to meet all requirements and, in turn, avoid any repercussions.

If you are thinking about waiving NUSHP, you can compare your other plan options with this checklist. "This guide to understanding your health plan choices" is a great starting point for understanding more about NUSHP. For any unanswered questions, refer to the <u>FAQ page</u> or click <u>here</u> for a video overview of the program for domestic and international students.

6.1.2. UHCS

University Health and Counseling Services (UHCS) is centrally located in suite 135 of the Forsyth building. All their services are available to everyone enrolled in NUSHP. UHCS is great to take advantage of because it is right on campus and they offer a wide variety of educational and health resources. The medical and behavioral teams can help you with a lot of physical and mental health issues. Clinicians are trained in assessment and treatment of injuries or illness, prevention, self-care, and safe health habits, feeling down or overwhelmed, immunization compliance, student reporting requirements and navigating health insurance.

You can connect with **UHCS** by walk-in, calling 617-373-2772 or email UHCS@northeastern.edu. For on-campus emergencies, you should call public safety at 617-373-3333 or use the SafeZone app (see Section 6.2.1). If you are off-campus, there are some <u>Off Campus Resources</u> that you can utilize or call 911 for an emergency.

6.2. SAFETY

Feeling safe is vital when moving to a new location and Northeastern takes your safety very seriously. Many services are provided to assist you, but it is also your responsibility to employ general safety tips as well. For a brief rundown on emergency management, check out these guidelines for responding to emergency situations.

NU Alert



As long as your contact information is up-to-date in myNortheastern you should be receiving notifications from <u>NU Alerts & Advisories</u>. The NU ALERT system sends voice, e-mail and text notifications for emergencies, such as oncampus crimes, serious facility issues, and extreme weather conditions.

6.2.1. NUPD

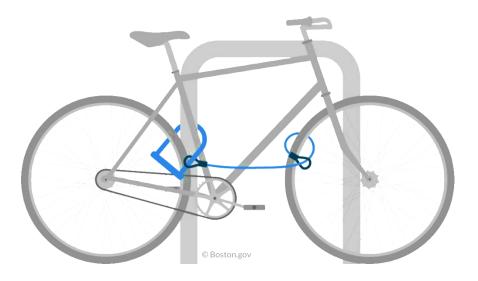
The Northeastern University Police Department (NUPD) is located at 716 Columbus Place, across the street from the Columbus Parking Garage. There are a lot of different services that fall under NUPD and we encourage you to check them out so you are aware of all their initiatives. They also offer regular training opportunities for CPR Certification and RAD/Self Defense. Their list of Emergency Medical Services is also useful to be familiar with.

Property Registration

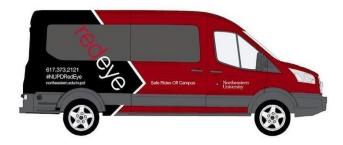
You can get your <u>laptop and bike registered</u> through NUPD to identify when it is missing – **for FREE!**

As a measure to prevent your laptop from being stolen, get a <u>Small STOP</u> <u>Security Plate</u> applied by getting in contact with S/Sgt. John Farrell (at 617-373-5402 Monday-Friday 8am-4pm). The plate visually deters people from stealing your laptop and a barcode on it provides a tracking mechanism. If someone tries to take off the plate – a chemically-bonded 'tattoo' is left on your laptop saying "Stolen Property," which means it can't be resold.

If you are going to have a bike on campus, you should get it registered through NUPD. In the unfortunate event that it does gets stolen, having it registered increases the chances of it being found and recovered. When locking your bike, you should always use both a **U-Lock AND a Cable Lock**. Check out the figure below if you aren't sure exactly how to use both locks.



One of the most popular services at Northeastern is the RedEye, a nightly operated off-campus shuttle service. From 7 PM to 6 AM, the safety escort vans bring students home safely, as long as they live within a *two-mile* radius from the center of campus. The RedEye pick-up point is in front of *Snell Library* and 1110 Commonwealth Ave (more commonly known as "Comm Ave"). To get on the RedEye, you need to book a spot in the van in advance using the Northeastern RedEye App (on <u>iOS</u> and <u>Android</u>).



In addition to the RedEye, you can book an individual safety escort by calling 617-373-2121. These escorts operate 24 hours a day and will take you from one point on campus to another. They typically arrive within 15 minutes.

