

PACM PRIDE

NORTHWOOD UNIVERSITY

2010-2011

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TABLE OF CONTENTS

The Northwood Tradition	120	Career Assistance Center	149
Mission Statement.....	120	Career Expos.....	150
Core Values Statement	120	Experience (Erecruiting) Network.....	150
Core Purpose Statement	120	Focus Assessment	150
Outcomes	120	Optimal Resume.....	150
Code of Ethics.....	121	Resume and Cover Letter Assistance.....	150
Notification of Non-Discrimination.....	121	Additional Resources.....	150
Student Responsibility for Rules and Regulations	121	Section 504 of the Rehabilitation Act of 1973	150
Campus Phone Directory.....	122	Disability Resources	151
Admissions.....	122	Timberwolf Learning Resource Center.....	151
Athletics	122	Tutoring Guidelines	151
Bookstore.....	122	Strosacker Library.....	152
Business Office	122	Collection and Resource Overview	152
Financial Aid.....	122	Borrowing	152
Food Services.....	122	Reserve Materials.....	153
Housing.....	122	Overdue Books.....	153
Information Technology.....	122	Reference Service	153
Security	122	Interlibrary Loan	153
Student Services.....	122	Online Library Services	153
Campus Location	123	Special Services	153
Community Profile.....	123	Personal Counseling.....	153
Regional Map and Directions	123	Counseling Sessions.....	153
Directions.....	123	Counseling Staff.....	154
Campus Map	124	Student Services.....	154
Administrative Offices.....	126	Athletics	154
Admissions.....	126	Campus and Cultural Arts	155
Business Office	126	Arts Outreach	155
Financial Aid.....	127	The Alden B. Dow Center for Creativity and Enterprise	156
Information Technology.....	128	The Northwood Gallery	156
International Student Information.....	133	Excel Student Development Transcript	156
Registrar's Office.....	137	Gerstacker Student Union	158
Academics.....	140	Student Leadership Center	158
Academic Policies.....	145	Greek Life	158
Attendance Policy	145	Hach Student Life Center.....	158
Cell Phones Use	145	Intramural Sports	158
Grading Policy	145	Student Government Association (SGA)....	159
Incompletes, Withdrawn and Deferred Grades	146	Studio N	159
Orientation	146	Volunteer Services.....	159
Foundations 1100 Course.....	146	Student Publications.....	159
Plagiarism/Cheating.....	146	Health Center	159
Academic Honors, Awards.....	146	Food Services.....	160
Academic Appeals	147	Cafeteria Meal Hours.....	160
Academic Top Honors: Valedictorian and Salutatorian	147	Wolf Den in Hach Student Life Center Hours.....	160
Academic Excellence Awards.....	147	Meal Plan Options.....	160
Academic Probation.....	147	Dining Dollars.....	160
Academic Dismissal.....	148	Meal Card.....	161
Scale Based on Completed Credits	148	Housing	161
Bookstore.....	148	Housing Locations	161
Textbook Availability.....	149	Upperclassman Residence Apartments	162
Refunds.....	149	South Village Residence Apartments.....	162
Textbook Buyback	149	Naegele Village Residence Apartments	162

Roommates	163	Dress Code	170
Guests	163	Fire Drills and False Alarms	170
Security	163	Fire Fighting Equipment	170
Safety and Security Programs	163	Gambling.....	170
Safety Escort Service - STT Security, Inc. at Northwood University	163	Grievance Procedure.....	170
Code Blue Phones	163	Appeal Process.....	171
Code Red Phones	164	Hazing.....	171
Classroom Phones	164	Illegal Off Campus Parties.....	171
Emergency Messaging/Mir3	164	Misrepresentation or Forgery.....	171
Emergency Contact Information	164	Non-Academic Counseling Records.....	172
Designated Areas for Shelter and Evacuation	164	Notification of Non-Discrimination on the Basis of Gender.....	172
University Policy and Regulations.....	167	Notification of Non-Discrimination on the Basis of Handicap	172
Policies and Regulations.....	167	Notification of Non-Discrimination on the Basis of Race, Color, Religion, Gender, or National Origin	172
Advertising.....	167	Pets.....	172
Alcohol/Drug Policy	167	Physical Threat or Abuse Policy.....	172
Alcoholic Beverages	168	Definition of Physical Violence	172
Drugs Policy.....	168	Personal Abuse.....	172
Alcohol and Drug Education Program for Students.....	168	Smoking.....	173
Animal Abuse.....	168	Soliciting, Selling, Surveying, and Publicizing	173
Audio - Electronic Devices.....	169	Theft.....	173
Compliance with Disciplinary Decision.....	169	Trespass.....	173
Compliance with an Official Request.....	169	University Vehicles	174
Criminal Law - Obedience to Criminal Law	169	Weapons and Explosives.....	174
Dangerous Practices.....	169	Guidelines for Assigning Penalties	174
Destruction or Attempted Destruction of Property.....	169	Failure to Comply	174
Littering.....	170	Traffic and Parking Fines.....	175
Disorderly/Obscene Conduct.....	170	Miscellaneous	175
Interference and Disruption	170	Payment.....	175



PRESIDENT PRETTY'S LETTER

Dear Northwood Parents and Friends,

Northwood is a university with a defined philosophy about management education that guides almost everything we do. We call it “The Northwood Idea.”

In brief, we teach in the context of (and belief in) free enterprise. We encourage entrepreneurship. And we teach, always, with a global perspective.

We believe our graduates must be future thought leaders and future community leaders and so we offer insights and experience in the arts and business interrelationship. No less than the ubiquitous computer, creativity and innovation are tools of tomorrow's effective management. And perhaps most of all, we believe in people: people being productive, raising the standards for all, creating value for themselves and others.

Throughout this notebook you will find many references to Northwood's special philosophies and missions. Over the years we have found them to be effective, leading-edge and grounded in values that assure each Northwood graduate is well prepared for a productive, satisfying career and future.

You'll also find many references to the way we conduct student life day to day.

First and foremost, we will offer academic excellence in student-centered classrooms led by highly trained professionals... many with leadership experience in real-world industries.

Your student also will find that faculty and staff who are united in their commitment to provide a campus experience that will increase every student's knowledge and experience, their understanding and expertise, their self knowledge and appreciation of others. And this experience will lead to a fulfilling, career- focused degree at the end of the academic and campus journey. Many of us at Northwood are parents ourselves. We have watched with pride and trepidation as our sons and daughters have begun the process of maturing to adulthood and choosing a forward path. We are grateful for those who have helped them along, providing guidance, mentorship and encouragement.

You can count on us at Northwood to do just that; it is part of our mission. We bring together a unique group of faculty and staff who can change student lives. When students use this capacity to its fullest, truly remarkable things do happen. That is the “Northwood Idea” and we look forward to the excitement and privilege of sharing the experience with each of you.

Keith A. Pretty

THE NORTHWOOD TRADITION

MISSION STATEMENT

To develop the future leaders of a global, free-enterprise society.

CORE VALUES STATEMENT

We believe in:

- the advantages of an entrepreneurial, free-enterprise society.
- individual freedom and individual responsibility.
- functioning from a foundation of ethics and integrity.
- promoting and leveraging the global, diverse and multi-cultural nature of enterprise.

CORE PURPOSE STATEMENT

To develop leaders, managers and entrepreneurs with the skills and character to drive personal, organizational and societal success.

OUTCOMES

A university education is more than the courses offered and the experiences made available. It is the architecture of those elements designed to create defined results. As a learning community, we focus our efforts to the accomplishment of twelve outcomes which become characteristics our graduates share.

1. Understand the tradition of freedom.
2. Have a broad practical understanding of their chosen field.
3. Are familiar with the ideas driving enterprise leaders.
4. Communicate effectively in speech and writing.
5. Understand complex global issues.
6. Have a constant attraction to new ideas.
7. Can explain their personal values.
8. Understand the aesthetic, creative and spiritual elements of life.
9. Are effective self-evaluators.
10. Are action oriented.
11. Are skilled at detecting and solving problems.
12. Seek lifelong education.

CODE OF ETHICS

The community of students, faculty, and staff of Northwood University affirms this code of ethics as the behaviors that advance our shared values:

Integrity

In all our actions we shall be guided by a code of behavior which reflects our values, unimpeded by circumstance, personal gain, public pressure, or private temptation.

Respect

We will treat all others with consideration for their circumstances and with thoughtful regard for their value as human beings.

Honesty

We will embrace truthfulness, fairness, probity, and demand the absence of fraud or deceit in ourselves and others with whom we act.

Responsibility

We will be accountable for the care and welfare of others and responsible for the intended and unintended consequences of our actions.

Freedom

We will exercise personal freedom while insuring others be immune from arbitrary interference on account of condition or circumstance, insuring that freedom will be constrained only by our responsibility for its consequences.

Empathy

We will endeavor to understand the feelings, thoughts, and notions of others in order that compassion and fairness of our actions may result.

Spirituality

We will seek the spiritual development necessary for our happiness and growth and encourage an environment that supports this growth for all.

Achievement

We will exercise our skills to create high achievement and applaud the high achievement of others.

NOTIFICATION OF NON-DISCRIMINATION

Northwood admits students of any race, color, sex, national or ethnic origin, or handicap to all the rights, privileges, programs and activities generally accorded or made available to students at Northwood. It does not discriminate on the basis of race, color, sex, age, national or ethnic origin, or handicap, in administration of its educational policies, admissions policies, scholarships, and loan programs, employment of the faculty, and other administered programs as specified by federal laws, and regulations.

Any inquiries concerning the application of these federal laws and regulations may be referred to the Provost Office.

STUDENT RESPONSIBILITY FOR RULES AND REGULATIONS

The student must become familiar with the academic and other policies, curriculum requirements and associated deadlines as outlined in the 2010-2012 Northwood University Catalog, whether hardcopy or posed to the university website. The academic staff will advise the student on all matters related to their program of study and will aid the student in the interpretation of policies whenever necessary. However, it is ultimately the student's responsibility for meeting all stated requirements for the degree and the policies related thereof.

It is also the student's responsibility to actively utilize their Northwood University email and my.northwood.edu as it is a major communication resource and is often our primary communication tool used with our students.

CAMPUS PHONE DIRECTORY

ACADEMIC ADVISING

Church Building Ext. 7-4371

ACADEMIC DEAN

Church Building Ext. 7-4371

ACTIVITIES & ARTS

Church Building Ext. 7-4480

ADMISSIONS

Lower Miner Ext. 7-4273

ATHLETICS

Bennett/Hach Center Ext. 7-5244

ATHLETIC TRAINER

Bennett Center Ext. 7-4387

BOOKSTORE

Student Union Ext. 7-4225

BUSINESS OFFICE

Lower Miner Ext. 7-4207

CAREER SERVICES

Church Building Ext. 7-4335

DEAN OF STUDENTS

Church Building Ext. 7-4398

EXCEL/STUDENT GROUPS & ORG.

Church Building Ext. 7-4860

FINANCIAL AID

Lower Miner Ext. 7-4230

FOOD SERVICES

Dow Commons Ext. 7-4241

HEALTH SERVICES

Miner Residence Hall Ext. 7-4268

HOUSING

Church Building Ext. 7-4375

Miner Hall Ext. 7-4428

INFORMATION TECHNOLOGY

Upper Griswold Ext. 7-4421

INTERNATIONAL STUDENT ADVISOR

Church Building Ext. 7-4124

LIBRARY

Library Ext. 7-4333

PROVOST

Church Building Ext. 7-4125

REGISTRAR

Church Building Ext. 7-4215

SECURITY

Miner Ext. 7-4373

STUDENT SERVICES

Church Building Ext. 7-4398

CAMPUS LOCATION

COMMUNITY PROFILE

Residents and tourists alike enjoy Midland's abundance of cultural and recreational facilities. The Midland Center for the Arts, Herbert H. Dow Historical Museum, Dow Gardens, Whiting Forest, the Chippewa Nature Center, the Herbert D. Doan Midland County History Center, the religious and residential architecture of Alden B. Dow, the Northwood Gallery, and the Northwood campus itself all reflect the culture and heritage of Midland.

Recreational opportunities are provided by the 30-mile long Pere Marquette Rail Trail, the Midland Community Tennis Center, a new 107,000 square foot Civic (ice) Arena, with three sheets (rinks), a large soccer complex which hosts numerous regional and state-wide meets, 72 different parks and the popular new activity – Dow Diamond, home stadium to the minor league Great Lakes Loons. Midland's population is in the 50,000 range.

With such strong roots in technology, Midland has asserted itself as a core location for developments in alternative energy and other forward-thinking industries. Whether you're interested in Midland's innovative technologies, natural wonders, or rich culture, it's clear that there's a little piece of Midland made for everyone.

Excerpted from the City of Midland, MI web page: www.midland-mi.org

REGIONAL MAP AND DIRECTIONS

4000 Whiting Drive

Midland, Michigan 48640

DIRECTIONS

By Air

MBS International Airport is 18 miles from the campus. The airport has limousine service and several car rental agencies available. From the airport:

- Leaving airport grounds, turn right (north) onto Garfield Road.
- Go approximately 4 miles and turn left (west) onto U.S. 10.
- Go northwest on US 10 (toward Clare) approximately 11 miles to the Eastman Road Midland exit (as you approach the exit, Midland Cinemas is on the right).
- Go left (south) on Eastman Road approximately 1 mile to Saginaw Road.
- Turn right (west) on Saginaw Road and travel approximately 1.5 miles to Northwood Drive; it will be on your left; follow Northwood Drive to enter campus.

By Car from Detroit (approximately 135 miles)

- Follow I-75 (north) beyond Saginaw to the US 10 intersection.
- Go west on US 10 (toward Clare) to the Eastman Road Midland exit (as you approach the exit, Midland Cinemas is on the right).
- Go left (south) on Eastman Road approximately 1 mile to Saginaw Road.
- Turn right (west) on Saginaw Road and travel approximately 1.5 miles to Northwood Drive; it will be on your left; follow Northwood Drive to enter campus.

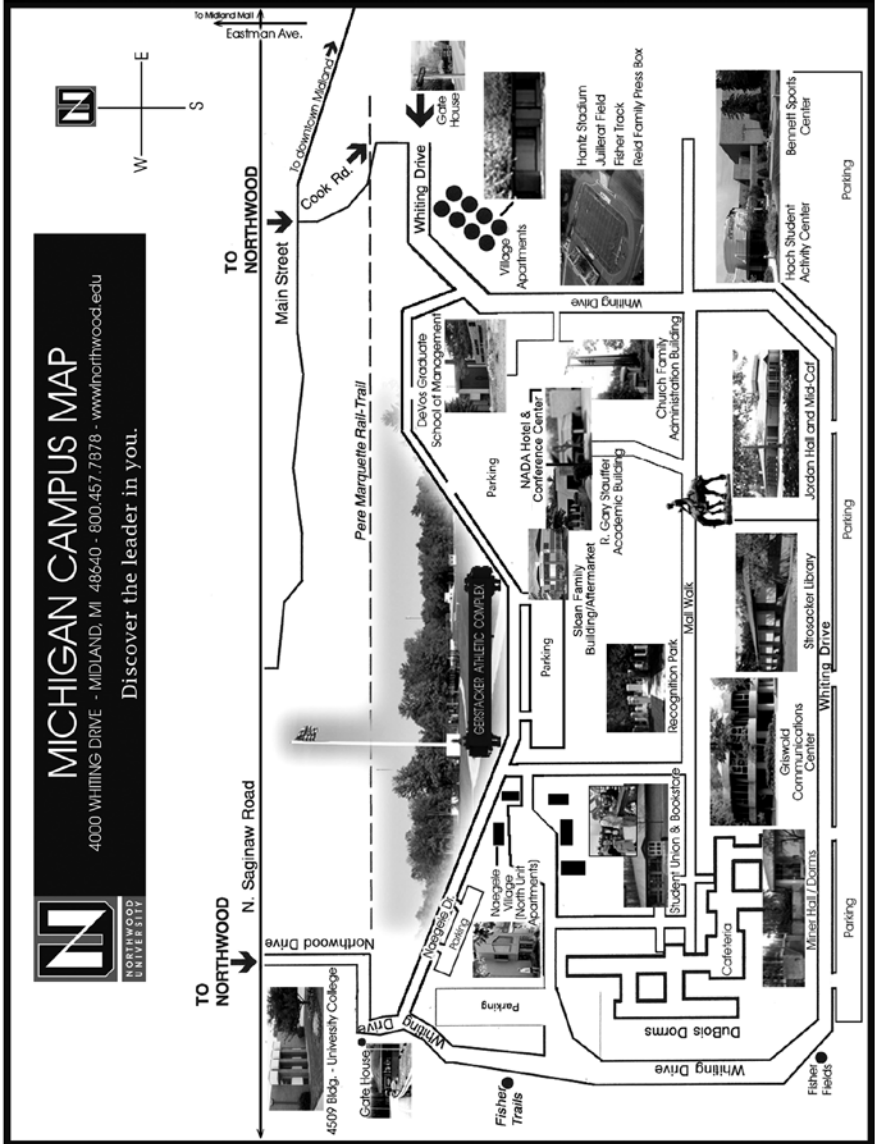
By Car from Lansing (approximately 100 miles)

- Follow US 127 (north) to M-20.
- Go (east) on M-20 about 24 miles to Main Street of Midland (traffic light).
- Turn left on Main Street, go approximately 2 miles to North Saginaw Road (2nd traffic light). Please note: You may be going past a sign indicating the former main entrance for campus off Cook Road. Proceed to N. Saginaw Rd.; make a left-hand turn onto N. Saginaw Road and travel approximately .5 mile to Northwood Drive; it will be on your left; follow Northwood Drive to enter campus.

