Resident Student Policies & Procedures

2013-2014

HOUSING CALENDAR

FALL 2013

TIMBERWOLF WELCOME WEEKEND ........................................... Friday, August 23rd – Sunday, August 25th
FRESHMEN MOVE-IN ........................................................................... 9am-2 pm on Friday, August 23rd
UPPERCLASSMEN MOVE-IN ....................................................... 9 am-9 pm on Saturday, August 24th & Sunday, August 25th
CLASSES BEGIN .................................................................................. Monday, August 26th
LABOR DAY HOLIDAY (NO CLASSES) ............................................. Monday, September 2nd
ROOM CONSOLIDATION ................................................................. Monday, September 16th
AUTO SHOW / HOMECOMING WEEKEND ..................................... September 27th-29th
THANKSGIVING BREAK (NO CLASSES) ...................................... Thursday, November 28th – Sunday, December 1st
GRAND SILENCE ............................................................................ Thursday, November 28th & Friday, November 29th
FINAL EXAM WEEK ........................................................................... Monday, December 9th – Friday, December 13th
RESIDENTIAL FACILITIES CLOSE ............................................... 8 pm on Friday, December 13th

Spring 2014

RESIDENTIAL FACILITIES OPEN .................................................. 12 pm on Saturday, January 11th
CLASSES BEGIN .............................................................................. Monday, January 13th
ROOM CONSOLIDATION ................................................................. Monday, January 27th
SPRING BREAK (NO CLASSES) ..................................................... Monday, March 10th – Friday, March 14th
GOOD FRIDAY (NO CLASSES) ....................................................... Friday, April 18th
GRAND SILENCE ............................................................................ 8 am on Saturday, May 3rd – Friday, May 9th
FINAL EXAM WEEK ........................................................................... Monday, May 5th – Friday, May 9th
RESIDENTIAL FACILITIES CLOSE ............................................... 8 pm Friday, May 9th

OFFICE OF HOUSING & RESIDENCE LIFE
4000 WHITING DRIVE, CFAB
MIDLAND, MICHIGAN 48640
989.837.4398 • 989.837.4378
# Table of Contents

- **Section One: General Information**
  - Northwood Housing Facilities
  - Mail
  - Contact Information
  - Information Line
  - Sodexo Campus Food Services
  - Voice Mail
  - Residence Hall Phone List

- **Section Two: Accommodations**
  - Residence Hall—Northwood University
  - Northwood Housing Staff
  - Miner Housing Office
  - Health Services
  - Northwood Security Department
  - Reckless or Careless Driving Violations Reported to Security Office
  - Physical Threat or Abuse Policy (Bullying)
  - Staff On-Duty
  - Cable Television
  - Telephone Services

- **Section Three: Facilities—Policies & Procedures**
  - Trash Removal
  - Recycling
  - Room Damage
  - Damages in Public Areas
  - Housing Requirement
  - Check-In
  - Semester/Holiday Break Check-out
  - Room Consolidation
  - Room Changes
  - Health & Safety Check-Up
  - Nightly Lockdown
  - Order Day
  - Final Check Out/Room Inventories
  - Lock Outs
  - Window Screens
  - Use and Removal of University Furniture
  - Postings on Walls and Surfaces
  - Bicycles
  - Painting
  - Posters
  - Appliances
  - Candles/Incense
  - Pets
  - Quiet Hours
  - Smoking
  - Lofts
  - Beds

- **Section Four: Resident Conduct**
  - Student Obligation
  - Voluntary Compliance
  - Hygiene
  - Sexual Harassment
  - Disorderly Conduct
  - Alcohol/Drug Policy
  - Alcohol Disciplinary Sanctions
  - Penalty for Alcohol Use and/or Possession
  - Penalty for Drug Use and/or Possession, or Drug Paraphernalia
  - Major Violations
  - Aiding or Abetting Violations: Failure to Discourage
  - Miscellaneous
  - Disruption of Learning
  - Bias-motivated Offenses
  - Suspension
  - Theft
  - Unauthorized Entry
  - Violence to Persons
  - Physical Assault
  - Weapons
  - Assessing Penalties
  - Failure to Identify, Appear or Observe Terms of Discipline
  - Student Self-Destructive Behavior
  - Destruction of University Property
  - Fines

- **Section Five: Safety**
  - Severe Weather
  - Severe Weather/Tornado Warning Shelter Areas
  - Fire Safety & Fire Drills
  - Fire Alarms
  - Fire Drills