SafeZone

SafeZone is a smartphone app that you can download and use for free. It connects you directly to NUPD if you need help or are having an emergency. To learn about how the app works, check out the SafeZone website or the NUPD SafeZone website for more Northeastern-specific information

Here are some of SafeZone's key features:



Use if you feel threatened or need urgent or emergency assistance. NUPD is alerted and your location will be displayed on a map while automatically connecting you to NUPD's emergency line.



Use if you are injured or need in medical care – in a nonemergency scenario.



Use for non-emergency and general help – SafeZone calls NUPD's non-emergency line.



If you are on campus alone outside of typical hours, you can 'check in' and your location and contact info will be shared so the on-duty NUPD team until you'check-out.'



Just like the check-in function, this works the same way, except you set a timer for a specific period. You will be notified when the timer is about to expire and you can re-set it, cancel it or 'check-out'. If you do not respond to the timer notification an alert will be sent to NUPD.

Should you send an alert by mistake or just need to cancel a call, you can simply tap the cancel button, but NUPD will call back to confirm if everything is okay and you are safe.

NUPD Contact Numbers:

- ► Immediate Assistance or Reporting a Crime 617.373.3333
- ► General Non-Emergency Inquiries 617.373.2121
- ► Administrative Office (during business hours) 617.373.2696

Other Campus Resources

- ► International Safety
- Northeastern University Ombuds for Graduate Students





7. INTERNATIONAL STUDENTS

7.1. FULL-TIME STUDENT STATUS

According to U.S. federal government regulations, international graduate students currently enrolled in F-1 or J-1 status must register for at least 8 credits each academic semester to maintain a valid U.S. non-immigrant student status. Moreover, international students are only allowed to take one online course per academic term (last course must be on- ground for international students).

7.2. CURRICULUM PRACTICAL TRAINING (CPT)

To participate in an off-campus opportunity (i.e. a Co-op or a summer internship) in the United States, F-1 students must obtain <u>Curricular Practical Training (CPT)</u> authorization from the <u>OGS (Office of Global Services)</u>. The requirements to obtain a CPT are the same as a Co-op (Section 4.1) and a student on CPT is typically eligible for 364 days of full-time work, if required by the academic program. However, COE students are only allowed a maximum of 8 months of full-time Co-op duration. All students are encouraged to visit <u>this OGS webpage</u> for a comprehensive review of CPT and Northeastern University's policies for the same.

7.3. ON-CAMPUS JOBS

According to U.S. federal law, international students are **only eligible to work on campus**. The work on campus does not need to be related to the student's field of study, but the employer must be an approved on-campus employer. F-1 or J-1 students are allowed to **work up to 20 hours per week while school is in session**, and **up to 40 hours per week during periods when school is not in session**. This means that international students can work on campus while attending classes or during breaks in the semester. However, students must maintain legal F-1 or J-1 status while active in an on-campus job and, by law, **may NOT engage in ANY off-campus employment. Violations can lead to deportation.**

SEGAF has a portal with a database of positions that are available and is where you submit timesheets when you actually start working.

After getting an on-campus job, all international students must consult with OGS to finish further formalities through. Below are the application process steps for you to follow:

(Adapted from the OGS F-1 Employment and International Student Guide – January 2021)

When you are offered an on-campus job for the first time, you need to obtain an on-campus employment form from OGS if you do not have a Social Security Number (SSN). This form can be presented to the Social Security Administration to apply for an SSN.

If you already have a SSN and/or another on-campus job, you do not need to request an on-campus employment form from OGS. In this case, you can apply for on-campus work directly through the <u>Student Employment Office</u>.

Follow the steps below if you have a job offer and need to obtain a SSN:

- Make sure your employer is considered on-campus by OGS.
 Please check the list of approved on-campus employers.
- Log into myOGS
 Submit the F-1 On-Campus Employment Request e-form.
- 3. A Designated School Official from the OGS will review & sign the letter.

An email will be sent to your husky email once the letter is ready for pick-up. *Note*: The processing time for the oncampus employment letter is five business days. **Be sure to get a receipt for your SSN application!**

- 4. Present the letter to the Social Security Administration to apply for a Social Security Number (SSN). For detailed instructions on how to apply for a SSN, please refer to the SSN section of the OGS website.
- 5. Complete the I-9 Employment Eligibility Verification form. The electronic I-9 form can be accessed via myNortheastern. You must complete the acknowledgment to move forward to the I-9 form and complete Section 1 of the form.