By Car from Grand Rapids (approximately 125 miles)

- Take US 131 expressway (north) to M-46 East.
- Go east on M-46. Proceed east to US 127.
- Follow US 27 (north) to M-20.
- Go left (east) on M-20 about 24 miles to Main Street of Midland (traffic light).
- Turn left on Main Street, go approximately 2 miles to North Saginaw Road (2nd traffic light). Please note: You may be going past a sign indicating the former main entrance for campus off Cook Road. Proceed to N. Saginaw Rd.; make a left-hand turn onto N. Saginaw Road and travel approximately .5 mile to Northwood Drive; it will be on your left; follow Northwood Drive to enter campus.

CAMPUS MAP



NORTHWOOD UNIVERSITY

Off-campus Locations:
 Alden D. Dow Creativity Center - 2203 Eastman Avenue
 Northwood Gallery - 102 East Main Street
 Northwood University Administration Center (NUAC) - 4900 Eastman Road
 Sugnet Building - 110 West Sugnet Road
 University College - 4509 Northwood Drive



- 20 Bennett Sports Center
- 36 Bette Fisher Stadium
- 18 Church Family Administration Building (CAAB)
- 37 Dow Commons Galleria
- 28 East Gate House (Security)
- 1 Fisher Family Fields
- 41 Fisher Trail
- 38 Geneva Stadium
- 35 Gestader Athletic Complex
- 21 Gestader Tennis Complex
- 25 Griswold Communications Center (CUH)
- 19 Hech Student Life Center (Hach) 9-12
- 10 Juliet Field
- 11 Arthur J. Fisher Track
- 12 Reid Family mess Box
- 23 Jordan Hall
- 40 Maintenance Complex
- 22 Mid-Care@Northwood
- 26 Miner Hall
- 14 N.A.D.A. Automotive Education Center (NAEA)
- 30-34 Naagale Village
- 32 Constitution Hall
- 33 Freedom Hall
- 31 Independence Hall
- 30 Jones Hall
- 34 Liberty Hall
- 39 North Gate House (Security)
- 17 R. Gay Stauffer Academic Building (CSAB)
- 16 Recognition Park
- 43 Residential Community (proposed)
- 13 Richard DeVos Graduate School of Management (DeVos)
- 15 Stan Family Building for Alternative Studies
- 24 Stroeder Library
- 29 Student Union/Bookstore
- 2-8 Village Commons
- 7 Arnold House
- 2 Dow House
- 4 Gestader House
- 8 Herick Foundation House
- 5 Krosbush House
- 6 McIntyre House
- 3 Rapanos House

ADMINISTRATIVE OFFICES

ADMISSIONS

The Admissions Office serves as the liaison between prospective students and the various offices at Northwood University. It is responsible for the marketing of the University's traditional, non-traditional, and graduate programs and working with potential new students prior to enrollment. Many opportunities exist throughout the year to assist in the recruitment process. Please see the Admissions Office in Miner Hall if you would like to get involved.

Location

Located in Miner Hall

Contact Information

Phone: 800.457.7878

Office Hours

Monday – Friday, 8:30am – 5:00pm

BUSINESS OFFICE

The Business Office Services:

- Apply payments on student account
- Advise students on payment options
- Add additional money on student card
- Answer billing questions about student's statement
- Pick up work study checks
- Process financial aid refunds
- Pay for postage
- Send faxes

Location

Located in Lower Miner

Contact Information

Phone: 989.837.4207

Fax: 989.837.4104

Email: mibusoff@northwood.edu

Office Hours

Monday - Friday, 8:30am - 5:00pm

Payment Due Date

Students must validate their schedule by the due date to avoid having their classes dropped. Validation is obtained by submitting payment, setting up a payment plan, and/or submitting all required financial aid paperwork. All forms of payment must cover term charges. This process is conducted prior to each semester start. Due dates are indicated on the semester invoice.

WebAdvisor Services

[http://my.northwood.edu/WebAdvisor/student/financial information](http://my.northwood.edu/WebAdvisor/student/financial%20information)

- My Account Statement: Itemized statement of charges, payments and financial aid.
- Make a Payment: Students can make payments on their account with e-checks or credit cards (MasterCard, Discover and American Express).
- Bank Information: Students sign up to have their refunds directly deposited into their bank account. To assure timely processing of refunds a credit balance form must be on file.
- Business Office Forms: Frequently used forms such as Address Confirmation, Car Permit, NU Bucks/NU ID Card, Financial Policies, Credit Balance, Calendar, etc.

Additional information may be found at:

<http://www.northwood.edu/mi/studentlife/businessoffice/>

FINANCIAL AID

Northwood University believes that insufficient financial resources should not interfere with your Northwood education. The Financial Aid Office is here to assist you through the awarding of financial assistance based on demonstrated financial need and educational potential. For the past academic year, 75% of students who applied for federal and/or state financial aid received assistance through one or more of the federal or state aid programs described.

Services Provided

- Financial Aid Counseling/Awarding for Federal, State, Institutional, and Private Aid
- Private Donor Scholarship information, application, and awarding
- Federal Work Study Guidance

Location

Financial Aid is located in Miner Hall

Contact Information

Financial Aid Director

Phone: 989.837.4230

Hours

Monday – Friday, 8:30am – 5:00pm

How to Apply for Financial Aid

The financial aid office has developed the following list to assist students in applying for financial assistance:

1. To be eligible for federal and/or state aid, you must complete a Free Application for Federal Student Assistance (FAFSA). If you are currently receiving assistance, a reminder to complete your “FAFSA” will be sent to you during the spring semester. You can complete a (FAFSA) online at www.fafsa.ed.gov. In order to electronically sign the (FAFSA), please apply for a federal PIN at www.pin.ed.gov (only for students/parents that have not previously applied). (You may request a paper FAFSA by calling 1-800-4FEDAID, 1-800-443-3243 and mail it to the federal processor. This action will add approximately four weeks to the application process.)
2. Make sure you list Northwood University; school code 004072
3. A completed FAFSA is required before any Federal, State or Northwood University need based aid can be awarded. Failure to apply by the application deadline date may jeopardize the amount of the award. April 1 is the preferred deadline.
4. Respond to all requests for additional information as soon as possible.
5. Once the FAFSA is processed, the federal processor will mail the results to you in the form of a Student Aid Report (SAR). If you listed Northwood’s Federal School Code as 004072, the Financial Aid Office will receive an Institutional Student Information Record (ISIR). The results of your application, along with any supplemental information requested by the Financial Aid Office, must be received by the Financial Aid Office before any Federal or Northwood Aid can be awarded.

Need Determination

The majority of Northwood need based aid and all Federal and State financial aid is based on demonstrated financial need. The information on the FAFSA will assist us in determining your family’s financial need. The Department of Education believes the primary responsibility for educational funding lies with you and your parents.

It is important to note that the FAFSA is the only application needed for the State, Federal and Northwood University **need based aid**. To enable students to receive full consideration for all forms of financial assistance, the FAFSA should be completed as soon as possible.

If applying on-line, the process from application to awarding of aid should take approximately two to three weeks. If a student applies using a paper FAFSA, students should add four to six weeks to that number. It is recommended that students complete the FAFSA immediately after filing their Federal Income Tax information with the IRS. Based on the timely submission of the FAFSA to the federal processor, the financial information contained in the results of your FAFSA, academic records, the availability of funds, and other information available to us at the time, we will “package” students’ financial aid awards. A financial aid package is a combination of aid sources available, tailored to each student’s individual circumstances.

Types and Categories of Aid

The financial aid package could include any combination of the following:

Federal Aid

- *Federal Pell Grant
- *Federal Work Study (FWS)
- *Federal Supplemental Educational Opportunity Grant (SEOG)
- *Federal Direct Loans (Subsidized, Unsubsidized, PLUS, and Grad PLUS)

- *Federal Academic Competitiveness Grant (ACG)

State Aid

- *Michigan Tuition Grant (MTG)
- *Michigan Competitive Scholarship (MCS)
- Tuition Incentive Program (TIP)

Institutional Aid

- Academic Scholarship
- **Private Donor Scholarships
- Athletic Scholarship
- Business Club Scholarships
- Northwood University Grant

* Need based and are automatically applied for by filing an FAFSA

**Requires special application available from the Private Donor Scholarship Office after December 1, applicants must meet deadlines; February 1, 2011 for returning students and May 1, 2011 for new students. Private Donor Scholarship applications are available on our website www.northwood.edu.

Grants and scholarships are a form of gift aid that do not require repayment or work obligation. Federal loans are federally insured and require repayment with interest. Federal Work Study awards allow a student to work part-time to help pay their educational expenses.

Other Sources of Financial Assistance

Students should research aid available to them from outside sources, such as local civic groups and associations related to their program of study. Students who may be eligible for Veterans Administration benefits should contact the V.A. or the University's V.A. certifying official for further information.

Availability of Funds: Many funds are awarded on a funds available basis. It is extremely important that you apply early and provide all requested documentation promptly. Students have the right to be informed of and to apply for all financial aid programs for which they are eligible. Northwood University is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, gender, color, religion, creed, national origin or ancestry, age, marital status, disability or veteran status.

The University is also committed to compliance with all applicable laws regarding nondiscrimination.

INFORMATION TECHNOLOGY

Information Technology's mission is to plan, secure, implement, and support technology that enhances and promotes student learning and university business. This includes providing network, both wired and wireless, and Internet access in resident halls, labs and classrooms. Also provided to students are a Northwood e-mail account, server storage space, and access to my.northwood.edu.

Campus IT Locations

Michigan Campus - Information Technology Help Desk located upstairs Griswold Building, Room G1.

Texas Campus - Campus Information Technology Office located in the Student Union.

Florida Campus - Campus Information Technology Office located in the back of the Cook Library in the Turner Education Center.

The IT Help Desk's business hours during the academic year are:

Monday – Thursday	8:00 AM – 11:00 PM
Friday	8:00 AM – 6:00 PM
Saturday	12:00 PM – 5:00 PM
Sunday	5:00 PM – 10:00 PM

All times displayed in Eastern Standard Time and excludes holidays.

Student Accounts

A network account and Northwood e-mail address will be issued to all students and will minimally remain active until the student graduates or withdraws from Northwood. After graduation, alumni email is available upon request. All Northwood students must log in using their Northwood network login and password in order to gain access to any Northwood computer on campus. Students should not share their logins or passwords with anyone. It is also critical that students log off when leaving a computer. Students will also be issued a limited amount of secure personal file storage located on a Northwood server (S: drive). **Picture ID Cards are required to issue or change any student account.**

My.northwood.edu

My.northwood.edu (<http://my.northwood.edu>) is a combination of resources powered by Blackboard™ software that provides the Northwood community with an easy-to-use comprehensive networked learning and community environment. It is the University's primary venue for supplying access to online student resources, such as the library, bookstore, *Wall Street Journal*, password reset functionality and dining menu. It is where students will find all current campus news, announcements, and happenings along with emergency notifications. Another major role of the system is to provide students access to their supplemental online course sites, a variety of student-focused online organizations and to their Northwood email. Finally, students will refer to this site for financial and academic information through the WebAdvisor link. Information includes financial aid status, course registration, schedules, and grades. Students will visit this site on a regular basis for learning, for communicating, and for collaborating.

Northwood University Password Reset System

This system allows students to change their password and unlock his/her account even if they have forgotten the password. The student must setup their access into this system before it can be used to reset a password or unlock an account. During this setup, the student will be asked to select three security questions and provide the answers. This is a one-time process and takes only a few minutes. To sign up, visit www.northwood.edu/pwreset.

Acceptable Use Policy

While using any computer connected to the Northwood network, students must abide by the policies outlined in the Computer User Acceptable Use Policy (AUP). The current and full policy can always be found at www.northwood.edu/aup. The following is a summary of the policy.

Northwood University's technology resources are provided for academic and business purposes. Use of Northwood systems and all resources to which they are connected is a privilege, not a right. Information Technology is committed to protecting Northwood University's students, employees, partners and the institution from illegal or damaging actions by individuals, either knowingly or unknowingly. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly. Inappropriate use exposes Northwood University to risks including virus attacks, compromise of network systems and services, data disclosure/loss and legal issues.

General Use and Ownership

- All data or messages created on the corporate network or systems remains the property of Northwood University.
- While Northwood University's Information Technology team desires to provide a reasonable level of privacy, users should be aware that while using Northwood University systems and network they should have no expectation of privacy. Because of the need to protect Northwood University's network, management cannot guarantee the confidentiality of network transmissions nor information stored on any equipment belonging to Northwood University.
- For security and network/system maintenance purposes, authorized individuals within Northwood University may monitor equipment, systems and full content network traffic at any time.
- Northwood University reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Security and Proprietary Information

- Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. User level password changes are required every six months.
- All computers used by the student that are connected to the Northwood University network, whether owned by the user or Northwood University, shall be continually executing approved virus-scanning software with a current virus database. In addition, such hosts must have installed up to date operating system and application security patches.
- Students must use caution when opening e-mail attachments, accepting file transmissions or accessing internet links as they may contain viruses, e-mail bombs, or Trojan horse code. Any messages, files or links from unknown senders should be immediately deleted and not accessed.

Unacceptable Use

The following activities are, in general, prohibited. The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities

The following activities are strictly prohibited:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Northwood University.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Northwood University or the end user does not have an active license. Please see Fair Use/Copyright Policy for further details.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The appropriate management should be consulted prior to export of any material that is in question.
- Intentional introduction of malicious programs into the network, workstations or servers.
- Revealing an account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home. Please note that authorized Information Technology staff has access to change passwords as required. No Information Technology staff member, or person claiming to be an IT staff member, should ever request you to provide your password.

- Using a Northwood University computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- Making fraudulent offers of products, items, or services originating from any Northwood University account.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning is expressly prohibited unless the activity is a part of the user's normal job/duty.
- Executing any form of network monitoring which will intercept data not intended for the user's host.
- Circumventing user authentication or security of any host, network or account.
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- Providing information about, or lists of, Northwood University constituents to parties outside Northwood University without proper authorization.
- Utilizing Northwood University equipment for business unrelated to the University or personal gain.

Email and Communications Activities

The following activities are strictly prohibited:

- Sending unsolicited bulk email messages, of any kind, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, instant messenger, telephone or paging, whether through language, frequency, or size of messages.
- Unauthorized use or forging of email header information.
- Creating or forwarding "chain letters", "ponzi" or other "pyramid" schemes of any type.

Electronic Communications Policy

Northwood University utilizes the my.northwood.edu portal and e-mail as the standard, and sometimes preferred, means of internal communication at the University. The University will consider students to be duly informed and in receipt of notifications and correspondences sent by an administrator, staff, or faculty member delivered to a student's Northwood e-mail account or posted on the portal. It is recommended that students frequently access their Northwood e-mail account and the my.northwood.edu portal for official information.

Enforcement

Any constituent found to have violated this policy may be subject to disciplinary action, up to and including expulsion from the University. Student related incidents are to be referred to the appropriate campus Dean or Provost. If appropriate, the University will advise law enforcement officials of any illegal activities.

Non-Northwood Owned Network Devices

Without specific authorization by the Network Administrator, users must not physically or electronically attach any foreign networking device to the Northwood University network. This includes, but is not limited to routers, switches, hubs, wireless access points, and any device that may provide DHCP services. Violation of this policy may result in the immediate suspension of Northwood University network connectivity privileges.

Computer Registration

All students who wish to connect their personal computer to the Northwood network must first register their computer. Northwood University provides a computer registration system which walks the student through a series of checks for various security patches and applications. The system also requires the student to login using their Northwood account before using the Northwood network. The goal of this system is to ensure that all computers using the network meet a minimum security baseline and encourages a secure and reliable network for all students.

Anti-Virus Software

Northwood University has purchased a license for anti-virus software which allows all resident students to download this software FREE of charge for their personal computer. It is **required** that each resident student have this software running. Students whose personal computers are infected with viruses will be removed from the Northwood network until the situation is remedied.

Non-resident students who wish to connect computers to the Northwood University wireless network must also have a valid, current virus scanning package installed. Verification of this presence will occur automatically by Northwood systems upon attempting connectivity. In the event that the system scan does not discover an acceptable virus scanner installed, an on-screen message notifying the user to install as such will be provided.

Computer Lab Information

Following is some important information regarding computer labs at Northwood University.

- All computer labs will have varied open lab hours in evenings and also during the day when classes are not scheduled in the room. These hours will change each term as the class schedule changes. Lab schedules and locations can be found at: www.northwood.edu/helpdesk
- Computer labs are a public space designed for use by all Northwood students. Any activity which tampers with the productivity of the equipment, or is considered offensive, should NOT be conducted in the labs.
- Students must login using their Northwood network login and password in order to gain access to any computer on campus. It is also critical that students log off when leaving their workstation.
- Students should not tamper with the file structure or programs on any lab computer.
- Food, beverages and smoking are NOT allowed in any computer lab. The instructor and/or lab assistant on duty will ask violators to leave the computer lab if this rule is not followed.
- It is the primary responsibility of the lab assistant on duty to monitor printing, control the scanning process, maintain order and take the necessary steps to repair equipment problems. Please contact the student lab assistant on duty immediately if there are any hardware or software problems in the PC lab. Violators of any of the above policies can result in loss of net-work access.