- **Campus Map**
NORTHWOOD HOUSING FACILITIES

Miner and Dubois Residence Halls
- Designated for freshmen who are under 20 years of age
- Miner accommodates approximately 186 female students
- Dubois accommodates approximately 306 male students
- Located near the cafeteria
- Each room contains 2 desks, 2 chairs, and 2 beds

Naegele Village Apartments
- Accommodates 168 students
- Each apartment contains either 5 or 6 single bedrooms

South Village Apartments
- Accommodates 168 students
- Each apartment contains up to 6 residents, at 2 per bedroom

MAIL

Your on-campus address will be: Name
Northwood University
4000 Whiting Drive
Room #
Midland, MI 48640

CONTACT INFORMATION

<table>
<thead>
<tr>
<th>24 HOUR SECURITY OFFICE</th>
<th>989-837-4373</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERNET</td>
<td><a href="http://www.northwood.edu/">http://www.northwood.edu/</a></td>
</tr>
<tr>
<td>NU GENERAL INFORMATION</td>
<td>989-837-4200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Advising</th>
<th>989-837-4371</th>
<th>Health Center</th>
<th>989-837-4268</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>989-837-4273</td>
<td>Miner Housing Office</td>
<td>989-837-4428</td>
</tr>
<tr>
<td>Alumni</td>
<td>989-837-4350</td>
<td>Information Technology (IT)</td>
<td>989-837-4421</td>
</tr>
<tr>
<td>Athletic Department</td>
<td>989-837-4381</td>
<td>Library</td>
<td>989-837-4333</td>
</tr>
<tr>
<td>Bookstore</td>
<td>989-837-4225</td>
<td>Mail Services</td>
<td>989-837-4217</td>
</tr>
<tr>
<td>Business Office</td>
<td>989-837-4207</td>
<td>N.A.D.A. Center</td>
<td>989-837-4284</td>
</tr>
<tr>
<td>Career Assistance</td>
<td>989-837-4335</td>
<td>NU Gallery</td>
<td>989-837-4310</td>
</tr>
<tr>
<td>Counseling (personal)</td>
<td>989-837-4264</td>
<td>Part-Time Job Center</td>
<td>989-837-4429</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>989-837-4398</td>
<td>Public Relations</td>
<td>989-837-4423</td>
</tr>
<tr>
<td>EXCEL (Student Development Transcript)</td>
<td>989-837-4227</td>
<td>Registrar</td>
<td>989-837-4215</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>989-837-4230</td>
<td>Student Activities</td>
<td>989-837-4227</td>
</tr>
<tr>
<td>Food Services</td>
<td>989-837-4241</td>
<td>Student Services</td>
<td>989-837-4398</td>
</tr>
<tr>
<td>Hach Student Life Center</td>
<td>989-837-5244</td>
<td>Timberwolf Learning Center (TLC)</td>
<td>989-837</td>
</tr>
</tbody>
</table>
Section 1 • General Information

INFORMATION LINE
989-837-4444 (From on-campus, dial ext. 7-4444)

You may press the number of the menu item you want at any time during the message.

MENU ITEMS:

<table>
<thead>
<tr>
<th>Class Cancellation</th>
<th>Press 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varsity Athletic Events</td>
<td>Press 15</td>
</tr>
<tr>
<td>Job Center/College Work Study</td>
<td>Press 16</td>
</tr>
<tr>
<td>Computer Lab</td>
<td>Press 19</td>
</tr>
<tr>
<td>Library</td>
<td>Press 20</td>
</tr>
<tr>
<td>Health Center</td>
<td>Press 21</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Press 22</td>
</tr>
<tr>
<td>Operator Assistance</td>
<td>Press 99</td>
</tr>
</tbody>
</table>

SODEXO CAMPUS FOOD SERVICES

MICHIGAN CAMPUS FOOD SERVICES

Continuous Service
The Dow Commons dining hall will be open for continuous service during the following hours:
- Monday – Thursday  7:00 a.m. – 7:00 p.m.
- Friday 7:00 a.m. – 6:00 p.m.
- Saturday & Sunday 11:30 a.m. – 6:00 p.m.

*The student’s ID card will be swiped each time they enter the cafeteria for a meal regardless of the service level offered at that time.*

Full Service in the dining hall will be offered as follows:
- Monday – Thursday  Breakfast.............7:00 a.m. – 10:00 a.m.
  Lunch ................11:30 a.m. – 2:00 p.m.
  Dinner ............4:30 p.m. – 7:00 p.m.
- Friday  Breakfast.............7:00 a.m. – 10:00 a.m.
  Lunch ................11:30 a.m. – 2:00 p.m.
  Dinner ............4:30 p.m. – 6:00 p.m.
- Saturday & Sunday  Brunch .................11:30 a.m. – 1:00 p.m.
  Dinner ............4:30 p.m. – 6:00 p.m.