Additional Notes: Use your local address (not international) for the I-9. For citizenship status, most international students



should select 'An alien authorized to work until...' with the letters 'D/S' in the date field. (This stands for 'Duration of Status' and comes from the I-94 admit until date.) If you do not have your SSN yet, leave that field blank. You will get a warning about it being blank, but you can move forward without the SSN by clicking the Sign button again. You will need to update your SSN on the I-9 once you receive the number. Send an email to seoi9help@northeastern.edu for access to update the I-9. NEVER send your SSN over email to anyone, just request access to put it in the I-9.

- 6. Bring the following documents to a Student Employment representative on or before your first day of work to complete Section 2 of the I-9 form:
 - Valid passport
 - ▶ I-94
 - ► Most recent I-20 (or DS-2019)

Note: If you need to obtain a new I-20, you must request one from OGS. This request can take up to 10 business days and you cannot complete an I-9 without it, so **make sure your I-20** is ready before you agree on a hire date for your new job.

- ► On-Campus Employment Letter
- ► Social Security application receipt

(Only for new SSN)

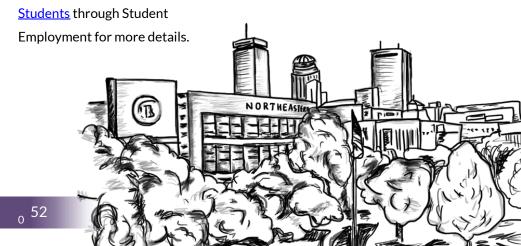
7. Submit a Direct Deposit form & W-4 form

You can submit the Direct Deposit form through myNortheastern and you will be asked to get an access code sent to your personal email. With that code, you'll be able to access the Direct Deposit form. You will also need your bank's routing number and your account number. These numbers can be found on personal checks or deposit slips, but if you don't have those, you may be able to find them in your online banking service.

The completed <u>W-4 form</u> can then be submitted at the Boston campus <u>Student Employment Office</u>, or at satellite campuses at your Employment Onboarding Session.

8. Start Working!

Check out the <u>Application Process</u> though OGS and <u>Information for</u>







8. OTHER RESOURCES

8.1. STUDENT ORGANIZATIONS AND CULTURAL CENTERS

Northeastern University encourages and facilitates a broad spectrum of educational and social co-curricular opportunities designed to enhance the experiential learning and holistic development of its students. Through innovative leadership offerings, student organization, students are empowered to be visionary, ethical, culturally competent, and responsible members of our global community.

Graduate students have access to more than 60 graduate student organizations on campus. Graduate groups are led by the <u>Center for Student Involvement (CSI)</u> and the <u>Graduate Student Government (GSG)</u>. The <u>Graduate Student Government</u> operates as a liaison between university administration and students from all 9 colleges to improve student life. Students can get involved with the GSG as a <u>"Senator"</u> who represents their graduate college and serves as a forum of communication for students' concerns.

Other student organizations include department-level or college-level groups which focus on academic enrichment, community engagement or cultural in categories such as Engineering, Computer Science, Business, Leadership, Advocacy & Global Impact, Sports, Arts, and more. Find and connect with student organizations that align with your interests through CampusLabs.

The University also has various cultural centers which celebrate our diverse student body such as the <u>Asian American Center</u>, <u>Latinx Student Cultural Center</u>, <u>LGBTQA Center</u>, <u>John D. Bryant African American Institute</u>, <u>Center for Spirituality</u>, <u>Dialogue & Service</u>, and the <u>Center for Intercultural Engagement</u>.

8.2 ALUMNI NETWORK

The Office of Alumni Relations is your catalyst to stay in touch with your lifelong Northeastern community, keep learning, access career strategies, engage with innovative business leaders, and find the resources you need to achieve what's next. The alumni network includes more than 265,000 alumni from more than 180 countries. Sign up and reach out to alumni from your field of interest through NUSource!

8.3 GET SUPPORT

The Office of Student Conduct and Conflict Resolution (OSCCR) reviews all reports to determine if an alleged violation of the code of student conduct occurred, and oversees and directly resolves these if they occurred. Find out more about OSCCR here.

The <u>Disability Resource Center</u> provides necessary accommodations to students diagnosed with a disability. Relevant documentation must be submitted and reviewed. Find more information here.

The Office for University Equity and Compliance (OUEC) leads 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 Office of Prevention and Education (OPEN) provides supportive, accessible and non-judgmental services on the topics of alcohol and other drugs, sexual violence, and sexual health.



9. COVID-19 AND NUflex

9.1. NUflex

Due to the ongoing global COVID-19 pandemic, Northeastern University has introduced to students a new learning model, which is the control of the control of

Hybrid Nuflex includes the following:

- Enhanced classroom technology
- Canvas and integrated tools
- Student hub and dynamic scheduler

Outside of classrooms and residence halls, designated locations on campus provide students with safe places to study, participate in classes remotely, and meet in small groups. Northeastern's health and safety guidelines apply in these spaces, including mask wearing and healthy distancing from others. More information on these study spaces can be found here.