Student Printing Policy

Each traditional and ADP student will be given \$75 worth of printing privileges per academic year (at no extra charge) for printing in the labs and library. A software package monitors how many printouts are requested by each student based on the network account login. The lab or library PC displays a notification of how many prints have been made and the dollar value remaining in the account. Black & white pages charge .10 each and color pages charge .15 each toward the \$75 account. If a student uses all of the printing funds on their account, printing privileges will be suspended in the labs and library until the student purchases additional printouts. Students may do this by visiting the IT Help Desk or campus business office.

Getting Technology Help

Information Technology has a location on each campus to assist students with problems related to any Northwood technology initiative. This office can assist students who are having problems with their login, password, S drive, print management, network connectivity. Students may also contact the Help Desk at 989-837-4421 or toll free at 877.209.HELP during normal business hours for assistance. The Help Desk can also be reached via email at helpdesk@northwood.edu.

Northwood provides complementary, best-effort PC repair services to students under the following guidelines:

- Students are responsible for providing all licenses software necessary to address a given problem
- Windows 95, 98, ME, and 2000 are not supported
- Northwood reserves the right to deny network access to computers that are suspected to be infected with viruses or spyware
- No guarantees accompany services provided
- Timeliness of completion is proportionate to how many qualified technicians IT has available
- In the event that IT cannot repair a computer, we will return it to the owner and provide recommendations for further action

INTERNATIONAL STUDENT INFORMATION

Location

International Student Advisors are located in the Church Family Administration Building, Lower Level

Contact Information

International Student Advisor

Phone: 989.837.4124

Office Hours

Monday – Friday, 8:30am – 5:00pm

Immigration Advising and Reporting

The International Student Advisors are typically the University's official link with U.S. Citizenship and Immigration Services (USCIS), a branch of the U.S. Department of Homeland Security (DHS).

The International Student Advisors advise students about all issues related to their non-immigrant alien status (visa, on-campus employment, internships, etc.) and personal matters such as adjustments to U.S. society and education. All emergencies related to international students are handled by the International Student Advisors in consultation with other appropriate campus offices.

International Student Orientation

The International Student Advisors conduct formal orientations for new international students. A comprehensive orientation is held at the onset of the each new academic year while smaller sessions are available at the start of each term to accommodate smaller groups of new arrivals.

Social and Intercultural Programming

Promoting constructive relationships between foreign and U.S. students as well as citizens of the local community is an area where the International Student Advisor is a pro-active communicator and facilitator. The advisor helps international students find opportunities to learn more about U.S. culture outside the classroom, often acting as a link with community organizations and volunteers, as well as with student associations.

Liaison and Public Relations

The advisor serves as a representative, advocate, or spokesperson for international students in dealing with U.S. and foreign government agencies, other campus offices and departments, and community members. The advisor also prepares and disseminates information via newsletters, handouts, and other printed materials for students, faculty, and staff.

Culture Shock

Although studying in a foreign country sounds glamorous and exciting to those who stay at home, the new life awaiting the international student is full of surprises and challenging realities. Specialists in counseling and intercultural studies recognize that it is not easy to adjust to life in a new culture. Furthermore, when a student must live up to certain academic expectations in a new system, using a second language, stress easily becomes part of the equation. A feeling of disorientation appears and Culture Shock settles in. Additional information and resources are available, contact your advisor or go to the International Students section on my.northwood.edu.

Academic Values in American Universities

Students are expected to contribute to class by participating in class discussions or working together with other students on team projects. Some instructors will actually assign part of your course grade based on your participation and attendance.

Students are expected to do their own work unless specifically directed to do otherwise by the instructor. Cheating and plagiarism (copying from someone else's work without permission or citation) are grounds for failing a course or even expulsion from the University.

Success will require you to do a considerable amount of work outside of the classroom, working on project, reports, papers, and in studying and preparing for class.

Students are expected to develop knowledge and skills and to develop critical thinking skills regarding their field of study, and regarding general ideas and knowledge. Exams may cover basic information, but you may also be asked to demonstrate how to apply knowledge through projects, writing or oral presentations.

Extracurricular activities are considered very important. Faculty and potential employers will look favorably on organizational activities outside of the classroom. Northwood University creates an additional EXCEL transcript recording participation in extracurricular activities.

Cultural diversity is important. Students are expected to respect the beliefs and values of others who are from a variety of cultures.

Copyright Issues

Copyright protects original works of authorship. The copyright holder has the exclusive rights to:

- Reproduce or copy.
- Produce derivative works based on the copyrighted work (right to modify).
- Distribute copies of the work.
- Perform or display the work publicly.

The copyright holder has additional exclusive rights regarding visual works, such as the right to:

- Claim authorship of the work and to prevent the use of his or her name as the author of a work he or she did not create (attribution).
- Prevent the use of his or her name as the author of a distorted version of the work, and to prevent destruction of the work (integrity).

Examples of copyright violations and general guidelines are available on my.northwood.edu.

Basic Legal Issues: U.S. Laws Regulating Alcohol, Drugs and Relationships

Three basic levels of law in the United States:

- Federal law – U.S. Government Regulates issues like immigration, interstate commerce, speed limits on Federal highways, etc.
- State law – Regulates issues such as speed limits on state highways, civil and criminal law, consumption of alcohol, drugs, and relationships.
- County and City Ordinances – Regulates local speed limits, noise, violations, littering, building codes, etc.

Laws concerning alcohol:

- Must be 21 years of age or older to legal purchase, transport, possess, or consume any type of alcohol (even in the privacy of your own room or apartment).
- Cannot transport open containers of alcohol in your car (leave them unopened in the trunk).

Laws concerning other drug use:

- Must be 18 years of age to purchase any kind of tobacco.
- Sales and possession of drugs such as marijuana, cocaine, heroin, is illegal and punishable by fines and/or imprisonment.

Laws concerning relationships:

- Having sexual relations with any person under 16 years of age is illegal (statutory rape).
- In the United States, there is the concept of “NO” means “No”. Either person may ask to stop a sexual encounter at any time and the other person must stop sexual contact.
- If you force another person to have sexual relations, it is considered rape and is punishable by imprisonment.

If you are stopped in your car by a police officer:

- Do not step out of the car unless you are asked to do so by the police officer.
- Keep your hands on the steering wheel while the officer approaches your car, the same for your passengers. Passengers must also keep their hands in plain view.
- The officer will tell you why you have been stopped.
- The officer will ask for your driver’s license and car registration and may ask for proof of insurance.
- If you are speeding, the officer will issue a ticket and explain what you must do, such as pay a fine, or appear in court. The officer may also simply give you a verbal warning.
- DO NOT attempt to bribe the officer with money.

Student and Exchange Visitor Information System (SEVIS)

SEVIS is a database set up for colleges and universities to share information electronically via a secure website for governmental agencies.

- SEVIS keeps better records on non-immigrant students and exchange visitors currently in the U.S.
- Northwood University is required by U.S. federal law and regulation to maintain certain records and information on international students.
- The information is shared electronically with the U.S. Department of Homeland Security.

Social Security Number (SSN)

A Social Security Number (SSN) is a nine-digit number issued to individuals to report wages to the U.S. government and to determine eligibility for U.S. federal old age and survivor’s benefits. It is also used as a taxpayer identification number for employment purposes and tax reporting.

Student Employment and SSN Application

Students with F-1 status are eligible to seek employment on campus, and are limited to 20 hours per week while school is in session or 40 hours per week if school is not in session. Only students who can document that they have obtained employment on Northwood University’s campus will qualify to apply for the Social Security number.

International students who must participate in curricular practical training as part of their degree program or engage in practical training after graduation will also need to apply for a SSN; they will be eligible to apply when the formal “internship contract” or “job offer” is produced in writing on the employer’s official letterhead.

F-1 students who are seeking a SSN for employment on-campus must follow the steps outlined on www.northwood.edu under the International Student section.

Curricular Practical Training/CPT (internship) and Optional Practical Training (OPT) as well as off-campus employment for economic hardship can be authorized and/or adjudicated only after an international student has fulfilled the “one academic year” full-time enrollment pre-requisite. For more details review the Curricular Practical Training and Optional Practical Training section under the International Student section in my.northwood.edu.

State Issued Driver’s License

Because mandatory identity cards are not U.S. federal requirements, a driver’s license is the prime identification document in all states. If you plan to own a car, drive someone else’s car, purchase car insurance, or register a car, you must first obtain a state issued driver’s license. To locate a Social Security Office call 1-800-772-1213 or find an office under the International Student section in my.northwood.edu.

Bank Accounts

A bank cannot and will not process an application for a bank account until the new student has a specific local address on or off campus. Students who will reside on campus must provide a dorm or hall address. Students who will live off campus must have a complete address showing the precise apartment number. Part of the process is linked to ordering the printing of personal checks, which require the address of the account holder.

Campus Housing Phone System

Each campus residential unit is equipped with several phone outlets serving a single phone number specific to the housing unit. There is no charge for local calls on campus and within the community (the campus phone system is automatically included in housing costs). Students bring or buy a basic phone and connect it in the apartment or room, as applicable. Residential Assistants (R.A.'s) will provide directions to set up a personalized voice mail answering system.

New Phone Service off Campus

When a prospective customer applies for a new phone service (land line), the phone company routinely requests a social security number. Keep in mind that the employee has been trained to go down an information check list, assuming that the customer is either an American citizen or a permanent resident entitled to a SSN. Explain that you are a newly arrived international student, and that you are not readily eligible to apply for a SSN. Promptly add that you know that the alternative for SSN consists of faxing the phone company a clear photocopy (or scanning) of both your student VISA and passport front page with photo I.D. If the customer representative is uncooperative (or unaware of this alternative), very politely ask: "May I, please, speak to your supervisor?" This should get the type of attention a customer deserves.

Cell Phones

Numerous cell phone companies are competing for younger customers such as college students. You need to do some comparative shopping and understand all the commitments of a contract before signing it.

For domestic customers, cell phone providers request a SSN for the sole purpose of checking the applicant's credit history. Since newly arrived international students have no credit history in the US (and are not readily eligible for a SSN), a sizeable deposit may be requested in place of the credit check. After good credit with the cell phone company is established, the deposit becomes applicable towards phone bill payments.

For international calls, many international students purchase a calling card or "international minutes" which provide the cheapest rate for communication with their home country. Comparative shopping is, once again, the most reliable way to find the best phone provider. Word of mouth in the international student community will pass along the best tips in regards to "calling home". Some students also use internet-based phone systems like "Skype".

Important: Remember to report your cell phone number to the Northwood University Business Office: it will be entered in the University data base and will enable us to contact you when necessary regarding vital academic and administrative matters, or in case of an emergency.

Helpful Websites and Resources

- The SmartStudent Guide to Studying in the USA: <http://www.edupass.org/>
- Northwood University International Student Information: <https://www.northwood.edu/internation/internationalstudents>
- Michigan Secretary of State: <http://www.michigan.gov/sos/>
- U.S. Social Security Administration: <http://www.ssa.gov/immigration/immigration2.htm#students>
- International Student I.D. Card (for travel, student discount, etc.): 1-800-781-4040 or www.istc.org or www.isccard.com
- Altavista – World – Babel Fish Translation: <http://babelfish.yahoo.com>
- World Time Server.com (times around world): <http://www.worldtimeserver.com>
- Universal Currency Converter: <http://www.xe.com/ucc/>
- List of Embassies/Consulates Worldwide: <http://www.embassyworld.com>

REGISTRAR'S OFFICE

The Registrar's Office on each campus is responsible for maintaining academic records on each student.

Location

Church Family Administration Building, Lower Level

Contact Information

Registrar

Phone: 989.837.4215

Office Hours

Monday - Friday, 8:30am - 5:00pm

Student Records

The Registrar's Office on each campus maintains student academic records which include the original application; letter of acceptance to Northwood; results of Orientation placement tests; standardized test results; midterm and final grades; transfer credit evaluations; letters of award, honor, or probation; and cumulative transcripts.

Online Registration and Schedule Adjustment

Students register for classes using their Web Advisor on the my.northwood.edu portal. Registration information is posted on my.northwood.edu.

Through registration information postings (or supplementary emails), the student receives a priority registration timeslot, a schedule of upcoming classes, and instructions for online registration. It is the student's responsibility to follow these instructions and register or make schedule adjustments at the times specified. Students can access their My.northwood.edu portal from any computer with internet access.

Students may adjust their schedule by dropping or adding courses during the specified times prior to the start of the semester.

Course Load

The normal course load for Northwood students is 15 to 16 credit hours per semester. Student taking 12-17 credit hours are charged a block tuition rate. Overload credits are charged per credit hour. See Business Office section for tuition rates.

Fulltime - 12 hours is considered full-time for financial aid, athletic eligibility, international student and veteran's benefits load requirements.

Overload - Students who wish to enroll for more than 18 credits per semester must apply to the Registrar, Associate Academic Dean, or Academic Dean for permission to take an overload. A 2.5 cumulative grade point average (GPA) is required to enroll in an overload.

Drop / Add

Semester - A semester is 15 weeks with an added week for final exams (16 weeks).

Drop/Add - Through end of 14th calendar day of 15 week semester.

Drop grades (W) issued on the 15th day

Compressed Courses and Summer Sessions Drop/Add - 12.5% of course period (# of days);

Drop Grades (W) issued after drop/add period

Example - 3 week session - 2.6 days to drop; W grades issued after 2.6 days

6 day compressed class - No adds after 1st day; W's issued for drops after 1st day.

Course Withdrawal

Semester Length Courses - The final day to withdraw from a course with a grade of "W" is Friday of the 11th week. Completed forms must be turned in by Friday of the 11th week of the semester. After that, the grade earned in the course is the grade that will appear on the transcript.

Compressed and Summer Courses - The final day to withdraw from a course with a grade of W is at 73% of the course time.

To withdraw from a course, students must complete a Course Withdrawal Form. All students are asked to discuss withdrawing from the course with the appropriate faculty member. Faculty signature is recommended, not required. Freshman students are required to discuss withdrawal with an Advisor and to obtain a signature. Varsity athletes must also obtain their coach's signature. International students must obtain a signature from the International Student Advisor. Military Veterans must report to the Certifying Official when withdrawing from a course.

Withdrawal from Northwood University

Students may withdraw from the university (all courses within the semester) with W grades up until the week before final exams (15th week of semester).

If a student decides to leave school during a given semester, that student must see an Academic Advisor. An official withdrawal form must be completed to notify the following departments: Business Office, Registrar, Financial Aid, Housing, Health Center, and Food Services. International students must see the International Student Advisor before withdrawing. Military Veterans must report to the certifying official before withdrawing from school. The withdrawal process starts in the Registrar's Office.

Transcripts

Official student transcripts will be sent to third parties only upon receipt of a signed request from the student. The request form is available online:

<http://www.northwood.edu/sharedmedia/PDF/Academics/studenttranscriptrequestform.pdf>).

Official transcripts are not given to students, and are mailed by Northwood to the requested college or employer. Some restrictions may apply.

Unofficial transcripts are available on Web Advisor via the My.Northwood.edu portal. Students can also obtain unofficial transcripts by forwarding a completed transcript request form to the Registrar's Office pursuant to the Family Educational Rights and Privacy Act of 1974, Federal Law 93-380. Student transcripts are labeled "Issued to Student," and are not considered "official." Each student will receive a student copy of his/her transcript with his/her diploma. Any questions should be directed to the Registrar's office.

Enrollment Verification

Northwood University cooperates with the National Student Clearinghouse to provide the following self-service opportunities to our students:

- Print enrollment verification certificates to send to health insurers, housing providers or other organizations requiring proof of enrollment
- Check the deferment forms and electronic notifications sent to lenders
- Obtain a list of your student loan lenders and link to real-time loan information
- View enrollment history
- View enrollment verifications provided to student service providers at your request.

Students may locate the National Student Clearinghouse program within Web Advisor, on the Student Menu under Communication. Online instructions are easy to follow.

Enrollment information for a current semester is available approximately the 10th of the second month of the semester.

If more detailed information is required, enrollment verification forms are available in the Registrar's Office.

Change of Major (Academic Program)

Students interested in changing their major should discuss this decision with the chairs of the department for their present and prospective program. Then, the student should meet with an academic Advisor to get a thorough understanding of the impact of the change on degree completion, key course sequences, and complete a Change of Major form.

International students must meet with the International Student Advisor.

Military Veterans must meet with the Certifying Official to complete VA form 22-5495.

Grade Distribution

Midterm and final grades are available to students on WebAdvisor via the my.northwood.edu portal. Midterm grades are available by the end of Week 9. Semester final grades are available by the end of the week following final exams. Refer to the academic calendar for exact dates.

Repeating Courses

Courses for which a student has earned a grade of F must be repeated if the course is required in the student's curriculum. Students who wish to improve their achievement level may elect to retake a course at Northwood if they earned a C- or below in that course; courses in which grades of C or better are earned may not be retaken. The letter grade earned in the most recent attempt will replace the prior grade in the calculation of cumulative credit totals and grade point average, even if that grade is lower than the previous grade. All grades will be included on a student's transcript. A failed course may be repeated at another institution and transfer credit will be awarded; however, the Northwood cumulative grade point average will not be affected. Students are encouraged to repeat a failed course at Northwood.