Limited Service in the dining hall will be as follows:
Beverages, rice, waffles, desserts, deli and cereal available continuously.
- Monday – Friday  10:00 a.m. – 11:30 a.m. Continental Breakfast
  2:00 p.m. – 4:30 p.m. Salad Bar, grill and pizza
- Saturday and Sunday  1:00 p.m. – 4:30 p.m. Salad Bar and pizza

Other Dining Locations and Options:
Mid Café (Proudly Serving Starbucks)  Monday – Thursday  7 a.m. – 6 p.m.
  Friday  7 a.m. – 4 p.m.

Wolf Den  Monday – Sunday  7:00 p.m. – 11:00 p.m.
### RESIDENCE HALL PHONE LIST

**Area Code 989**

#### MINER 1-99

<table>
<thead>
<tr>
<th>Room #</th>
<th>Phone #</th>
<th>Room #</th>
<th>Phone #</th>
<th>Room #</th>
<th>Phone #</th>
<th>Room #</th>
<th>Phone #</th>
<th>Room #</th>
<th>Phone #</th>
<th>Room #</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>837-4501</td>
<td>26</td>
<td>837-4526</td>
<td>56</td>
<td>837-4556</td>
<td>80</td>
<td>837-4580</td>
<td>81</td>
<td>837-4581</td>
<td>82</td>
<td>837-4582</td>
</tr>
<tr>
<td>2</td>
<td>837-4502</td>
<td>27</td>
<td>837-4527</td>
<td>57</td>
<td>837-4557</td>
<td>83</td>
<td>837-4583</td>
<td>84</td>
<td>837-4584</td>
<td>85</td>
<td>837-4585</td>
</tr>
<tr>
<td>3</td>
<td>837-4503</td>
<td>28</td>
<td>837-4528</td>
<td>58</td>
<td>837-4558</td>
<td>86</td>
<td>837-4586</td>
<td>87</td>
<td>837-4587</td>
<td>88</td>
<td>837-4588</td>
</tr>
<tr>
<td>4</td>
<td>837-4504</td>
<td>29</td>
<td>837-4531</td>
<td>59</td>
<td>837-4559</td>
<td>89</td>
<td>837-4589</td>
<td>89</td>
<td>837-4590</td>
<td>90</td>
<td>837-4591</td>
</tr>
<tr>
<td>5</td>
<td>837-4505</td>
<td>30</td>
<td>837-4535</td>
<td>60</td>
<td>837-4560</td>
<td>91</td>
<td>837-4592</td>
<td>92</td>
<td>837-4593</td>
<td>93</td>
<td>837-4594</td>
</tr>
<tr>
<td>6</td>
<td>837-4506</td>
<td>31</td>
<td>837-4536</td>
<td>61</td>
<td>837-4561</td>
<td>94</td>
<td>837-4595</td>
<td>95</td>
<td>837-4596</td>
<td>96</td>
<td>837-4597</td>
</tr>
<tr>
<td>7</td>
<td>837-4507</td>
<td>32</td>
<td>837-4537</td>
<td>62</td>
<td>837-4562</td>
<td>97</td>
<td>837-4598</td>
<td>98</td>
<td>837-4599</td>
<td>99</td>
<td>837-4599</td>
</tr>
<tr>
<td>8</td>
<td>837-4508</td>
<td>33</td>
<td>837-4538</td>
<td>63</td>
<td>837-4563</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>837-4509</td>
<td>34</td>
<td>837-4539</td>
<td>64</td>
<td>837-4564</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>837-4510</td>
<td>35</td>
<td>837-4540</td>
<td>65</td>
<td>837-4565</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>837-4511</td>
<td>36</td>
<td>837-4541</td>
<td>66</td>
<td>837-4566</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>837-4512</td>
<td>37</td>
<td>837-4542</td>
<td>67</td>
<td>837-4567</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>837-4513</td>
<td>38</td>
<td>837-4543</td>
<td>68</td>
<td>837-4568</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>837-4514</td>
<td>39</td>
<td>837-4544</td>
<td>69</td>
<td>837-4569</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>837-4515</td>
<td>40</td>
<td>837-4545</td>
<td>70</td>
<td>837-4570</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>837-4516</td>
<td>41</td>
<td>837-4546</td>
<td>71</td>
<td>837-4571</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>837-4517</td>
<td>42</td>
<td>837-4547</td>
<td>72</td>
<td>837-4572</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>837-4518</td>
<td>43</td>
<td>837-4548</td>
<td>73</td>
<td>837-4573</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>837-4519</td>
<td>44</td>
<td>837-4549</td>
<td>74</td>
<td>837-4574</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>837-4520</td>
<td>45</td>
<td>837-4550</td>
<td>75</td>
<td>837-4575</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>837-4521</td>
<td>46</td>
<td>837-4551</td>
<td>76</td>
<td>837-4576</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>837-4522</td>
<td>47</td>
<td>837-4552</td>
<td>77</td>
<td>837-4577</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>837-4523</td>
<td>48</td>
<td>837-4553</td>
<td>78</td>
<td>837-4578</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>837-4524</td>
<td>49</td>
<td>837-4554</td>
<td>79</td>
<td>837-4579</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>837-4525</td>
<td>50</td>
<td>837-4555</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### NAEGELE VILLAGE JONES