9.1.1. Classroom Technology

Upgrades have been made to all classrooms managed by the office of registrar, including standardized A/V touch control panels, and upgraded classroom computers and audio speakers. These upgrades will provide faculty with the capability to:

- Choose whether to present from a classroom computer or from a personal device through a wired or wireless connection;
- Sign into Canvas to access the class' home base and to start the video or audio meeting;
- Connect Zoom or Microsoft Teams to the room systems through automatic detection;
- Use a digital whiteboard to help in-person and remote participants visualize concepts and equations;
- Invite all students to participate and join in dialogue;
- Mute and unmute microphones throughout the room;
- Provide any student with the ability to present from their personal device wirelessly and remotely; and
- Teach with minimal disruptions and downtimes, through increased staff support and more reliable, remotely-monitored in-room systems.

More information on classroom types and technology can be found here.

Hybrid NUflex supports scheduled real-time class sessions for students joining in-person and remotely. The <u>Canvas platform</u> serves as a home base for all course materials and activities such as posting to discussion boards, taking quizzes, and submitting assignments.

Instructors have a choice between Zoom and Microsoft Teams to facilitate course meetings and discussions. Canvas hosts the Zoom or Teams link for class sessions for easy access. Typically, the professor would upload meeting recordings after the session on Canvas, but this is not the case always. In-person students are encouraged to connect via Zoom or Teams using their own devices while classes meet.

9.1.3. Student Hub and Dynamic Scheduler

The <u>Student Hub</u> is a desktop and mobile-friendly platform to help students navigate and keep track of their busy and active daily lives as a university student. The Hub intelligently integrates insights, notifications, academic and social tools, applications, and information that students commonly use, to deliver a personalized experience and drive collaboration and engagement.

Students can find the Student Hub on the web at https://me.northeastern.edu/, or directly from the Microsoft Teams app on their desktop or mobile device. Login using your myNortheastern credentials!

Students are able to access the following through the Student Hub:

- Dynamic Scheduling Tool
- Covid-19 Test Scheduler
- Daily Wellness Check
- Applications such as Canvas, Teams, Outlook, etc.
- News and Announcements
- Calendar, Classes, Billing, and more!

More information on the Student Hub can be found <u>here.</u> The recommended browsers are Microsoft Edge or Google Chrome. Safari is not currently a fully supported browser for the Student Hub.

The <u>Dynamic Scheduling Tool</u> on the Student Hub allows students to indicate their preference to attend class in-person or remotely on a week-to-week basis. For each week of class, students choose their preferences the week prior, no later than Wednesday. An algorithm runs to dynamically and fairly assign students to available seats by class session. On Thursday mornings, students receive their seat assignments for the following week.

For directions on navigating the dynamic scheduling tool, please visit here.

9.2. COVID-19 TESTING

All students, faculty, and staff returning to the Boston campus and primarily in-person will be required to undergo viral testing regularly (every 3 days). The test is a diagnostic test that indicates whether you are currently infected with SARS-CoV-2, the virus that causes COVID-19. The test is an anterior nasal swab, which involves minimal discomfort. The test is *not* a serological test and will not detect the presence of antibodies for SARS-CoV-2.

The process to get tested regularly is straightforward:

 COVID-19 Test Scheduler: Schedule an appointment through the test scheduler. The testing center only takes scheduled appointments. No walk-ins are permitted. Students, faculty and staff in Boston will receive regular email notifications as a reminder to schedule your next appointment.



<u>Note:</u> Students are required to be tested every three days. You may schedule your test one day earlier or one day later than your assigned test day.

- <u>Daily Wellness Check:</u> Before arriving at University (for classes and/or testing), all students, faculty, and staff are required to complete the daily wellness check to monitor for symptoms of COVID-19 and close contact with others who have COVID-19.
- COVID-19 Viral Test: Testing takes place in the Cabot Physical Education Center, located at 400 Huntington Avenue. When students get tested for the first time, they will be required to also complete the COVID-19 Testing Consent Form.

<u>Remember:</u> Complete your daily wellness check before arriving at the testing center, bring your Husky Card, wear a face mask, and stay six feet away from others!