Test-Out Policy

Students may attempt to test out of certain courses, for a fee, with a maximum of 30 credits permitted. Credit for the course will be granted if a grade of C or better is achieved, but no honor points will be awarded. Test-outs may be attempted only once and may not be used to repeat a course.

Graduation Requirements

- Completion of a minimum of 123 semester hours.
- Completion of 31 semester hours of academic credit at Northwood University.
- Successful completion of the program requirements.
- A cumulative GPA of 2.0 (C) or better in major.
- An overall cumulative GPA of 2.0 or better.
- Application for graduation.
- Recommendation of the faculty with approval by the Board of Trustees.

Graduation Application

Applications for graduation are due one semester prior to the semester in which course work is completed for the degree. Northwood University's Michigan campus has two Commencement programs, one in December and one in May.

Candidates who wish to participate in the December Commencement must complete a graduation application at the Registrar's Office during the first week of September.

Candidates wishing to march at Commencement in May must file a graduation application at the Registrar's Office during the last week of fall semester.

Commencement participation is open to students who:

- Have a 2.0 GPA or above and
- Will complete degree requirements by the end of the fall semester (for December) or by the end of summer (for May).

Any requests for exceptions to this policy must be addressed in writing to the Registrar.

Transferring Credits to Northwood University

In order to transfer in equivalent credits (not grades) from another academic institution, students must earn a grade of "C" or better for the course (or the converted global equivalent of 70% or better for courses taken at an institution outside of the United States). To determine if a course will transfer, contact the Registrar or an Academic Advisor. The credit transfers, however the grade received does not transfer to Northwood.

Students wanting to take courses at another institution while attending Northwood must receive approval through the Registrar's Office before enrolling in the course(s). Guest Student Applications must be submitted for review and approval to ensure transferability. Applications are available in the Registrar's Office.

Internal Transfers

Students wishing to transfer to another campus must meet the following criteria:

1. Minimum cumulative GPA or 2.00
2. A zero balance with the Business Office
3. No current or pending disciplinary issues via the Dean of Students

Only certain majors are offered on each of the campuses; students should check to make sure that their major is offered at the campus the student would like to attend. All courses are not offered on all campuses and all courses are not offered every term. The student needs to check the semester course offerings to make sure required courses are offered. Students are required to meet with an academic advisor to complete an Internal Transfer Application before their application is considered for approval.

Family Educational Rights and Privacy Act (FERPA)

In accordance with FERPA, Northwood University has adopted policies and procedures to protect the confidentiality of student educational records. Student non-directory information cannot be released without written approval. To read the Northwood University FERPA policy, go to <http://www.northwood.edu/sharedmedia/pdf/compliance/FERPA.pdf>

Parent Access

Students can enroll parents in Northwood's WebAdvisor system to enable parents to:

- Review your account and bill
- Make payments on your account
- Review your financial aid status and award letter
- Review your class schedule
- Review your final grades
- Review your unofficial academic transcript

This is an opt-in service, which means you are not required to enroll your parent(s).

Instructions for enrolling your parents is available on my.northwood.edu:

[/users/matzke/student resources/student directions to enroll parents in WA and NN.doc](#)

Veterans

Each program has a Veterans Certifying Official (CO) to assist Military Veteran students through his/her educational experience. The CO provides the necessary guidance to take full advantage of the VA education benefits. The CO will maintain students' VA files and certify enrollment for benefits. It is vital to communicate any changes in enrollment, program, or location to the CO in order to maintain proper reporting to the Veterans Administration. It is the student's responsibility to report any changes within 30 days.

ACADEMICS

The faculty and staff are committed to providing the highest quality education and service to Northwood University students.

Students must become familiar with academic and other policies, curriculum requirements and associated deadlines as outlined in the student handbook, university catalog, online at My.northwood.edu, and other communications. It is the student's responsibility to actively utilize their Northwood University email, blackboard, and the university web site as they are the major communication resources and are our primary means of communication with our students.

Location

Church Family Administration Building, Lower Level

Contact Information

Phone: 989.837.4332

Office Hours

Monday - Friday, 8:30am - 5:00pm

Advising

Academic Advisors, faculty and department chairs will advise students on all matters related to their program of study and will aid students in the interpretation of policies when necessary.

Academic advising is a collaborative educational process whereby students and their advisors are partners in ensuring student academic success, and outlining the steps for achievement of the students' personal, academic, and career goals.

It is ultimately the student's responsibility to meet all stated requirements for the degree and the policies related thereto.

E-Advising complements face-to-face advising through collaborative web-based advising tools and is accessed through Web Advisor on My.northwood.edu.

Curriculum and Coursework

Curriculum guides are student completion guides for bachelor degree programs. The official curriculum guides for each campus and catalog year are available on https://my.northwood.edu/webapps/portal/frameset.jsp?tab_id=_10_1. These guides are designed for the student's benefit in achieving their degree. It is to the students benefit to keep on sequence as related to the curriculum guide for the chosen major.

To fulfill graduation requirements, students are to complete all the courses on the curriculum guide that is in effect at the time they are admitted to the University.

Northwood University is devoted to continuous improvement of all programs and reserves the right to revise all curriculum guides or academic programs. These enhancements could cause changes in students' programs of study.

If a student stops attending Northwood for a period of 5 years or more, upon readmission to the University, the student will be re-evaluated on the program requirements currently in force. The student may be responsible for taking additional course work if requirements have changed significantly.

Bachelor of Business Administration Programs

Accounting

Advertising & Marketing

Aftermarket Management

Automotive Marketing and Management

Computer Information Management

Economics

Entertainment, Sport & Promotion Management

Entrepreneurship

Fashion Marketing & Management

Finance

Health Care Management

Hotel, Restaurant & Resort Management

International Business

Management

Management Information Systems

Marketing

A second major (or major concentration) consists of a minimum of 8 courses, no more than 3 of which may be taken from business core or general education core courses. To acquire a second major as part of a BBA degree, a student needs to complete a minimum of 138 semester credits and will be more depending on major chosen.

Bachelor of Business Administration Degree Requirements

- The BBA degree requires a minimum of 123 semester credit hours. Thirty-one semester credits must be taken at Northwood. The overall cumulative grade point average required is 2.0.
- Academic major program requirements consist of a minimum of 24 semester hours within the designated major or major and concentration. Twelve major credit hours must be completed at Northwood.

A minor is 18 or more credit hours in a defined discipline and includes a 9-credit residency requirement. Courses from the business core, general education core, and electives may be counted toward completion of the requirements – with at least one-half the minor credits being at the 3000/4000 level.

Honors Program

The Northwood University Honors Program's general academic mission is to emphasize critical analysis, synthesis, and evaluation of course content. Its professional mission is to provide a more comprehensive exploration of disciplines used within various professions. The Honors Program enhances personal growth by creating a community of likeminded students dedicated to maximizing the value of their education.

Qualifications for Honors Program

Any student who qualifies for the Honors program may participate. Minimum requirements for entry into the program are listed below.

Incoming freshmen must meet at least two of the following three requirements:

- High School graduation with 3.25 cumulative GPA or higher
- Top ten percent of high school graduating class
- ACT score of 25 or higher - or - SAT score of 1150 or higher

Transfer/Current students:

- 3.25 cumulative GPA or higher for transfer students and current NU students

Honors Scholarship

Honors students who have completed fifteen or more semester credit hours in honors courses at Northwood University may apply for honors admission to either **Term in Asia** or **Term in Europe**. Honors admission automatically provides a scholarship that adjusts the study abroad program fee to the fee level students would otherwise pay for the combination of residential tuition, fees, room and board on the Northwood campus they attend. Scholarship amounts will be adjusted in proportion to the individual program fees. The Honors scholarship may only be used once. Students cannot receive multiple honors scholarships for study abroad.

Honors Program Participation and Recognition - Honors students can participate in honors courses at three levels and earn three types of recognition. All honors courses are designated on the student's academic transcript, as is successful completion of an Honors Certificate or Honors Diploma.

- Any student enrolled in an honors class is an **Honors Participant**. Students may do this as long as they meet the minimum requirements for enrollment in the program
- Any student who successfully completes fifteen semester credit hours of honors courses in certain categories will have completed the **Honors Certificate** with the following requirements:
 - o Fifteen semester credit hours of Honors courses in the following categories:
 - o Three credits of English or Humanities (ENG, HUM, PHL, HIS)
 - o Three credits of Social Science (ECN, PSY, PSC, SOC)
 - o Three credits of Business Studies (MGT, MKT, ACC, FIN)
 - o Six credits of non-specific (any honors course)

- Any student who successfully completes fifteen semester hours of honors courses in certain categories will have completed the **Honors Diploma** with the following requirements:
 - o Twenty-four semester credit hours of Honors courses in the following categories:
 - o Six credits of Humanities and English (ENG, HUM, PHL, HIS)
 - o Six credits of Social Science (ECN, PSY, PSC, SOC)
 - o Six credits of Business Studies (MGT, MKT, ACC, FIN)
 - o Nine credits of non-specific (any honors course)

Successful completion of either the honors certificate or diploma also requires a minimum NU cumulative GPA of 3.25 and a minimum cumulative GPA in honors courses of 3.0. The **Honors Certificate** and **Honors Diploma** are only available on the Michigan campus at this time.

Furthermore, employers and graduate schools will be aware of the completion of the Certificate and/or Diploma as it is clearly noted on your Northwood transcript, thus indicating that you have opted for an enhanced and challenging undergraduate education.

More information about the Honors program is available from Dr. Margaret Colarelli, Director of the Honors program.

English and Math Placement

College English Placement

ACT English	SAT English	English Course
17 or below	420 or below	ENG 0900 Basic Composition*
18 or higher	430 or higher	ENG 1150 Composition I
* <i>ENG 0900 is a semester of basic writing skills, and will not count towards your degree requirements.</i>		

College Math Placement

ACT Math	SAT Math	Mathematics Course
23 or less	540 or less	MTH 0980 Introductory Algebra*
24 - 28	550 - 640	Choice of: MTH 1100 Finite Math or MTH 1150 College Algebra
* <i>MTH 0980 does not count towards a degree but it does prepare you to be successful in MTH 1100 and MTH 1150.</i>		

Course Offering Options

Compressed course offerings (after Fall semester and during Spring semester) and summer sessions offer students opportunities to either accelerate or catch up in their academic programs. Advisors can assist in designing a completion plan that includes these options.

Internships

The Northwood University Internship Program grants students academic credit for work experience directly related to their academic program. Students may earn from 1 to 3 credit hours, with 100 hours of work being required per credit hour. Internships are required for:

- Aftermarket Management
- Automotive Marketing and Management
- Entertainment, Sport & Promotion Management
- Entrepreneurship
- Fashion Marketing & Management
- Hotel, Restaurant & Resort Management

Internships are recommended for all remaining curriculums.

Students who participate in internships are evaluated by their supervisor on the job and by their department chair or faculty member. A paper related to the work experience is required. Students interested in an internship should consult their department chairperson for approval.

Before an international student signs up for an internship, they must first be enrolled as a full time student for one academic year in order to qualify for curricular practical training (CPT) authorization by the designated school official (DSO) who is the International Student Advisor.

Study Abroad Programs

Northwood University is committed to offer a number of faculty-led group study abroad opportunities to its students. Groups of ten to thirty students typically participate in individual study abroad programs. The university currently offers two extended study abroad programs: Semester in Europe and Semester in Asia. In addition, a variety of short-term study abroad programs in Europe, Asia and Latin America occur annually, on a biennial or one-time basis. Information on all study abroad programs is available on the university's website (<http://www.northwood.edu/international/studyabroad/>)

All study abroad programs carry academic credit. Academic credit for study abroad programs entails participation in the travel period, and class work may include written papers, oral reports, daily journals, research projects, group projects, quizzes and written exams both before and after the travel period. The subject matter of academic credit varies according to the expertise and experience of the faculty leader and nature of the study abroad program.

It is very important that students who are interested in a study abroad experience to consult with an academic advisor early in their Northwood years to determine how and when academic credit associated with study abroad programs can most appropriately fit within their curriculum.

General Eligibility Guidelines for Study Abroad Programs

1. Successful completion of at least 30 semester credit hours at Northwood University or, for transfer students, completion of the equivalent 30 semester credit hours and at least one semester at Northwood University. **Students typically apply for study abroad programs as juniors or seniors.**
2. Fulfillment of any course prerequisites for academic credit associated with study abroad programs.
3. A cumulative GPA of at least 2.0 (4.0 scale). Individual programs may establish higher cumulative GPA requirements. **Students on academic probation are not eligible for study abroad programs.** Note: If a student is in good academic standing when he or she applies for study abroad, but is placed on academic probation between the time of acceptance into the program and the starting date of the specific program, the student becomes ineligible to participate in study abroad.

Individual programs may establish additional eligibility requirements.

ACADEMIC POLICIES

ATTENDANCE POLICY

It is Northwood's policy to expect 100% attendance; there is no policy which supports class cuts. When students must miss courses for Northwood sponsored trips and events, it is the normal expectation that they will speak with faculty members in advance.

Class participation is part of academic performance; consequently, frequent absences could lower grades even when make-up is permitted.

Each classroom instructor will notify the student of his/her attendance policy. This will be stated in the course syllabus and reinforced in the classroom. There is a direct relationship between attendance and academic performance. Students who do not attend class do not perform as well as those who do. Absences for each class are included on final grade reports.

Students who must miss classes due to extenuating circumstances such as an extended illness or death in the family must work with an Academic Advisor, who will verify the circumstances and notify the faculty.

CELL PHONES USE

Refer to syllabus for policies for particular classes. In every class, cell phones must be turned off during class time.

GRADING POLICY

To be considered in good academic standing, students must maintain a minimum 2.0 cumulative GPA. The cumulative GPA is calculated from the grades received for courses completed. The designations of W, P, I, or Z are not included in the GPA calculation. However, these grade designations are counted when calculating the cumulative completion percentage for financial aid recipients. This policy is in effect for all certificate, diploma, and degree-seeking students. Following is the grading system of the University. Also see 2010 University Catalog.

Letter	Honor Points	Interpretation
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Above Average
B-	2.7	
C+	2.3	
C	2.0	Average
C-	1.7	
D+	1.3	
D	1.0	Unsatisfactory
D-	0.7	
F	0.0	Failure
P	0.0	Pass
I	0.0	Incomplete
W	0.0	Withdrawn
X	0.0	No Credit/Audit
Z	0.0	Deferred

INCOMPLETES, WITHDRAWN AND DEFERRED GRADES

I – Incomplete - This grade reflects an extraordinary, uncontrollable interruption in completion of course requirements. It is not to be used in the case of a missed test, term paper, etc., unless the incomplete work is caused by the student’s hospitalization or an extreme emergency that takes the student away from classes for a week or more. All incompletes are subject to review by the Registrar. Incompletes not made up become F at the end of 90 days.

W – Withdrawn - This grade reflects student withdrawal from a class by the end of the designated last day to withdraw from a class (eleventh week of the semester for standard 15 week semester courses). Student withdrawals occurring after those times are recorded as F. Withdrawals from the University (and all courses) before final exams result in grades of W.

Z – Deferred Grade - This grade is used to reflect an internship that is still in progress. The Z grade will be replaced when a grade is submitted; if no grade is submitted, the Z grade becomes an F.

ORIENTATION

Freshman and transfer student orientations take place on a variety of dates prior to the start of the fall semester or upon student arrival for students enrolled during spring semester. The purposes of new or transfer student orientations are:

- To review campus rules, regulations, facilities and activities so that students can get around campus comfortably.
- To review the student’s first-term schedule.
- To obtain a student identification card and set up student campus email.
- Complete placement tests.

FOUNDATIONS 1100 COURSE

FDN 1100 continues during Fall Semester for all freshmen students. Students are provided additional information on the University environment and holistic factors that aid in their success to include problem solving, communication, and critical thinking components.

Freshmen and new transfer students with fewer than 60 semester credits take FDN 1200 in the Spring Semester. This course provides an emphasis on institutional culture and philosophy as it pertains to the “Northwood Idea.” Additional areas will cover free markets, skills needed for success, Northwood University Outcomes and Code of Ethics.

PLAGIARISM/CHEATING

Plagiarism is the act of taking the words, ideas, strategies, formulas, compositions, research or creative ideas of another and presenting them as if they were your own. In any presentation, creative, artistic, or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action. Plagiarism can be either intentional or unintentional, but in either case is a serious offense. Academic integrity is an important value at Northwood University. We consider all forms of cheating a serious academic infraction. Plagiarism and cheating may lead to expulsion from the university.

ACADEMIC HONORS, AWARDS

Northwood University recognizes outstanding academic achievement of students at the end of each semester through the following honors a student may earn:

The President’s List

Full-time students who in any semester have earned a cumulative GPA of “A” (3.85 or above) and who have no I’s or F’s or ungraded courses will be on the President’s List for that semester.

The Dean’s List

Full-time students who in any semester have achieved a cumulative GPA of 3.25 to 3.84 and who have no I’s or F’s or ungraded courses will be on the Dean’s List for that semester.