<table>
<thead>
<tr>
<th>Room #</th>
<th>Phone #</th>
<th>Room #</th>
<th>Phone #</th>
<th>Room #</th>
<th>Phone #</th>
<th>Room #</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>JLR</td>
<td>837-4761</td>
<td>JUR</td>
<td>837-4762</td>
<td>JLC</td>
<td>837-4763</td>
<td>JUC</td>
<td>837-4764</td>
</tr>
</tbody>
</table>

#### INDEPENDENCE

<table>
<thead>
<tr>
<th>Room #</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILR</td>
<td>837-4767</td>
</tr>
</tbody>
</table>

#### CONSTITUTION

<table>
<thead>
<tr>
<th>Room #</th>
<th>Phone #</th>
<th>Room #</th>
<th>Phone #</th>
<th>Room #</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLR</td>
<td>837-4773</td>
<td>CUR</td>
<td>837-4774</td>
<td>CLC</td>
<td>837-4775</td>
</tr>
</tbody>
</table>

#### FREEDOM

<table>
<thead>
<tr>
<th>Room #</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLR</td>
<td>837-4779</td>
</tr>
</tbody>
</table>

#### LIBERTY

<table>
<thead>
<tr>
<th>Room #</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>LLR</td>
<td>837-4785</td>
</tr>
</tbody>
</table>

#### SOUTH VILLAGE

<table>
<thead>
<tr>
<th>Room #</th>
<th>Phone #</th>
</tr>
</thead>
</table>
### Section 1 • General Information

**Room #** | **Phone #**  
--- | ---  
1 | 837-4601  
3 | 837-4603  
4 | 837-4604  
5 | 837-4605  
6 | 837-4606  
7 | 837-4607  
8 | 837-4608  
9 | 837-4609  
10 | 837-4610  
11 | 837-4611  
12 | 837-4612  
13 | 837-4613  
14 | 837-4614  
15 | 837-4615  
16 | 837-4616  
17 | 837-4617  
18 | 837-4618  
19 | 837-4619  
20 | 837-4620  
21 | 837-4621  
22 | 837-4622  
23 | 837-4623  
24 | 837-4624  
25 | 837-4625  
26 | 837-4626  
27 | 837-4627  
29 | 837-4629  
30 | 837-4630  
31 | 837-4631  
32 | 837-4632  
33 | 837-4633  
34 | 837-4634  
35 | 837-4635  
36 | 837-4636  
37 | 837-4637  
38 | 837-4638  
39 | 837-4639  
40 | 837-4640  
41 | 837-4641  
42 | 837-4642  
43 | 837-4643  
44 | 837-4644  
45 | 837-4645  
46 | 837-4646  
47 | 837-4647  
48 | 837-4648  
49 | 837-4649  
50 | 837-4650  
51 | 837-4651  
52 | 837-4652  
53 | 837-4653  
54 | 837-4654  
55 | 837-4655  
56 | 837-4656  
57 | 837-4657  
58 | 837-4658  
59 | 837-4659  
60 | 837-4660  
61 | 837-4661  
62 | 837-4662  
63 | 837-4663  
64 | 837-4664  
65 | 837-4665  
66 | 837-4666  
67 | 837-4667  
68 | 837-4668  
69 | 837-4669  
70 | 837-4670  
71 | 837-4671  
72 | 837-4672  
73 | 837-4673  
74 | 837-4674  
75 | 837-4675  
76 | 837-4676  
77 | 837-4677  
78 | 837-4679  
79 | 837-4679  
80 | 837-4680  
81 | 837-4681  
82 | 837-4682  
83 | 837-4683  
84 | 837-4684  
85 | 837-4685  
86 | 837-4686  
87 | 837-4687  
88 | 837-4688  
89 | 837-4689  
90 | 837-4690  
91 | 837-4691  
92 | 837-4692  
93 | 837-4693  
94 | 837-4694  
95 | 837-4695  
96 | 837-4696  
97 | 837-4697  
98 | 837-4698  
99 | 837-4699  
100 | 837-4700  
101 | 837-4701  
102 | 837-4702  
103 | 837-4703  
104 | 837-4704  
105 | 837-4705  
106 | 837-4706  
107 | 837-4707  
108 | 837-4708  
109 | 837-4709  
110 | 837-4710  
111 | 837-4711  
112 | 837-4712  
113 | 837-4713  
114 | 837-4714  
115 | 837-4715  
116 | 837-4716  
117 | 837-4717  
118 | 837-4718  
119 | 837-4719  
120 | 837-4720  
121 | 837-4721  
122 | 837-4722  
123 | 837-4723  
124 | 837-4724  
125 | 837-4925  
126 | 837-4726  
127 | 837-4727  
128 | 837-4728  
129 | 837-4729  
130 | 837-4730  
131 | 837-4731  
132 | 837-4732  
133 | 837-4733  
134 | 837-4734  
135 | 837-4735  
136 | 837-4736  
137 | 837-4737  
138 | 837-4738  
139 | 837-4739  
140 | 837-4740  
141 | 837-4741  
142 | 837-4742  
143 | 837-4743  
144 | 837-4744  
145 | 837-4745  
146 | 837-4746  
147 | 837-4747  
148 | 837-4748  
149 | 837-4749  
150 | 837-4750  
151 | 837-4751  
152 | 837-4752  
153 | 837-4753  
154 | 837-4754  
156 | 837-4756  
157 | 837-4757