• Test Results: Test results will be available within 36 hours and students will receive an email informing them that their results are available, if negative. The first time you receive results, the email may contain information about how to register an account and log in to view your results. There are 2 test result portals based on whether the test was processed by LSTC Labs or the Broad Institute.

For more information on COVID-19 testing, please visit the <u>Testing</u>

FAQs page.



10. LOCATIONS & CONTACT INFO

Student Financial Services

https://studentfinance.northeastern.edu/ sfs@northeastern.edu | studentaccounts@northeastern.edu 617.373.3190 (Financial Aid) | 617.373.2270 (Billing & Payments) 354 Richards Hall, 360 Huntington Ave, Boston, MA 02115 Monday-Thursday 8:30 am - 7:00 pm; Friday 8:30 am - 5:00 pm

Employer Engagement and Career Design

commonly called "Career Development"

https://www.northeastern.edu/careers/
careers@northeastern.edu | 617.373.2430

103 Stearns Center, 420 Huntington Ave, Boston, MA 02115

Office of Student Employment, Graduate Assistantships & Fellowships (SEGAF)

also known as "Student Employment Office"

https://studentemployment.neu.edu/
seo@northeastern.edu | 617.373.3200
271 Huntington Ave, Suite 276, Boston, MA 02115
Monday-Thursday 8:30 am - 7:00 pm; Friday 8:30 am - 5:00 pm

Off Campus Student Services

https://www.northeastern.edu/offcampus/ offcampus@northeastern.edu | 617.373.8480 151 Speare Hall, 360 Huntington Ave, Boston, MA 02115 Monday-Friday 9:00 am – 5:00 pm; Wednesday until 7:30 pm

Parking Garages

- Columbus Parking Garage795 Columbus Ave, Boston, MA 02120
- Renaissance Parking Garage835 Columbus Ave, Boston, MA 02120
- Gainsborough Garage
 10 Gainsborough Street, Boston, MA 02115

Interdisciplinary Science and Engineering Complex (ISEC)

https://www.northeastern.edu/isec/ 805 Columbus Ave, Boston, MA 02120

► West Village A (Residential Hall)

510 Parker St, Boston, Boston, MA 02115

Northeastern University Police Department (NUPD)

https://www.northeastern.edu/nupd/

617.373.2696 (Administrative Office – during business hours) 716 Columbus Place, Boston, MA 02120

▶ Property Registration:

S/Sgt. John Farrell 617.373.5402 Monday-Friday 8:00 am - 4:00 pm

University Health and Counseling Services (UHCS)

https://www.northeastern.edu/uhcs/

UHCS@northeastern.edu | 617.373.2772

Forsyth Building, Suite 135, 40 Forsyth St, Boston, MA 02115 Monday-Friday 8:00 am – 5:00 pm; Wednesday & Thursday until 8:00 pm; Saturday 12:00 pm (noon) – 4:00 pm

Northeastern University Student Health Plan (NUSHP)

http://www.northeastern.edu/nushp/

NUSHP@northeastern.edu | 617.373.8007

Snell Library

https://library.northeastern.edu/ 617.373.8778 360 Huntington Ave, Boston, MA 02115 Open 24 hours

Office of Global Services (OGS)

https://international.northeastern.edu/ogs/ ogs@northeastern.edu | 617.373.2310 405 Ell Hall, 360 Huntington Ave, Boston, MA 02115 Monday-Friday 8:30 am – 7:00 pm; Friday until 5:00 pm

Important NUPD Numbers:

617.373.3333 - Public Safety, Immediate Assistance or Crime Reporting **617.373.2121** - Safety Escort & General Non-Emergency Inquiries

11. HYPERLINK URLS

1. Introduction

- College of Engineering http://www.coe.neu.edu/
- emailing the ambassadors<u>coeambassadors@listserv.neu.edu</u>
- our website https://web.northeastern.edu/coe-graduate-student-ambassadors/

2. myNortheastern

- myNortheastern https://my.northeastern.edu/
- Services & Links
 https://my.northeastern.edu/group/student/services-links
- Home https://my.northeastern.edu/group/student/home
- Lynda.com https://www.linkedinlearning.northeastern.edu/

3. Academics

3.1. Course Registration

- New Student Information & Orientation http://www.coe.neu.edu/student-services/new-student-information- orientation
- College of Engineering (COE) course catalog http://catalog.northeastern.edu/graduate/engineering/

3.2. Graduate Certificate Programs

- Certificate Options <u>http://www.coe.neu.edu/degrees/certificates#supply</u>
- Requirements in the Catalog

http://catalog.northeastern.edu/graduate/engineering/graduate-certificate-programs/