Graduation with Distinction

In addition to semester honors, Northwood recognizes students who have maintained high academic achievement throughout their education through the following graduation honors. A student is required to earn 31 semester hours of credit through Northwood University to be eligible for one of these graduation honors. Degree honors are awarded as follows:

Cum Laude: A cumulative GPA of at least 3.5.

Magna cum laude: A cumulative GPA of at least 3.7.

Summa cum laude: A cumulative GPA of at least 3.9.

ACADEMIC APPEALS

There are academic appeals processes available to provide for appropriate processing of academic grievances. The “statute of limitations” for academic appeals is the semester following the grievance.

- The first level of academic appeal is to the professor whose decision is questioned.
- Students who are not satisfied with the decision of the professor to whom they appealed may subsequently appeal to the Academic Dean. The Academic Dean makes the final decision in all appeal cases.
- Students who are not satisfied with the Dean’s decision may submit a last appeal to the Executive Vice President and Chief Academic Officer, who is the final arbiter of all academic matters. This appeal must be in writing and should explain all particulars, including reference to the previous two levels of appeal. This appeal should be sent by registered mail to the Executive Vice President and Chief Academic Officer at the corporate headquarters of the University in Midland, Michigan. The Executive Vice President and Chief Academic Officer will invite written input from others involved in the previous appeals based on copies of the appeal that will be provided to them. Copies of their responses will be sent to the person appealing, who will then have ten days to respond in writing to their responses. Following this exchange, a written decision will be rendered.

ACADEMIC TOP HONORS: VALEDICTORIAN AND SALUTORIAN

The valedictorian shall be that student who has earned a minimum of 61 credits at Northwood University and has maintained the highest cumulative GPA in the graduating class. In the event of a tie for highest cumulative GPA, the student with the greatest number of earned Northwood credits will be valedictorian and the other student will be salutatorian.

The salutatorian shall be that student who has earned a minimum of 61 credits at Northwood University and has maintained the second-highest cumulative GPA in the graduating class. In the event of a tie for second highest cumulative GPA, the student with the greatest number of earned Northwood credits will be salutatorian.

ACADEMIC EXCELLENCE AWARDS

Michigan campus uses an awards system of academic, curriculum, leadership, and other factors to recognize outstanding achievements by graduates.

ACADEMIC PROBATION

Continued matriculation at Northwood University requires satisfactory academic progress demonstrated by the student in achieving basic scholastic goals. Academic achievement in any semester that results in a cumulative GPA below 2.00 places a student on academic probation. All campuses and academic programs have advising systems to assist the student in raising the earned cumulative GPA so that at scheduled graduation time the student will have had an opportunity to earn the necessary minimum 2.00 GPA and successfully complete (grade of D- or better) all required courses in the curriculum.

During periods of academic probation, students may not carry more than 12 credits to achieve more concentration on less course work.

There is a sliding academic dismissal level of performance, based on the cumulative GPA and the number of hours earned, to which every student is subject, and which can only be exempted on a semester-by-semester basis by the campus academic dean. The dismissal process is as follows.

ACADEMIC DISMISSAL

- Students accepted on academic probation are subject to review at the end of the first semester of attendance. Failure to achieve a minimum cumulative GPA of 2.0 may lead to academic dismissal at the end of the first semester of study at Northwood University.
- A student who is registered for courses during a given semester, and does not earn any academic credits (courses other than EXF, PE, PSY 1120, 1150, 3100 or SPC, LAW and JRN courses for extracurricular activities) will be considered for immediate academic dismissal at the end of that semester.

All students, whether new or continuing, must meet the following criteria for SAP or be subject to academic dismissal. At the end of each academic year, the Academic Dismissal Committee will review the record of each student who has not met criteria for SAP.

SCALE BASED ON COMPLETED CREDITS:

Credits	Cumulative GPA	Completion Rate
0-15	1.7	70%
16-29	1.8	70%
30-59	1.9	70%
>60	2.0	70%

The academic dismissal decision rests with the campus Academic Dean and Provost. Dismissals will be communicated in writing to the student. Upon dismissal, a student is no longer eligible to attend Northwood University. If the student chooses to appeal, the appeal must be submitted in writing, with rationale, to the Executive Vice President and Chief Academic Officer of Northwood University who makes the final determination.

BOOKSTORE

The Bookstore is your place to purchase new and used textbooks, as well as supplies, clothing and gifts that are essential, helpful, and of general importance and value to students, faculty, staff, family members and the community at large. We accept many forms of payment including student id's, checks for the amount of sale only, Visa, MasterCard, American Express, and Discover credit cards, American Express Travelers Checks, and of course, cash. Please note that checks made out to the student and/or for an amount different than the amount of sale will not be accepted for payment.

Location

The Northwood University Bookstore is located inside the Gerstacker Student Union at the end of the mall walk, directly behind the DuBois and Miner Residence Halls.

Contact Information

989-837-4225

Store Hours

The school year hours of operation are:

8:30AM – 5:00PM, Monday through Friday,

Summer hours of operation are:

9:00AM – 4:00PM, Monday through Thursday, and

9:00AM – 3:00PM on Fridays.

The Bookstore is open on occasional Saturdays for special events such as Blue Carpet Days, Graduations, Adult Degree Program, DeVos Seminars, and the International Auto Show.

Bookstore hours may also be extended for Buyback and Textbook “Rush” periods. Please call ahead or check our website at www.northwoodumibookstore.com for Saturday openings and additional hours of operation.

TEXTBOOK AVAILABILITY

Textbooks are available for every class each traditional and mini term at the Bookstore. Correspondence and Internet course textbooks usually require a special order which can be completed by telephone or as an e-mail request; a minimum of five to seven business days before the start of the class is required. We stock textbooks for Adult Degree Program classes in Midland, Bay City, Saginaw, and several other Adult Degree. Program Centers. Textbooks can also be ordered online, and all textbooks orders must be paid in full at the time of purchase. The cost of texts and supplies per term varies depending on the needs of each individual student, but is typically close to (\$500 - \$600) per term. UPS shipping services are available for all text and merchandise online orders.

REFUNDS

A receipt is always required for all refunds. Students may return their books within seven calendar days of the start of the term for traditional fall and spring semester, provided the books are in their original condition. Textbooks returns for Adult Degree Program are two days from the date of purchase. Compressed and Summer courses, due to their short length are non-refundable. When a student drops a course, the amount of the textbook return is subject to the same percentages based on date as Withdrawal tuition refunds.

TEXTBOOK BUYBACK

Textbook Buyback is provided as a service to Northwood students by the Bookstore and is offered two times per year during the final exam week of the fall and spring semesters. Wholesale buyback is open almost daily; please call ahead to make sure this service is available. Students do not need a receipt for Buyback, however they must bring picture ID. Buyback is an in-person service since the condition of the books and the current price can only be determined at the time of the sale; additionally prices for text buyback cannot be provided over the telephone. A Buyback Quote service is available online at: www.northwoodumibookstore.com<<http://www.northwoodumibookstore.com>>, however the quote service is only an estimate and cannot be guaranteed. Buyback values are determined by the textbook requests made by Northwood Faculty and/or the wholesaler's needs based on national demand at the time of the buy; quantities and values are not determined by the Bookstore. A student always has the option to choose whether or not to sell any book back, however once a buyback sale is completed the sale is final. Please check our website for more information about Buyback.

CAREER ASSISTANCE CENTER

The Career Assistance Center (CAC), located in the Church Family Administration Building (CFAB), provides career planning assistance to Northwood University traditional students, Adult Degree Program (ADP) students, DeVos Graduate School students, as well as alumni. The Career Assistance Center is available to assist you with career exploration, confident and professional self-marketing, and developing successful job search techniques. Developing these skills now will benefit you throughout your professional career.

Location

Church Family Administration Building

Contact Information

989.837.4335

career@northwood.edu

Office Hours

Monday – Friday, 8:30am – 5:00pm

Students are eligible to participate in a variety of career related activities and events including the annual fall and spring Northwood University Career Expos, Experience (eRecruiting), on-campus interviews, company presentations, special workshops, and seminars.

The Career Assistance Center works closely with faculty and Alumni Relations to provide comprehensive services to our students and alumni.

CAREER EXPOS

Employers from across the country attend Northwood University's Career Expos to become acquainted with our undergraduate and graduate students as well as alumni. At these events, students and alumni will have the opportunity to meet with the broadest possible mix of employers in one setting to discuss internships and full-time positions.

Student and alumni pre-registration is highly recommended for these events and all attendees are required to be dressed in professional business attire.

EXPERIENCE (ERECRUITING) NETWORK

Northwood University's Career Assistance Center is pleased to make available to all Northwood students and alumni the online job database network, Experience (eRecruiting).

The Experience (eRecruiting) Network allows registered users to view all job postings, co-op positions, and internships from employers who are seeking Northwood students and/or graduates. Registered users may also post and publish their resume for employers to view, conduct employer searches and utilize the contacts in the system to network.

FOCUS ASSESSMENT

Northwood University's Career & Educational Planning System, FOCUS V.2 is available for registered NU students and alumni to use at no charge.

FOCUS V.2 allows career exploration guided by self-assessment results. Students can research careers by name, by industry, compare two occupations, and can now explore careers based on declared major or minor areas of study.

OPTIMAL RESUME

Optimal Resume is the newest service we have made available to all students with an active @northwood.edu e-mail address.

Optimal Resume allows students the ability to easily create, customize, and distribute resumes including the ability to create an interactive personal resume website that could be shared with an employer. Some additional modules included with the service includes; OptimalAssessment, InterviewPrepTool, and Video Resume Builder

RESUME AND COVER LETTER ASSISTANCE

The Career Assistance Center offers resume and cover letter review to all Northwood University students and alumni. If you need to start a resume or cover letter from scratch, we can provide you with the necessary resources. If you already have a resume, review sessions are done on an appointment only basis. Please contact our office to schedule your appointment today!

ADDITIONAL RESOURCES

The Career Assistance Center and Strosacker Library have teamed up to provide additional career-related resources to assist you in your internship and job search, as well as conducting in-depth research on domestic and international companies. Some of these additional resources include GoingGlobal, ReferenceUSA, Uniworld, and Plunkett. Either of our staff will assist you with navigating these programs so you can utilize them more effectively.

DISABILITY SERVICES

In accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Disabilities Act of 1973, Northwood University provides accommodations for students with documented disabilities. Students are urged to make their needs known as soon as they are admitted to the university. For more detailed information refer to:

<http://www.northwood.edu/mi/academics/disabilityservices/>

SECTION 504 OF THE REHABILITATION ACT OF 1973

A person with a disability is defined as any person who (1) has a physical or mental impairment which substantially limits one or more major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment.

A qualified person with a disability is defined as one who meets the academic and technical standards requisite to admission or participation in the education program or activity.

DISABILITY RESOURCES

If you have a learning disability or physical disability which requires an academic accommodation request, contact the Dean of Students located in the Church Family Administration Building at 989-837-4398.

If you have a physical or mental disability which requires an accommodation in campus housing, contact the Dean of Students located in the Church Family Administration Building at 989-837-4398.

If you require an accommodation regarding campus facilities, contact the Dean of Students located in the Church Family Administration Building at 989-837-4398.

TIMBERWOLF LEARNING RESOURCE CENTER

The Learning Resource Center provides a variety of programs and services to help students succeed academically. All students are encouraged to participate in LRC programs and services, regardless of the current class status or level of achievement. Tutoring is available to all Northwood students free of charge.

The TLRC is staffed by student-tutors who are selected for their high GPAs and friendly personalities. They have all earned a minimum of 10 hours of training and are CRLA-certified.

Location

Lower Strosacker

Contact Information

Lorie Ermak, Director

Phone: (989) 837-4463

Email: tlc@northwood.edu

Hours

Monday – Thursday 12:00 pm to 9:00 pm

Friday – Saturday Closed

Sunday 6:00 pm – 9:00 pm

TUTORING GUIDELINES

Students are advised to bring their textbooks, notes from class and any instructions from the professor that will help the tutor to understand the assignment.

Drop-In Tutoring is available without an appointment for Algebra, Accounting Principles I, II, III, and any writing assignment.

Scheduled One-on-One Tutoring is available for any subject and is arranged at a time you and the tutor agree upon. Students can meet every week, just before a test or on an as-needed basis. Fill out a Tutor Request Form or email tlc@northwood.edu

Tutor-led Study Groups are also offered in different subjects every semester, but include some upper level and frequently-requested classes like Statistics, Public Policy and Calculus.

Study Skill Seminars are optional programs for the entire student body on subjects such as Note-Taking, Test-Taking, Use of Excel, Writing a Thank You Letter and more. Topics vary each semester. Students receive Excel credit for attending.

English Conversation Club is offered for non-native speakers of English to practice their spoken English; two tutors meet with students once a week to converse and answer questions.

Spanish Conversation Club is offered for students wishing to improve their language skills, whether or not they are enrolled in Spanish; conducted by students who are native speakers of Spanish or enrolled in upper level Spanish classes. The club meets once a week and is open to anyone who has already learned Spanish and wants to maintain or improve their speaking skills.

TLRC on Blackboard offers students access to lab hours, study tips and techniques, writing tips, and other resources. To find these resources, click on the My Campus tab in my.northwood.edu and click on LRC under My Campus Links.

STROSACKER LIBRARY

The mission of the Strosacker Library is to enhance the learning environment by supporting instructional services, promoting information literacy, and developing leaders who are independent, life-long learners.

Location

The Library is located in upper Strosacker, between Jordan and Griswold buildings.

Contact Information

Information Desk: 989.837.4333

Head Librarian: Alice Parsons 989.837.4338
parsonsa@northwood.edu

Technical Processor: Emily Duby 989.837.4278
duby@northwood.edu

Head of Circulation: Rebecca Grai 989.837.4333
grai@northwood.edu

Reference Librarian: Rochelle Zimmerman 989.837.4275
zimmerma@northwood.edu

Online Services: Joan Deegan 972.293.5467
deeganjj@northwood.edu

Library Hours

Fall and Spring Semesters

Monday – Thursday, 8:00 am to 10:30 pm

Friday 8:00 am to 4:00 pm

Saturday 1:00 pm to 5:00 pm

Sunday 2:00 pm to 10:00 pm

Summer

Monday – Friday 8:00 am – 4:00 pm**

Closed weekends

Special hours will be posted on my.northwood.edu and in the Library.

**The Library may extend hours upon request for small groups. Arrangements for extended hours must be made ahead with Library staff.

COLLECTION AND RESOURCE OVERVIEW

The library collection of 35,000 volumes and 240 periodical titles supports Northwood's curriculum, in addition to a local area network that provides access to 26 reference databases, newspapers, and World Wide Web resources. Books, magazines, newspapers, and industry & trade journals are available for reference or borrowing. Collections from specialized curriculums include: Accounting, Advertising, Automotive, Entertainment Sport & Promotion Management, Fashion, and Hotel & Restaurant Management.

Strosacker Library participates in a regional network of public and academic libraries sharing an online catalog called VALCAT. Northwood students (resident on campus or locally) have borrowing privileges at Midland's public library (Grace A. Dow Memorial Library). Materials from other libraries can be obtained through interlibrary loan.

BORROWING

Books may be borrowed for a three- week time period if they are not reserved by another patron and can be renewed by phone. Reference and Reserved materials are to be used in the library ONLY. This is to ensure all students have convenient access to these special materials. A valid student ID card is required for borrowing.

RESERVE MATERIALS

Reserve materials are located at the main level Information Desk. They are for “Library Use Only” unless the instructor specifies otherwise. A fine will be assessed if a student removes reserved “Library Use Only” material from the library.

OVERDUE BOOKS

Fines will be assessed for lost and overdue materials. Payments for lost books and fines must be made before students receive grades or transcripts. All overdue accounts will be sent to the business office for collection.

REFERENCE SERVICE

If you are not sure how to find that needed information, Reference Librarians are available to help you. Librarians regularly teach information literacy and research techniques. The librarian will gladly explain to you the what, where, and how of library research and use.

At any time, you may send your research questions through the library web page to Ask-A-Librarian.

INTERLIBRARY LOAN

If we do not have the books or articles you need, we can get them for you. The Strosacker Library is a member of the OCLC library cooperative, which provides students access to a database of over 42 million titles available through interlibrary loan. Plan ahead if you want to make use of this service. It usually takes 1 -2 weeks to fulfill requests. Inquire at the Information Desk or submit book or article request forms through the library webpage.

ONLINE LIBRARY SERVICES

Log in to my.northwood.edu and select My Library tab to access all Online Library Services at Northwood. Thousands of articles from magazines, newspapers, and journals along with specialized business information resources are available 24/7 whether you are on campus or off campus. My Library is also the place to go for research and resource guides for your courses. You can use My Library to identify books in the campus library collections. “Ask a Librarian” service is another convenient feature.

SPECIAL SERVICES

Strosacker Library offers comfortable study areas, computers, wireless access, and space for group work.

A copy machine, color and black and white printers are available at the Library, as well as the Strosacker Study Lounge for group study. The Study Lounge can be reserved at the Information Desk.

PERSONAL COUNSELING

Northwood University has personal counseling available to all Northwood students.

Location

Health Center Offices Miner Hall – Upper Level

Contact Information

989.837.4268

Hours

Appointment times are advisable; however Walk-In appointments are welcome as time permits. To schedule an appointment, or for more information, please call the Health Center at 989.837.4268.

COUNSELING SESSIONS

Personal counseling is available free of charge with the exception of probation or court ordered counseling and evaluation. All counseling sessions are confidential and follow the professional ethics and state laws that govern the release of this information.

COUNSELING STAFF

The counseling staff from J&A Counseling and Evaluation has on-campus office hours available and these licensed professionals are qualified to talk to students regarding a variety of topics such as:

- Stress or Anxiety
- Loneliness/Homesick
- Anger Management
- Depression
- Relationship Conflicts
- Time Management
- Career Confusion
- Grief Counseling
- Eating Disorders
- Abusive Relationships
- Drug/Alcohol Issues

STUDENT SERVICES

The Student Services Office is concerned primarily with services provided for you that affect your total educational experience outside the classroom. Often, academics and non-academics overlap and Student Services is staffed with professionals who care about your concerns in student activities, campus arts and culture, clubs, organizations, security and safety. They are ready to assist you in resolving any conflicts that may affect your academic performance; The University provides many other services for you.

ATHLETICS

The Northwood Athletic Department provides varsity intercollegiate athletic opportunities for students. The Athletic Director and staff oversee the sports and conduct physical education courses. The Michigan campus is home to the Northwood Timberwolves a Division II member of the National Collegiate Athletic Association (NCAA). Northwood is also a member of the Great Lakes Intercollegiate Athletic Conference (GLIAC).

Contact Information

Athletic Director
989.837.5244

Requests for non-academic use of University facilities may be made by calling the following numbers for use of the following locations:

- Hach Student Life Center, 837-5244
- Miner, Dubois and Northwest classrooms/lounges, 837-4375
- Gerstacker Student Union and Student Leadership Center, 837-4375
- N.A.D.A., 837-4277
- Bennett Sports Center, 837-4381
- Griswold Lecture Hall/Dining Hall, 837-4328

Northwood University participates in the following Intercollegiate Athletics:

Fall - Football, Volleyball, Tennis (M/W), Cross-Country (M/W), Soccer (M/W), Golf (M/W)

Winter - Basketball (M/W), Indoor Track (M/W)

Spring - Baseball, Golf (M/W), Tennis (M/W), Outdoor Track (M/W), Softball

Club Sports include:

Winter - Ice Hockey (M)

Spring - Baseball, Lacrosse (M)

Fall/Spring - Soccer (M)

CAMPUS AND CULTURAL ARTS

At Northwood you will experience a diverse and lively program of arts and cultural activities which will add to the enjoyment and relaxation component of your campus life. These experiences will contribute to the fun that you will have on campus, as well as enhancing your employment prospects. You will be ahead of the game if you understand that “arts and culture” are key components in making life attractive, satisfying and economic progress viable.

As a student at Northwood, you will have the opportunity to attend and participate in activities that you will find enjoyable, relaxing and exciting. Some students have a long history with the arts-visual and the performing arts such as music, dance and theater. For many it will be a first exposure to a wide range of events and performances offered both on and off campus.

Campus and Cultural Arts Location

The Campus Arts office is located in the Church Family Administration Building.

Contact Information

Michigan Campus Art Director
989-837-4480

Our Campus Arts Director is your primary program resource. The Director and colleagues:

- Coordinate the National Arts Initiative program that brings performing or visual artists on campus and into the classrooms every term, year round.
- Oversee Studio N, arranging extracurricular classes for your personal enjoyment. (Stained glass art, clay building, jewelry design and “learning to draw” classes have been some past favorites.)
- Support all other academic programming with arts, cultural, and creativity resources
- Spearhead a long list of off campus, community based projects and opportunities for exploration and expression. (Mural painting at the Midland Community Center featuring the Alden B. Dow Way of Life Cycle is an example. And, students should not miss getting involved on a regular basis with the programs offered at Midland’s nearby Center for the Arts. Don’t wait until your senior year to discover the big-city programs there! Campus Arts often offers tickets for students and faculty.)
- Coordinates rotating exhibitions in Griswold Gallery. (See below)
- Help coordinate and promote the NU Dance Team, a theatrical dinner theater, and academic art classes such as the Arts Sampler and the NU Players.

Hours

Monday – Friday, 8:30am-5:00pm

ARTS OUTREACH

Arts Outreach Programs offer another wide range of ways for students to participate hands on to “learn the ropes” about arts activities, particularly activities that are community based and contribute to a beneficial partnership between entities (in this case the Northwood campus and Midland and other wider-ranging communities.)

Location

The Arts Outreach Office is located in the Alden B. Dow Creativity Center for Creativity and Enterprise on Eastman Road, just north of the Grace A. Dow Library.

Contact

Arts Outreach Director
989.837.4480

Northwood’s Arts Outreach Director:

- Coordinates programs with Midland city programs and projects (the annual “Summer Sculpture” festival is always a big hit, as are “Tunes at the Tridge” and other “Main Street Midland” offerings. Displays and programs at the Midland Mall have been popular in the past as well.)
- Presents programs with and for area community organizations, including exhibitions.
- Participates in presenting classes, seminars and extra credit opportunities for students. If you have an interest in any aspect of “the arts” and are ready to volunteer, let the Campus Arts or Arts Outreach Director know!

THE ALDEN B. DOW CENTER FOR CREATIVITY AND ENTERPRISE

The Alden B. Dow Creativity Center is a part of what is becoming known as Midland's "Discovery Square". Housed in a classic 1947 Alden B. Dow designed home, once the residence of the Whiting Family, the Creativity Center offers a year round program of workshops, events and studies based on the philosophies of Michigan's architect-laureate, the late Alden B. Dow, for whom the Center is named.

Location

Located on Eastman Avenue between the Grace A. Dow Library and Whiting Forest.

Contact Information

989.837.4478

www.northwood.edu/abd

THE NORTHWOOD GALLERY

The Gallery showcases the best in contemporary art by Great Lakes area artists and unique gifts from around the world.

Founded over twenty years ago, the Gallery features local as well as worldly artistry that visibly illustrates Northwood University's exceptional philosophic commitment to the arts and business partnership. Artists of national renown find Northwood's support of the arts intriguing as well. Artists have been brought in from coast to coast and overseas to Midland to share their artistic works with Northwood University and the city of Midland.

Northwood Gallery supports the students' learning experience at Northwood University in a myriad of ways. We provide real life study and research opportunities for marketing classes, graphics projects for computer students, research data for business planning and more. We supervise work study students each year and are available for internship opportunities.

Location

102 E. Main Street

Located on 10 East Main Street at Midland's main four corners, the Northwood Gallery is the university's public face on bustling Main Street downtown.

Contact Information

Director of the Northwood Gallery

989.837.4310

www.northwood.edu/mi/northwoodgallery

EXCEL STUDENT DEVELOPMENT TRANSCRIPT

Northwood University believes in creating an active learning environment that engages the student to explore new ideas, perspectives, experiences and understanding of their own lives. In doing so, Northwood graduates bring to their professions and communities a broad range of skills and competencies. This background increases the student's competitiveness and ultimate success in life. Employers look for future employees who can show a balance in life; someone who can make a difference. Students must meet both curricular and extracurricular requirements during their time at Northwood. The Student Services Department expects students to participate in a minimum of five documented extracurricular activities each year resulting in a Student Development Transcript (SDT). All undergraduate students are required to participate in the program and are therefore automatically enrolled for EXCEL once they enroll at Northwood University.

Credit given in this program is not considered academic credit. Any time an academic transcript is requested a Student Development Transcript also will be issued. The SDT is issued even if no extracurricular activities have been posted at the time of the request.

Qualifying extracurricular activities may be chosen from any of the following categories:

Organizations and Leadership

Students are encouraged to join clubs and organizations and to actively participate in developing team building and social skills essential for success in life. Members must be in a recognized or approved University organization, varsity athletic team, professional organization or community based organization. Northwood organizations must have an advisor from the faculty or staff. Students must maintain membership for a minimum of one term. Students must participate in at least 75% of the scheduled meetings and/or activities of the organization.

Leadership Activities

Students are encouraged to gain self-reliance through leadership experience and individual initiative. Students must hold a recognized position of leadership or authority for a recognized organization. Student leaders must participate in at least 75% of the organization's activities. Students must hold the position for a minimum of one term. Leadership skill development activities may apply.

Campus and Community Arts

Students are encouraged to explore the business and the arts relationship both on and off campus. Activities must relate to the arts (music, drama, dance, art, photography, poetry, etc.) or the business and the arts relationship. Students must demonstrate an active participation in the activity. A minimum of eight accumulated hours of participation in an event, or through a series of at least four individual events is required.

Professional Development

Students are encouraged to build their business skills by gaining experience in the marketplace. The position or event must demonstrate substance and value related business. Employment must provide for the development of skills which can be utilized in a business setting. Students must have a minimum of eight accumulated hours of personal involvement.

Volunteer / Community Service

Students are encouraged to assist the campus and local community in a variety of service projects. The activity must demonstrate a benefit to others. The student may not receive compensation for the activity. The activity may occur on or off campus. A minimum of eight accumulated hours of participation is required.

Honors / Awards

Students receiving honors and awards may list them on the Student Development Transcript. Items in this category do not apply toward the minimum requirements for extracurricular activities.

Location

Church Family Administration Building, Lower Level

Contact

EXCEL Program Director
989.837.4860

Office Hours

Monday – Friday, 8:30am – 5:00pm

GERSTACKER STUDENT UNION

STUDENT LEADERSHIP CENTER

The Student Leadership Center is a tribute to the kind of potential that lies within every student. The Student Leadership Center provides a commons area for all students to enjoy a game of pool, darts, air hockey or a safe and comfortable area to hang out. Every student organization has the opportunity to conduct its business meetings in any one of our three professional boardrooms available.

Northwood University not only prepares students in the classroom, we provide a real business setting and environment to prepare our students for the future. Studio N, a new extension of our campus arts program offers a creative and artistic multi-purpose room to explore your inner imagination. The Student Leadership Center directly reflects the students it was designed for. This establishment is bursting with vivid color, innovation and fun. Its modern design is captivating and it is truly one of the best places on campus.

Location

Located in Gerstacker

Contact Information

Student Leadership Center
989.837.4354
studentactivities@northwood.edu
The Game Room - 989.837.4227

GREEK LIFE

Greek Life at Northwood University has a long and treasured history. Sororities and fraternities have provided generations of men and women with opportunities for friendship, community service, leadership development, competition, scholastic support and personal development. Northwood University has over 12 Greek organizations. Our Greek Life mission statement is "To promote character and leadership development, academic achievement, diverse community involvement, and lifelong bonds through principles encompassed in our rituals."

Contact Information

989.837.4227
greeklife@northwood.edu

HACH STUDENT LIFE CENTER

The Hach Student Life Center is a comprehensive recreation facility that was built in 2002 to respond to the lifelong recreational, social, and educational needs of Northwood University. Under the umbrella of Student Services, the center is a recreational, intramural, and fitness complex that strives to meet the diverse needs of students, faculty, and staff in a dynamic environment that encourages both active participation and casual use. The Hach Student Life Center features three multi-purpose courts, a four-lane track, a Fitness Center, a Multi-Use/Wellness room, locker rooms, and the lobby area serves as a check-in point – in addition to housing a snack bar and leisure areas equipped with network connections for laptop computers.

Contact Information

989.837.5244

INTRAMURAL SPORTS

Northwood offers a variety of intramural sports for men and women. Approximately 1000 students participate in flag football (men and women), basketball (men and women), volleyball (co-ed) soccer (men and women), indoor soccer (co-ed), badminton, whiffle ball (co-ed), dodgeball (co-ed), pool basketball (co-ed), water polo (co-ed), slow pitch softball (co-ed) doubles tennis (coed), and floor hockey (men and women). In addition to these sports, Northwood also offers tournaments in table tennis, 3-on-3 basketball, bean bag toss, cornhole and darts. All intramural sports will be scheduled in the Hach Student Life Center.

Contact Information

989.837.5253

STUDENT GOVERNMENT ASSOCIATION (SGA)

Student senate's mission statement is to encompass all diverse qualities of the student body. We work to improve the way of life for our peers. We commit ourselves to the further development of campus events, student life, and the enhancement of pride throughout campus. It is with integrity that we move forward and further the level of purpose, passion, and pride into Northwood University's Michigan campus.

Contact Information

989.837.4794

SGAMI@northwood.edu

STUDIO N

Studio N is located in the Gerstacker Student Union. While a small area, it offers independent art exploration with general art supplies available and several extra-curricular art workshops each term. Art workshops will be posted on Blackboard under 'Cultural Arts Connection' and on the calendar. Students need to pre-register for workshops. Individual workshops will be cancelled if there is insufficient enrollment. Workshops can be offered in stained glass, jewelry design, three-D projects, clay building, Chinese brush painting and photography, depending on student interest. Supplies on site include face paints, window paints, glues, brushes, pencils, a variety of paint types and papers. Studio N is maintained by Campus and Cultural Arts Programming.

Contact Information

989-837-4480

VOLUNTEER SERVICES

Northwood University is committed in helping our Northwood community as well as our Midland community. We provide many volunteer activities for the Northwood faculty, students and staff to get involved in. All activities are a part of our Excel program.

Contact Information

989-837-4227

studentactivities@northwood.edu

STUDENT PUBLICATIONS

Student Publications provide the students professional production experience. Students may choose to work with the student newspaper (The Entrepreneur) or yearbook to gain practical application of reporting, writing, editing, photography, advertising and layout in a workshop situation.

Contact Information

989.837.4860

HEALTH CENTER

The Health Center is staffed by a registered nurse and an office assistant with physician hours available on a limited basis. There is not a charge to speak with the nurse, however there is an office visit fee for physician appointments. Office hours are Monday through Friday from 8:00am to 4:00pm during the fall and spring semesters for advice concerning illnesses and injuries, with limited first aid treatment and referral options. MidMichigan Medical Center is nearby and available 24 hours a day for emergencies. There are also nearby walk-in clinics with extended hours of physician coverage available. While we are available to guide you to medical care options, Northwood University is not responsible for your medical expenses.

All full-time Northwood students are covered by a secondary insurance policy during the fall and spring semesters. Summer coverage is optional and may be obtained for a nominal fee. The student insurance policy is primarily an accident policy and is intended to supplement any existing insurance coverage. Northwood University recommends you maintain your own personal health insurance policy for expanded coverage. For questions regarding the student insurance please call (989) 837-4268.

The Health Center is compliant with the Health Insurance Portability and Accountability Act (HIPAA). Health information is confidential and will only be released under the HIPAA guidelines and your written consent.

Location

Miner Hall – Upper Level

Contact Information

989.837.4268

FOOD SERVICES

Sodexo is an international contract management company and operates the food services at the university, directly reporting to the Students Services department.

Contact Information

989.837.4341 or 4241

CAFETERIA MEAL HOURS

Mon.-Fri. Breakfast 7:00 am – 10:00 am

Lunch 11:30 am – 2:15 pm

Mon. - Thurs. Dinner 4:30 pm – 7:00 pm

Late Night Snack 9:30 pm – 10:30 pm

Friday Dinner 4:30 pm – 6:00 pm

Sat. & Sun. Brunch 11:30 am – 1:00 pm

Dinner 4:30 pm – 6:00 pm

MidCaf Snack Bar Hours:

Monday-Thurs. 7:30 am – 6:00 pm

Friday 7:30 am – 4:00 pm

For summer hours go online to mynorthwood.edu under Dining Services.

WOLF DEN IN HACH STUDENT LIFE CENTER HOURS:

Monday-Thurs. Lunch 11:00 am – 2:00 pm

Dinner 6:00 pm – 10:00 pm

Friday Lunch 11:00 am – 1:00 pm

MEAL PLAN OPTIONS

Four meal plan options are provided for the residential students: a 19 meal plan with \$100 in Bonus money, a 240 block meal plan with \$250 in Bonus money and a 110 block plan with \$200 in Bonus money. The last meal plan is only available to those students living in the Village or the Apartments. The Bonus money can be used at all three dining locations listed above. For commuter students we offer Dining Dollars, money that the students put on their card.

For our commuting students, we offer: 80 Block with \$120.00 in Bonus Money.

This plan can be purchased in the Business Office in lower Miner.

DINING DOLLARS

Depending on the amount deposited on their card, students can receive additional bonus dollars. These can be purchased from the Business Office, located in lower Miner. When you purchase Dining Dollars, you will also save the 6% sales tax on all purchases plus an additional 8% discount given by Sodexo. Sodexo also takes care of making the Northwood ID cards that all students must have. This card is your identification for the entire time you are a Northwood Student. This is the card that you will use for your meal plan, to access library materials, use in the Bookstore if you have points on your card and if you have Dining Dollars, use in the Retail outlets. To arrange cash card purchases contact the Business Office.

MEAL CARD

The meal card must be used only by the person whose name and picture appears on the front of the card and it is not transferable. Any misuse of the ID card subjects the holder and/or owner to disciplinary action and forfeiture of the ID card and its privileges.

You must have the ID card to enter the cafeteria unless you are paying cash. You will need to come to the Dining Services Office if you do not have your ID card. If you lose your ID card report it as soon as possible to the Dining Services Office. If you lose your ID card, there will be a \$25 replacement fee for a new ID card.

Box lunches or other arrangements can be made for those who cannot attend regular meal hours. Please make these arrangements in the Dining Services Office prior to the conflict. If you are sick, a friend or a roommate may pick up a sick tray for you. Please make sure they bring your ID with them to pick up the sick tray.