3.3. Tuition & Fees Payment

3.4. Financial Aid

Student Financial Services website https://studentfinance.northeastern.edu/applying-for-aid/graduate/

4. Job/Career Opportunities & Resources

- 4.1. Graduate Co-op
 - ▷ Graduate Co-op

http://www.coe.neu.edu/co-op-advantage/graduate-co-op

- ▶ Graduate Co-op Eligibility and Requirements <u>http://www.coe.neu.edu/graduate-co-op/graduate-co-op-eligibility-and-requirements</u>
- NUworks https://nuworks.northeastern.edu/employers

4.2. Employer Engagement and Career Design

 Employer Engagement and Career Design Office https://careers.northeastern.edu/

4.3. On/Near Campus Employment

- Office of Student Employment, Graduate Assistantships & Fellowships (SEGAF) https://studentemployment.neu.edu/
- Student Employment Office https://studentemployment.neu.edu/
- easy to follow guide https://studentfinance.northeastern.edu/a-students-guide-to-student-employment/
- personal identification documentation
 https://studentemployment.neu.edu/cimages/i-9%20acceptable%20docs.pdf
- here
 https://studentemployment.neu.edu/cimages/Information for International
 Students.pdf

5. Living in Boston

- 5.1. Housing
 - Off-Campus website

https://www.northeastern.edu/offcampus/

Off Campus Student Services

https://www.northeastern.edu/offcampus/

these companies

https://www.northeastern.edu/offcampus/furnishings/

Getting Started - Three Steps to Apartment Searching https://www.northeastern.edu/offcampus/get-started/

tips for international students https://www.northeastern.edu/offcampus/international-students/

Start Your Apartment Search:

- Guide to Living Off Campus Handbook
 https://issuu.com/nuoffcampus3/docs/guide2017 offcampusliving final
- Northeastern Housing Database https://aptsearch.northeastern.edu/
- ► Learn About Neighborhoods Near Northeastern https://www.northeastern.edu/offcampus/neighborhoods/
- Off Campus Student Services videos and presentations https://www.northeastern.edu/offcampus/videos/

Additional websites with apartment listings:

- Facebook:
 - Northeastern University Off Campus Housing https://www.facebook.com/groups/479158628856339/
 - Boston Housing
 https://www.facebook.com/groups/182808941720
 2881/
- Craigslist Boston https://boston.craigslist.org/search/hhh
- ► Zillow https://www.zillow.com/

Know Your Rights and Responsibilities:

- ► Rights & Responsibilities https://www.northeastern.edu/offcampus/rights-responsibilities/
- Renting in Massachusetts
 https://www.mass.gov/renting-in-massachusetts

5.2. Transportation

5.2.1. MBTA - "The T"

▷ Google Maps

https://maps.google.com/

MBTA Trip Planner https://www.mbta.com/trip-planner

ProximiT App iOS

https://itunes.apple.com/us/app/proximit-mbta-bus-and-subwav/id721033937?mt=8

CharlieCards and CharlieTickets

- Should I Get a CharlieCard? https://www.mbta.com/fares/charliecard/should-i-get-charliecard
- online https://www.mbta.com/fares/charliecard

Fares & Passes

- Student Discounted Semester Pass Program website https://www.northeastern.edu/commutingservices/mbta/st udent- discounted-semester-pass-program/
- online
 https://www.mbta.com/fares

How to Navigate the Subway System

- Commuter Rail https://www.mbta.com/schedules/commuter-rail
 - Stations https://www.mbta.com/stops/commuter-rail

- fare https://www.mbta.com/fares/commuter-rail-fares
- mTicket App iOS https://itunes.apple.com/us/app/mbta-mticket/id560487958
- mTicket App Android https://play.google.com/store/apps/details?id=com.mbta.mo bileapp
- MBTA's website https://www.mbta.co m/
- MBTA Tips and Information <u>https://www.bostoncentral.com/resources/mbta_tips_and_info_rmation/p9.php</u>
- Boston Central https://www.bostoncentral.com/

Additional MBTA Information & Resources

- Fares (Ferry)
 https://www.mbta.com/fares/ferry-fares
- Stops (Ferry) https://www.mbta.com/stops/ferry#ferry-tab

5.2.2. Parking

- places to park
 https:
- up-to-date parking fees online https://www.masparc.com/products/

Additional Parking Resources & Information

- ChargePoint <u>https://www.chargepoint.com/</u>
- 14 Essential Boston Driving Tips https://www.boston-discovery-guide.com/boston-driving-tips.html
- Why Owning a Car in Boston Sucks https://www.bostonmagazine.com/news/2015/07/15/whyowning-a- car-in-boston-sucks/