Throughout the year we will have many special meals planned. Check the menu board daily, located outside the Dow Commons Cafeteria doors, or go online at www.northwood-midining.com to check out the weekly menus and other specials.

We value your opinion and welcome all of your comments and suggestions. There are several ways to have your voice heard: use the comment board located in the Dow Commons Cafeteria, participate in monthly Food Service Committee meetings, you can email the general manager at mcateeb@northwood.edu or go to the website listed above and fill out the comment card on line. If you are interested in serving on the Food Service Committee, please stop by the Dining Services Office and let us know. Whatever form you chose, we will respond back to you within 24 hours.

HOUSING

Living on campus is a unique opportunity. It is more than a place to eat and sleep.

Opportunities exist to expand your personal horizons through involvement in numerous academic, social, educational, leadership, diversity, community and recreational programs. Living in the residence halls adds to the quality of life and to educational success. On-campus living is safe, convenient, and cost effective. Consider this:

- Students who live in the residence halls have a higher grade point average;
- Have more access and contact with faculty;
- Are closer to the library, computer labs, and all University resources;
- Have up to a 20% better chance of graduating with a degree;
- Are more satisfied with their college experience;
- Make life-long friends;
- Develop hands on leadership skills through the many opportunities provided in the residence halls;
- Lose no time commuting and fighting for limited parking spaces;
- Have healthy, nutritious meals without the headaches of having to purchase, prepare, and clean-up.

Living on-campus offers you a unique leadership and career boost because in the residence halls, we have “the diversity advantage.” You will meet and make friends with individuals from all around the globe with a wide array of backgrounds and experiences. The diversity advantage is critical to networking, career development, and leadership success as it relates to today’s job market.

HOUSING LOCATIONS

First Year Residence Halls

Availability - (256 Rooms Available)

Miner Hall

Women (92 Rooms)

Dubois Hall

Men (152 Rooms)

Room Size - 12'5 X 9'6"

Entry Hall - 7'2 X 4'7 1/2

- Suite-style rooms adjoined by a bathroom. Each room will house two suites of two students who will share a bath.
- Rooms are furnished with two twin beds, two built-in desks with chairs, and two large closets.
- Floor rugs, computer, television, phone, stereo, blankets, pillows, sheets (extra long twin) provided by student.
- Wireless internet and Ethernet access.
- Laundry facilities are located in the complex
- No hot plates, candles or burning incense are permitted.
- No open heat source appliances are allowed.
- Small refrigerators and microwaves are permitted.
- Cafeteria is in the same building.

UPPERCLASSMAN RESIDENCE APARTMENTS

Upperclassman students are offered two apartment complexes on campus to reside in. Housing Sign-up occurs in January for the next academic year. Commitments made include a signed contract that is not negotiable after being signed. Roommate request will be arranged by the student during the time of sign-up.

Availability - 338 Beds Available

SOUTH VILLAGE RESIDENCE APARTMENTS

South Village Residence Apartments are a three bedroom apartment where two residents share each bedroom. Amenities include:

- Full kitchen
- Washer and Dryer provided in each apartment
- One full bathroom and one half bathroom
- Three- two person shared bathrooms
- Living Room with sofa, chair, and two desk chairs provided
- Wireless internet and Ethernet access
- All utilities

NAEGELE VILLAGE RESIDENCE APARTMENTS

Naegele Village Apartments are a five or six bedroom apartment where each student has his/her own bedroom. Amenities include:

- Private bedrooms with private lock access
- Each bedroom includes: desk and chair, closet/wardrobe, adjustable bed, and dresser.
- Living room with sofa, loveseat, chair, and two endtables.
- Two full bathrooms (or one double handicap accessible bathroom).
- Wireless Internet and Ethernet access
- Central Air
- In close proximity of the cafeteria
- All utilities are free

Contact Information

989.837.4375

mihousing@northwood.edu

ROOMMATES

Students may select a roommate or be paired with a student with similar interests. Students will complete a Roommate Interest Survey when completing the Housing Contract to assist with roommate selection. Students with specific roommate requests must complete the “Roommate/Suitemate Requests” by July 1st, within the Housing Contract. In early August, each student will be given specific room information.

GUESTS

Guests must be registered with the Miner Housing Office.

SECURITY

Security services at Northwood University are provided in a coordinated effort by STT Security, Inc. The security department has 11 full-time security officers and approximately 15 part-time student support personnel. Security is provided by full-time trained and certified security professionals 24 hours a day, 7 days a week which includes holidays and breaks.

Contact Information

989-837-4373

<http://www.northwood.edu/mi/studentlife/security/>

SAFETY AND SECURITY PROGRAMS

STT Security Inc., in partnership with Northwood University, strives to promote a safe campus through coordinated safety operations and emergency/disaster preparedness. We are committed to maintaining a campus that is free from recognized hazards that could potentially cause serious harm or that could threaten the life safety of students, staff, faculty, and visitors.

Safety Programs Offered by STT Security, Inc.

- Safety Escort Service
- General safety
- SHARPs
- Internet, Facebook, MySpace safety training

Programs Offered in Conjunction with Northwood University

- New Student Orientation
- Transfer student orientation
- RA training

Note: we should also be involved with international student orientation, psych 100 (first year experience) classes, fraternity and sorority programs...

SAFETY ESCORT SERVICE - STT SECURITY, INC. AT NORTHWOOD UNIVERSITY

The Safety Escort Service is a service provided by STT at Northwood University for students, visitors, faculty, and staff at Northwood University. The service consists of escorts from one Northwood campus location to another. If a person feels uncomfortable and would like to be escorted by security staff, the person can call 989-837-4373 and request an escort. Upon receipt of the phone call, an STT security officer or student employee will be dispatched to the caller’s location. The security officer or student escort employee will then escort the caller to the desired on-campus location and a record will be made in the dispatch log. The service will operate daily between 8p and midnight and are free of charge.

CODE BLUE PHONES

Code Blue phones are emergency phones placed throughout campus. There are currently eight (8) emergency phones on campus. These phones offer a one touch connection to campus security. Upon activation, campus security is notified and an officer dispatched to the location. There are unique numbers associated with each phone that allow security to locate the caller in the event the caller cannot verbalize their location. In addition, the Code Blue Phone has an oscillating blue light on top of the pedestal that lights up upon activation.

CODE RED PHONES

In addition to the Code Blue Phones, there are courtesy red phones in each Northwood University on-campus building. These phones are capable of making local phone calls. These phones are also capable of reaching the security department by dialing 9-837-4373. Instructional signs have been placed near each phone.

CLASSROOM PHONES

Each classroom on the campus of Northwood University is equipped with a telephone. These phones are capable of reaching the security department by simply dialing 7-4373.

EMERGENCY MESSAGING/MIR3

Northwood University utilizes MIR3 as the emergency messaging provider. This system allows Northwood University to deliver a mass notification in the event of an emergency of any nature. Students and staff must sign up for the service and can do so through blackboard or the University's web page.

EMERGENCY CONTACT INFORMATION

989.837.4911

DESIGNATED AREAS FOR SHELTER AND EVACUATION

Bennett Sports Center

- **Shelter**
 - o Restrooms
 - o Locker rooms
- **Evacuation**
 - o Bennett Sports Center parking lot
 - o Stay in a group and wait for instructions to be given by Building Contact or Campus Security

Church Family Administration Building

- **Shelter**
 - o Downstairs to the vault/hallway away from stairwell
- **Evacuation**
 - o CFAB parking lot sidewalk along visitor parking
 - o Stay in a group and wait for instructions to be given by Building Contact or Campus Security

Cafeteria (Miner Building)

- **Shelter**
 - o Restrooms/Inside Hallways
- **Evacuation**
 - o Back Doors to parking lot in front of Maintenance Building (Miner parking lot)
 - o Stay in a group and wait for instructions to be given by Building Contact or Campus Security

DeVos

- **Shelter**
 - o Interior administrative office area (Room 131) is the shelter. Bathrooms may also be used.
- **Evacuation**
 - o Northeast corner of parking lot (Behind building) toward Naegele Drive
 - o Stay in a group and wait for instructions to be given by Building Contact or Campus Security

Griswold

- **Shelter**
 - o Lower level restrooms, storage room coatroom and hall area near the elevators
- **Evacuation**
 - o Griswold parking lot
 - o Stay in a group and wait for instructions to be given by Building Contact or Campus Security

Hach Student Life Center

- **Shelter**
 - o Inner locker room facilities. In the event that these areas are filled, shelter can be taken along the east wall of the gymnasium
- **Evacuation**
 - o Back exit to the sidewalk near the stadium
 - o Stay in a group and wait for instructions to be given by Building Contact or Campus Security

Jordan Hall

- **Shelter**
 - o Downstairs to interior area classrooms
- **Evacuation**
 - o Jordan parking lot
 - o Stay in a group and wait for instructions to be given by Building Contact or Campus Security

Maintenance Garage

- **Shelter**
 - o Shop
- **Evacuation**
 - o Front Parking Lot
 - o Stay in a group and wait for instructions to be given by the Building Contact or Campus Security

Miner Hall Basement Office Areas

- **Shelter**
 - o Basement conference room/mailroom hallway with doors closed and away from glass areas.
 - o Restrooms may also be used.
- **Evacuation**
 - o Miner parking lot
 - o Stay in a group and wait for instructions to be given by Building Contact or Campus Security

NADA

- **Shelter**
 - o Restrooms and the interior bathrooms inside the guestrooms
- **Evacuation**
 - o NADA and Sloan parking lot
 - o Stay in a group and wait for instructions to be given by Building Contact or Campus Security

Naegele Village

- **Shelter**
 - o Lower Level (stay away from glass)
 - o Laundry areas
- **Evacuation for North Units**
 - o West side of Sloan building parking lot (behind North Units)
 - o Stay in a group and wait for instructions to be given by RAs and Campus Security

Residence Halls Dubois/Miner

- **Shelter**
 - o Residence Hall hallways
 - o Residence Hall bathrooms
- **Evacuation for Dubois Hall**
 - o Dubois back parking lot
 - o Stay in a group and wait for instructions to be given by RAs and Campus Security
- **Evacuation for Miner Hall**
 - o Miner front parking lot
 - o Stay in a group and wait for instructions to be given by RAs and Campus Security

Sloan Family Building for Aftermarket Studies

- **Shelter**
 - o North classrooms & bathrooms with no windows
 - o Stay in groups and wait for instructions to be given by Building Contact or Campus Security
- **Evacuation for Sloan**
 - o Parking lot to the north of the building.
 - o Stay in a group and wait for instructions to be given by the Building Contacts or Security.

Strosacker Library

- **Shelter**
 - o Basement interior office and hallway alcove areas near classroom entrances with classroom doors closed. Restrooms can also be used.
- **Evacuation**
 - o Strosacker parking lot across the street (Whiting Drive)
 - o Stay in a group and wait for instructions to be given by Building Contact or Campus Security

Student Union and Bookstore

- **Shelter**
 - o Restrooms and Student Services Offices
- **Evacuation**
 - o Mall Walk
 - o Stay in a group and wait for instructions to be given by Building Contact or Campus Security

Adult Degree Program – Midland Building

- **Shelter**
 - o Storage Rooms
 - o Downstairs (stay away from windows)
- **Evacuation**
 - o Adult Degree Program parking lot
 - o Stay in a group and wait for instructions to be given by Building Contact or Campus Security

Village Apartments

- **Shelter**
 - o Bathroom
 - o Kitchen (stay away from furnace)
- **Evacuation for Village Apartments**
 - o Village parking lot
 - o Stay in a group and wait for instructions to be given by RAs and Campus Security

UNIVERSITY POLICY AND REGULATIONS

POLICIES AND REGULATIONS

The Northwood University community is not immune to society in general; therefore, regulations have been established to provide the best possible environment conducive to human growth. These regulative policies are reflective of the values inherent within the University that recognize the need for each individual to be free to live as she/he wishes as long as she/he does not infringe upon the rights of another individual.

Northwood University, as an educational institution, has set reasonable standards of behavior in an attempt to safeguard the educational process, protect individual and institutional rights and property and to help insure the safety of all members of the college community. The following guidelines are provided for your consideration:

ADVERTISING

Posters, banners, or any other printed material may be displayed only on authorized areas and bulletin boards inside Northwood buildings. Permission to display, or distribute printed advertisement **MUST** be obtained from the Dean of Student Services. Advertising must be down no later than two school days after the date of the event. One advertisement or poster is permitted per bulletin board or other area designated by Student Services.

Posters/flyers/banners are limited to:

- Cafeteria - bulletin boards located in the cafeteria
- Library – bulletin boards located in the front entrance
- Academic Buildings – bulletin boards designated for Student Services use only.
- Residential Facilities – Inside front door or residence bulletin board

Students may use their own doors, but should use poster putty or small tacks. Do not use tape of any kind, nails, or any other items which may remove paint, leave a residue, cause holes or create any other damages to University property.

The following is prohibited:

- Posting advertisements on glass doors or windows
- Distributing any material in or under doors on campus
- Advertisements for ANY party that mentions or infers alcohol use or sale
- Placing flyers or advertisements on car windshields
- Use of sidewalk chalk is prohibited without permission in authorized areas.
- Signs in grassy areas on wooden sticks.

Advertising of Alcohol

No on-campus advertising is allowed for any kind of party that involves alcohol.

ALCOHOL/DRUG POLICY

Misuse of alcohol and other drugs interferes not only with student's academic and co-curricular performance, but with their emotional, physical, mental and social development. An educational entity, Northwood University attempts to provide a caring and supportive learning environment for each student within the system. It is recognized that this environment is the first step in helping to prevent an individual from becoming harmfully involved with drugs of any kind. This includes alcohol. The distribution, use, or possession of substances which violate state or federal laws are subject to disciplinary action by Northwood University. The University expects students to be aware of their personal conduct and to maintain standards and responsibility both on and off campus in regard to drug usage. The University also encourages students to be informed about drugs and any problems that may occur as a result of their use.

It is important that students who are uninformed about drugs and their usage consult with any of several Northwood University offices for authoritative and documented information. These offices include Student Services, Health Center, Alcohol and Drug Counseling Center (located in the Health Center) and/or one's own personal physician. It is felt that this kind of self education will greatly minimize the use or abuse of all such substances.

Agencies within the Midland city area such as the FOCUS Substance Abuse Counseling and Information Center, Midland Mental Health Services and the Crisis Center, all of which are listed in the Midland telephone directory, may be of help in obtaining detailed information and consultation. In spite of such efforts, Northwood University understands that some students may still become harmfully involved with some chemical substances. This involvement could create pain for themselves and/or others.

At this juncture, the University has set reasonable standards of behavior in an attempt to operate the educational process, protect students and institutional rights and property and to help insure the safety of all members of the college community.

To view Northwood's Drug and Alcohol Policy and its entirety. Please see: www.northwood.edu/compliance.

ALCOHOLIC BEVERAGES

Possession, consumption and sale of alcoholic beverages are expected to conform with the state law. These, in summary, prohibit:

- possession or use of liquor, wine and beer by persons under 21 years of age.
- consumption of alcoholic beverages in unlicensed public places.
- sales and/or advertisement of sale of alcoholic beverages.
- public drunkenness.
- kegs, mass purchases or pooled alcohol (trash can parties).

If you are 21 years old and live in the VILLAGE or NAEGELE VILLAGE, you may possess and consume alcoholic beverages, responsibly, within the confines of your own room. Responsibly means students may not serve alcohol to other individuals who are under 21 years of age, or the students may not disturb others because of drinking. Drinking WITHIN the room means the students may not consume outside their room on college property. Alcoholic beverages are NOT permitted in Miner or DuBois.

DRUGS POLICY

No student shall distribute or possess an illegal drug as such distribution or possession is prohibited in any building or on any property owned or operated by the University. Students convicted of drug distribution charges in off-campus locations will be subject to Northwood University discipline.

ALCOHOL AND DRUG EDUCATION PROGRAM FOR STUDENTS

Northwood University recognizes that substance abuse and its consequences represent a serious threat to the individual as well as to society as a whole. Therefore, Northwood University has developed a substance abuse counseling program which is designed to assist those students with drug related issues in seeking supportive and rehabilitative services. This program is an independent, confidential, professional counseling service.

As an educational institution, Northwood University must continue to operate as a caring rather than a punitive community.

To that end, the University may refer the student to participate in the counseling program.

ANIMAL ABUSE

Animals may not be used in pranks, or otherwise, for amusement or ceremony in connection with any college, club, or fraternity function or activity. Violation of this policy or any other abuse of animals shall be grounds for disciplinary action. For purpose of this policy, the term animal shall include any wild or domesticated, warm-blooded or cold-blooded animal or insect.

AUDIO – ELECTRONIC DEVICES

Various outdoor student activity programs require the use of sound amplification equipment. However, Northwood reserves the right to specify where and when such amplification equipment may be used. Permission and specification for use of sound amplification equipment on campus must be obtained from Plant Operations and the Event Reservation must be registered one week in advance through the Event Reservation system at <http://eventreg.northwood.edu/>.

Use of mechanical, electronic or any audio devices which disturb the peace on campus premises, including but not limited to classroom areas, residential facilities and administration offices are prohibited.

Speakers or other audio devices may not be directed out of windows or doors in housing facilities. Non-school owned TV and/or radio antennas or satellite dishes may not be placed outside windows or on the roof of the housing facilities or other campus buildings. The school reserves the right to confiscate and store, or have removed from the premises, any electronic or audio devices that are determined to be repeatedly disruptive to others attempting to study or sleep.

COMPLIANCE WITH DISCIPLINARY DECISION

No student shall fail to comply with any disciplinary conditions imposed upon him/her by those in authority.

COMPLIANCE WITH AN OFFICIAL REQUEST

No student shall fail to comply with reasonable and lawful requests or directions by members of the faculty, administrative staff members, residence hall staff members, security or other employees acting in the performance of their official duties.

A request for proper identification from a student is a reasonable expectation. No student shall intentionally provide or give false information verbally or in writing, to faculty or staff members acting in the performance of their official duties.

CRIMINAL LAW - OBEDIENCE TO CRIMINAL LAW

Violations of Federal, State, or local laws committed by students, whether prosecuted or not, constitute a violation of University regulations when it appears that the act adversely affects the college.

DANGEROUS PRACTICES

No student shall engage in any activity which shall endanger the lives or safety of that student or of others in any building or on any property owned or operated by the University. This includes, but is not limited to, activities such as:

- The use or possession of any dangerous chemical or explosive materials such as fireworks, fire crackers, gunpowder, etc.
- Inappropriate or dangerous activities involving fires, open flames, candles, matches or other flammable materials in all residence halls, apartments, or in any other building owned or operated by Northwood.
- Blocking or in any way preventing the use of fire exit doors, residence hall room doors and building hallways.
- Improper use of electrical appliances or wiring as to create a fire hazard.

DESTRUCTION OR ATTEMPTED DESTRUCTION OF PROPERTY

No student shall intentionally or negligently damage or attempt to damage property belonging to or in the care of Northwood University or a member of the Midland community or a campus visitor, or another student.

Damage which is caused accidentally should be promptly reported to the residence hall staff or appropriate official. Failure to report accidental damage will be considered a violation of this regulation.

LITTERING

No student shall intentionally drop, deposit, discard, throw or otherwise dispose of cigarette butts, bottles, cans, papers, food, or refuse of any kind in or near any building owned or operated by the University except in receptacles provided for that purpose.

DISORDERLY/OBSCENE CONDUCT

No student shall make or incite any disturbance, excessive noise or contention, in or near any building or any other property owned or operated by Northwood University.

No student shall engage in lewd, indecent, or obscene conduct or expression on Northwood University owned property or operated buildings. Students shall refrain from using profane language, profane gestures, and displaying profane and/or obscene words or pictures in public areas. This includes articles of clothing displaying obscene or profane material. No student shall indecently expose themselves in public.

Students shall not display nude, obscene or vulgar photographs, paintings or drawings nor shall they post profane, vulgar or obscene words or statements in any location visible to the public and/or the campus community. This includes postings on residential facility windows and external doors.

Students shall refrain from making public remarks or posting material which defames or discriminates against any individual or group of individuals with respect to race, color, religion, or ethnic background.

INTERFERENCE AND DISRUPTION

Intentionally or recklessly interfering with normal school or school-sponsored services is prohibited. No individual shall cause a disruption and/or obstruction of any Northwood personnel, students and/or traffic by blocking reasonable entrance to or exit from any school building or property. No one shall intentionally and substantially interfere with the freedom of expression of others on Northwood premises or at school sponsored activities.

DRESS CODE

Students are expected to use good taste and good judgment in selecting appropriate attire.

FIRE DRILLS AND FALSE ALARMS

No student shall knowingly disregard a fire alarm signal or refuse to evacuate a building or a section of a building where a fire alarm is sounding, or a fine may be imposed.

No student shall ring any bell or attempt to operate or trigger any mechanical or electrical components or combination for the purpose of creating a false alarm.

FIRE FIGHTING EQUIPMENT

No student shall, without authorization, operate or tamper with any fire fighting equipment except for the purpose of extinguishing a fire.

GAMBLING

Illegal gambling in any form is prohibited on Northwood property. This includes, but is not limited to, card games involving the exchange of money, betting on sporting events, etc. Any student found organizing or operating gambling activities will be subject to

GRIEVANCE PROCEDURE

It is the policy of the University to maintain a learning environment that is free from harassment because of an individual's race, color, gender, national origin or disability. The University prohibits any and all forms of harassment because of race, color, gender, national origin and disability. It shall be a violation of University policy for any student, teacher, administrator or other school personnel to harass a student through conduct of a sexual nature, or regarding race, color, gender, national origin or disability, as defined by this policy. The policy can be located at www.northwood.edu/compliance or a paper copy may be obtained from the Human Rights Officer in the Human Resources Department, Northwood University Administration Office in Midland, MI. The telephone number for this office is (989) 837-4345.

APPEAL PROCESS

Any traffic violation is subject to ticketing by any member of the adult or student security staff. If the accused disagrees with the imposed ticket, she/he may appeal immediately to the Director of Security. An appeal may be filled out in Student Services within seven (7) business days of the violation or the ticket and fine will be processed as stated. After 7 business days, all appeals must be made through the Judiciary Appeals process with the Dean of Students and the Appeals Board. Appeals will be heard during weeks five (5) and ten (10) of each term as necessary.

HAZING

No form of hazing is permitted by any individual or group connected with the University. Hazing is defined as any activity that demeans the character or inflicts bodily harm on any person.

Northwood University's Statement of Position on Hazing

Hazing: The University prohibits any student, acting alone or with others, to conspire to engage in hazing or to participate in hazing. Hazing is defined as any action taken or situation created, whether on or off campus, for the purpose of initiation or affiliation with any organization or team which jeopardizes the physical and/or mental well being of any individual, or is, presumably an illegal activity.

Freedom from humiliation and danger of hazing is guaranteed to every student on this campus. This policy includes individuals as well as whole campus chapters. Any violation of this policy should be reported immediately to the Office of Student Activities, in which the situation will be referred to the appropriate judicial body and appropriate action will be taken.

ILLEGAL OFF CAMPUS PARTIES

Northwood does not approve of disturbing the peace in residential neighborhoods. Students living in off campus housing are asked to respect their neighbors by not having loud, disorderly parties. Should a party occur and local authorities are called to quiet and control the scene, the residents/sponsors of the party will meet with the Dean of Students and disciplinary action will be initiated.

Off-campus arrests for law violations will be brought to the attention of the Dean of Students who will evaluate each case as to the severity of the alleged crime. Parents will be informed. The Student Service's Office will take appropriate action.

1. Off-campus parties resulting in a police department being called:
 - First Offense: Disciplinary Probation (10 Weeks)
 - Second Offense: Suspension (The parents of the individual hosting the party will be notified.)
 - Third Offense: Dismissal
2. Off-campus parties resulting in an arrest of a Northwood student
 - First offense: Disciplinary Probation (10 Weeks)
 - Second offense: Suspension/dismissal
3. Illegal off-campus parties resulting in serious physical injuries or accidents to students attending the party:
 - The Dean of Students will confer with the Provost and evaluate the situation
 - The parents of the individuals hosting the party will be notified

Appropriate disciplinary action will be taken if ANY college rules regarding parties have been violated.

MISREPRESENTATION OR FORGERY

No student shall alter or have in his/her possession an altered identification card, nor alter or enter false information on an official college document.

No student shall provide false information or fail to provide current information to the University for the purpose of defrauding the University.

NON-ACADEMIC COUNSELING RECORDS

These records consist of the personal notes of contacts with clients. These confidential records are maintained according to ethical standards. No information will be released to individuals or Northwood personnel. Confidential material will be released to competent professional persons who are engaged in the continuing treatment of the client only if the professional so requests and the client has signed a statement authorizing this release.

NOTIFICATION OF NON-DISCRIMINATION ON THE BASIS OF GENDER

Northwood University does not discriminate on the basis of gender in violation of Title IX of the Education Amendments (PL92318) of 1972. Inquiries concerning the application of Title IX and implementing regulations may be referred to the Provost of the university.

NOTIFICATION OF NON-DISCRIMINATION ON THE BASIS OF HANDICAP

Northwood University does not discriminate on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973. This requirement not to discriminate in educational programs and activities extends to employment by the University and admission thereto. Inquiries concerning the application of Section 504 and the implementing regulations may be referred to the Provost of the University.

NOTIFICATION OF NON-DISCRIMINATION ON THE BASIS OF RACE, COLOR, RELIGION, GENDER, OR NATIONAL ORIGIN

Northwood University does not discriminate on the above in violation of Title VII of The Civil Rights Act of 1964. Inquiries may be referred to the Provost of the University.

PETS

In order to maintain sanitation standards and avoid causing disruption of normal activities pets and/or animals, other than fish kept in a small aquarium, are not permitted in the Residence Halls. Any animals found in the Residence Halls will be removed and the individuals responsible for the pet will be subject to disciplinary action. Any time a fur bearing pet is found in a Residence, there will be an \$80.00 cleaning fee assessed to the resident.

PHYSICAL THREAT OR ABUSE POLICY

No student shall engage, or attempt to engage in any form of violence directed toward another person or group of people. Any act or attempted act of violence, either physically or verbally threatening, occurring on campus, or involving a Northwood student in an off-campus location, will be referred to the Dean of Students as well as to local law enforcement officials.

DEFINITION OF PHYSICAL VIOLENCE

Inflicting physical or sexual injury, or imposing the threat of physical or sexual injury; or intimidation by threat of physical or sexual injury, shall be considered physical or sexual violence. Violations may include, but are not excluded to, pushing, punching, slapping, or sexual force or the threat of such action.

Physical abuse, sexual abuse, detention, intimidation, or threat of violence to any person (student, faculty, staff, employee, or supplier) on any part of campus in the Northwood community, at an off-campus site involving Northwood students, or at any school function will not be tolerated and is subject to disciplinary and criminal action.

PERSONAL ABUSE

Students shall refrain from the personal abuse of other individuals through word or action. No student shall harass, threaten, offend, physically assault, or degrade anyone, this includes a student, faculty, or staff member on Northwood owned or operated property. A monetary fine and possible suspension or expulsion from the university may result depending on the severity of the violation.

SMOKING

All Northwood University buildings are designated as “smoke-free” areas, including the residence halls. Standing in an open doorway or window and blowing cigarette smoke outside is not acceptable. A monetary fine may be assessed.

Students, faculty, and staff are allowed to smoke outdoors in designated areas only. Smokers will be responsible for properly disposing of cigarette butts and other associated trash. Failure to do so is considered to be littering and is subject to a monetary fine

SOLICITING, SELLING, SURVEYING, AND PUBLICIZING

No student or student organization shall engage in advertising or selling any goods, services, or tickets; solicit for any purpose whatsoever on Northwood University’s property or in University operated buildings; or survey students without first obtaining the written approval of the Dean of Students. Students who wish to use any building must file a request with Student Services, in the Church Family Administration Building. Food that is sold on campus may be purchased through Food Services.

Non-student and non-related organizations may not sell or solicit on the campus for any purpose without authorization from the Dean of Students. Solicitors may leave calling cards, catalogs, or order books with the Housing Director, but may not transact business or promises for further transactions. No resident of the dorms or Resident Assistant may profit from presentation by virtue of his/her role in securing sponsorship for the solicitor. Free gifts, commissions, or any other forms of remuneration are not allowed.

Door prizes, discounts or any other forms of free gifts used to promote attendance or to encourage interest must be available to all on an equal basis. No door-to-door solicitation is permitted.

THEFT

Northwood University strives to protect personal and community property but cannot guarantee the safety of said property. The university will take protective measures and will deal very seriously with those individuals who violate the provisions of this regulation. No student shall steal, attempt to steal, or assist in the theft of any money, property, or item of value not belonging to him/her. No student will illegally use or appropriate any property not belonging to him/her.

Knowingly possessing stolen property on Northwood premises or at school functions will not be tolerated. Students found to be responsible for violating the theft policy will be subject to suspension or dismissal from the University.

TRESPASS

Unauthorized presence on/or use of any Northwood property is considered trespassing. No student shall enter or remain in a private room, office or restricted area under control of another student, faculty member or Northwood official except by permission or invitation of the resident student or Northwood official. The following situations are considered trespassing and may result in disciplinary and/or criminal action:

1. Any individual refusing to leave an area as directed by an authorized agent (e.g. student renting the area, Residence staff member, or administrative office or faculty member responsible for that area or Northwood Security).
2. Any unauthorized individual entering Northwood operated buildings or room which has been closed and/or locked shall be guilty of trespassing.
3. Intentionally trespassing in areas from which individuals have been banned by previous order, i.e., housing facilities, cafeteria, etc.
4. Students found after hours in areas designated as opposite sex housing.
5. Individuals found in any undeveloped areas of the campus, this includes all wooded areas.

UNIVERSITY VEHICLES

Students are not permitted to use or operate any university owned, leased or rented vehicle, at any time. This includes security and maintenance operated golf carts.

WEAPONS AND EXPLOSIVES

No student shall keep, use, possess, display or carry any rifle, shotgun, handgun, pellet gun, BB gun, knife or other lethal or dangerous device capable of casting a projectile by air, gas, explosion or mechanical means on any property or in any building owned or operated by Northwood or in any vehicle on campus.

Any student found with a weapon will receive a monetary fine, be fined for any damages, have the weapon confiscated, be subject to either suspension or expulsion from the university or university housing, and local law enforcement may be called at the University's discretion.

The possession, use or storage of any explosive material on Northwood premises or at any school function is not permitted. The possession use of fireworks of any variety manufactures either by an individual or a company (i.e. firecrackers, bottle rockets, etc.) is not allowed.

GUIDELINES FOR ASSIGNING PENALTIES

In order to maintain fairness and uniformity in the assignment of penalties for certain offenses, the following guidelines have been set:

1. The Director of Security, Director of Housing and/or Dean of Students/Provost will determine penalties and fines for a major violation.
2. The Director of Security, Director of Housing, and/or Dean of Students will determine penalties for a flexible violation.
3. Penalties for a minor violation may be a warning, a fine, restitution, or disciplinary probation.
4. Any student convicted of a felony may be suspended.
5. Replacement, repairs and labor costs are additional to assessed fines.

FAILURE TO COMPLY

Any student failing to comply with a disciplinary decision within the designated period will have a transcript and registration hold placed on the student's academic record. The Provost will make the final decision on this penalty.

In order to maintain fairness and uniformity in the assignment of penalties for certain offenses the following guidelines have been set:

- Christmas trees/branches (live) not allowed \$ 50.00
- Disorderly/Obscene conduct \$ 50.00
- Failure to turn in key when leaving Northwood \$ 35.00
- Fireworks of any sort (possession and/or use) per piece \$ 25.00
- Littering \$100.00
- Lost mail key \$ 15.00
- Lost room key during the year \$ 25.00
- Noise or disturbance (per person) \$ 25.00
- Pet in room (immediate removal, per day; fine increases daily) \$ 25.00
- Removing furniture from proper area or possessing unauthorized property (school, public, private, - not less than and/or replacement) \$ 50.00
- Taking food or equipment from cafeteria \$ 25.00
- Untidy residences, room checks (per person-per room/apartment) \$ 25.00
- Untidy residences, end of year (per person-per room/apartment) \$ 50.00
- Violation of residence hall quiet hours \$ 25.00
- Water beds (immediate removal) \$100.00

• Kegs or pooled alcohol	\$250.00
• False Fire Alarm (and/or suspension)	\$100.00
• Possession of Hot Plate, toaster oven, space heaters, etc. per day	\$ 25.00
• Tampering with room smoke detector	\$100.00
• Smoking in undesignated areas	\$ 75.00
• Roller blading, bike riding inside residential areas (plus damages)	\$ 50.00
• Failure to vacate building during fire alarm	\$ 20.00
• Vandalism (plus restitution)	\$ 50.00
• Disassembling bunk beds (plus damages)	\$ 50.00
• Lofts	\$ 50.00
• Playing sports in hallway	\$ 15.00
• Walking on any building roof	\$ 50.00
• Unauthorized room change	\$ 75.00

TRAFFIC AND PARKING FINES

• Angle parking	\$ 10.00
• Careless driving	\$ 40.00
• Drunk driving (fine and penalties to be determined)	
• Failure to stop at gate (possible revocation of driving privileges on campus)	\$ 25.00
• Theft of a parking permit	\$ 25.00
• Failure to stop at posted stop signs	\$ 25.00
• Motorcycles in unauthorized areas	\$ 25.00
• Parking and/or driving on the lawn	\$ 25.00
• Non-marked parking (an approved parking place will have parallel lines on each side, a vehicle should not take up more than one space)	\$ 25.00
• Parking in handicapped zone (fine and/or tow away at driver's expense)	\$100.00
• Parking in NO parking zone (fire lanes, services drives, etc., fine and/or tow away at driver's expense)	\$ 25.00
• Parking over curb or reserved spot	\$ 10.00
• Passing on Whiting Drive	\$100.00
• Reckless driving	\$ 75.00
• Speeding	\$ 40.00
• Squealing tires	\$ 25.00

MISCELLANEOUS

- Penalty for the failure to produce ID to University RA's, Security or other officials will be assessed by the Director of Security and/or Housing officials.
- Penalty for harassing, abusing or failing to cooperate with Security, RA's or other officials will be assessed by the Director of Security and/or Housing officials.

PAYMENT

All fines are charged to the student's account. Payment of fines should be made at the Business Office. No grades or transcripts will be sent until all fines are paid.