Interdisciplinary Science and Engineering Complex (ISEC)

https://www.northeastern.edu/isec/

- Bike Repair Stations
 https://www.northeastern.edu/commutingservices/bicycling/bike-repair-stations/
- bike on the T https://www.mbta.com/bikes
- ▶ Blue Bikes https://www.bluebikes.com/
- stations around campus http://www.northeastern.edu/commutingservices/bicycling/

More Information & Resources on Bicycling

- Boston Bikes
 https://www.boston.gov/departments/boston-bikes
- Ticket To Ride: A Guide to Boston Bike Shops <u>https://www.bostonmagazine.com/health/2015/05</u> /12/boston-bike-shops/

5.3. Weather

- proper layering system https://www.rei.com/learn/expert-advice/layering-basics.html
- L.L. Bean Boots
 https://www.llbean.com/llb/shop/506697?page=footwear-llbean-boots
- Best Weather Apps for iPhone for 2020 https://www.cnet.com/topics/mobile-apps/best-mobile-apps-ios/best-weather-apps-for-iphone/
- 15 best weather apps and weather widgets for Android https://www.androidauthority.com/best-weather-apps-and-weatherwidgets-for-android-256942/
- City of Boston Cold Weather Safety Tips https://www.boston.gov/departments/311/cold-weather-safety-tips
- City of Boston − Sign Up for Emergency Alerts
 https://www.boston.gov/departments/emergency-management#sign-up-for-alerts
- What to Do for Your First Winter in Boston https://web.northeastern.edu/coe-graduate-studentambassadors/what-to-do-for-your-first-winter-in-boston/

6. Health & Safety

6.1. Health

6.1.1. Insurance

- Northeastern University Student Health Plan (NUSHP) http://www.northeastern.edu/nushp/
- Gallagher Student Health https://www.gallagherstudent.com/
- this checklist http://www.northeastern.edu/nushp/pdf/teaser2013.pdf
 - A Guide to Understanding Your Health Plan Choice http://www.northeastern.edu/nushp/pdf/guide_to understanding2014_15.pdf
 - ▶ FAQ's page

https://go.gallagherstudent.com/-/media/files/gsh/universities/5114/20202021northeastern-university-frequently-askedquestions.pdf

here http://www.northeastern.edu/nushp/videos/

6.1.2. UHCS

- University Health and Counseling Services (UHCS) https://www.northeastern.edu/uhcs/
- Off Campus Resources
 https://www.northeastern.edu/uhcs/health-and-wellness/off-campus-resources/

6.2. Safety

- general safety tips https://nupd.northeastern.edu/safety/general-safety-tips/
- Guidelines
 https://nupd.northeastern.edu/safety/general-safety-tips/emergency-guidebook/

NU Alert

NU Alerts & Advisories https://nupd.northeastern.edu/nualert/

6.2.1. NUPD

- Northeastern University Police Department (NUPD) https://www.northeastern.edu/nupd/
- services https://www.northeastern.edu/nupd/services/
- CPR Certification

https://nupd.northeastern.edu/our-services/safety-training/

RAD/Self Defense

https://nupd.northeastern.edu/our-services/safety-training/

Emergency Medical Services

https://nupd.northeastern.edu/our-services/emergency-medical-services/

Property Registration

- ▶ laptop and bike registered <u>https://nupd.northeastern.edu/our-services/property-registration/</u>
- Small STOP Security Plate https://www.stoptheft.com/products/small-stop-security-plate

REDEYE & Safety Escorts

- REDEYE <u>https://nupd.northeastern.edu/our-services/safety-escort-services/</u>
- RedEye App iOS
 https://apps.apple.com/us/app/northeastern-redeye/id1474543138
- ▶ RedEye App Android https://play.google.com/store/apps/details?id=northeastern.red eye&hl=en_US

SafeZone

- their website https://www.safezoneapp.com/
- NUPD SafeZone website https://nupd.northeastern.edu/safezone/

6.2.2. Other Campus Resources worth looking into

- International Safety https://nupd.northeastern.edu/safety/international-safety/
- Northeastern University Ombuds for Graduate Students https://web.northeastern.edu/graduateombuds/

7. International Students

7.1. Full-Time Student Status

7.2. Curriculum Practical Training (CPT)

- OGS (Office of Global Services)
 https://international.northeastern.edu/ogs/
- Curricular Practical Training (CPT)
 https://www.ice.gov/sevis/practical-training
- this OGS's webpage https://international.northeastern.edu/ogs/employment/curricularpractical-training-cpt-f1/

7.3. On-Campus Jobs

- Office of Student Employment, Graduate Assistantships & Fellowship (SEGAF) https://studentemployment.neu.edu/
- OGS https://international.northeastern.edu/ogs/
- OGS F-1 Employment Website https://international.northeastern.edu/ogs/employment/f1-on-campus-employment/61
- ▶ International Student Guide https://studentemployment.neu.edu/cimages/Information for International Students.pdf
- Student Employment Office <u>https://studentemployment.neu.edu/</u>
- List of Acceptable On-Campus Employers
 https://international.northeastern.edu/ogs/employment/f1-on-campus-employers
 employment/#approved-oncampus-employers
- F-1 On-Campus Employment Request e-form https://international.northeastern.edu/ogs/forms-and-guides/employment-letter-for-f-1-students/
- SSN section of the OGS website

https://international.northeastern.edu/ogs/life-at-nu/social-security-number/

⊳ I-94

https://i94.cbp.dhs.gov/194/#/home

https://studentemployment.neu.edu/cimages/Intl%20w4%20prefilled.pdf

Student Employment Office

https://studentemployment.neu.edu/

Application Process

https://international.northeastern.edu/ogs/employment/f1-on-campus-employment/#application-process

Information for Students https://studentemployment.neu.edu/cmx_content.aspx?cpid=3

8. Other Resources

- 8.1. Student Organizations and Cultural Centers
 - Center for Student Involvement (CSI) https://studentlife.northeastern.edu/csi/
 - Graduate Student Government (GSG) https://www.northeastern.edu/gsg/

https://neu.campuslabs.com/engage/organization/graduate-student-government

Senator

https://www.northeastern.edu/gsg/become-a-senator/

CampusLabs

https://neu.campuslabs.com/engage/organizations

Asian American Center

https://www.northeastern.edu/aac/

- ▶ Latinx Student Cultural Center <u>https://www.northeastern.edu/latinx/</u>
- LGBTOA Center

https://studentlife.northeastern.edu/lgbtga/

John D. Bryant African American Institute

https://www.northeastern.edu/aai/

Center for Spirituality, Dialogue & Service

https://www.northeastern.edu/spirituallife/

▷ Center for Intercultural Engagement.

https://studentlife.northeastern.edu/cie/

8.2. Alumni Network

- The Office of Alumni Relations https://alumni.northeastern.edu/
- NuSource https://nusource.northeastern.edu/

8.3. Get Support

- Office of Student Conduct and Conflict Resolution (OSCCR) http://www.northeastern.edu/osccr/
- Code of Student Conduct http://www.northeastern.edu/osccr/code-of-student-conduct/
- Disability Resource Center http://www.northeastern.edu/drc/
- Office for University Equity and Compliance (OUEC) https://www.northeastern.edu/ouec/about/
- Office of Prevention and Education (OPEN) https://studentlife.northeastern.edu/open/

9. COVID-19 and NUflex

9.1. NUflex

- Hybrid NUflex https://nuflex.northeastern.edu/
- Study Spaces <u>https://nuflex.northeastern.edu/study-spaces/</u>
 - 9.1.1. Classroom Technology
 - Here https://nuflex.northeastern.edu/classroom-technology/
 - 9.1.2. Canvas and Integrated Tools
 - Canvas platform <u>https://nuflex.northeastern.edu/canvas-and-integrated-tools/</u>
 - 9.1.3. Student Hub and Dynamic Scheduler
 - Student Hub https://me.northeastern.edu/
 - Microsoft Teams App https://teams.northeastern.edu/

- Here
 https://me.northeastern.edu/
- Dynamic Scheduling Tool <u>https://nuflex.northeastern.edu/dynamic-scheduling/</u>
- Here https://service.northeastern.edu/tech?id=kb_article&sys id=432d28641bb6941035c3628a2d4bcb55

9.2. COVID-19 Testing

▷ COVID-19 Test Scheduler

https://covid19-testing.northeastern.edu/

- Daily Wellness Check https://wellness-check.northeastern.edu/
- COVID-19 Testing Consent Form https://services.northeastern.edu/wellness?id=wellness_cat_item&sys_id=d9 6066e2dbe65010a37cd206ca961970#_ga=2.154336184.1819317617.161 0493074-707767781.1579578180
- Testing FAQs Page https://news.northeastern.edu/coronavirus/reopening/frequentlyasked-questions/