- off campus calls dial 9
- on campus calls dial 7 and last 4 digits
- operator assistance 9+0+0
- trouble with long distance calls dial 9+1+800-445-6063
- trouble with dial tone call IT
RESIDENCE HALLS - NORTHWOOD UNIVERSITY

NORTHWOOD UNIVERSITY:

• Agrees to assign living accommodations for said student in housing quarters provided by the University while classes are in session and student is officially registered for said classes.
• Is not liable for the theft or loss of money, valuables, or other personal objects by any person, or for the loss or damage to any resident’s property by fire, wind, or water.
• Reserves the right to make changes in room assignment whenever it seems advisable.
• Is not liable for personal injuries sustained while residing on campus.
• Allows the Resident Assistants or college representatives to have the right to inspect the rooms for violations of any college regulations, for health or social reasons, or for any other reason deemed sufficient by college officials.
• Respects personal property.
• May hold the room damage deposit fee until 30 days after the student leaves school.
• Does not discriminate on the basis of race or religion when assigning rooms.
• All students must remain on campus for entire year.
• Exterior doors are locked midnight to 6 AM.

NORTHWOOD HOUSING STAFF

To contact a Housing Staff Member, please check our contact information on the housing website at http://www.northwood.edu/student-life/residence-life.aspx, by calling the Miner Housing Office at 989-837-4428 or by contacting the Residence Life department at 989-837-4398.

MINER HOUSING OFFICE

The Miner Housing Office assists residents with the following: maintenance requests, lock outs, lost room/mail key replacement, Naegele key reprogramming, check out of cleaning or kitchen supplies, etc.

HEALTH SERVICES

CAMPUS HEALTH CENTER – 989-837-4268
Hours: Monday – Friday 8:00 a.m. – 5:00 p.m. (during regular scheduled class days)
The Health Center is located in upper Miner Hall near the Security Office and is staffed by a registered nurse and an office assistant with physician office hours on a limited basis. There is a fee for service for physician appointments. Co-pays and insurance will be accepted if your insurance participates with our physician. For physician hours and fees, please call the Health Center. Services provided include:
- On-Campus Physician Hours – Referrals to Off-Campus Specialist/Clinics
- Nurse Assessments – Basic First-Aid Care
- Samples of Medications – Suture Removal
- Strep Screen/Mono Tests – Allergy Injections
- Insurance Assistance – Crutches Loaned

Mid-Michigan Medical Center is nearby and available 24 hours/day for emergencies.

HEALTH CENTER COUNSELING SERVICES – 989-837-4268
Hours: By appointment, or walk-in as time available during Health Center hours.
Northwood University has personal counseling available to all traditional Northwood students. The counseling staff from J&A Counseling and Evaluation have on-campus office hours in the
Health Center are qualified to talk to students regarding any issue causing concern, including:

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

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.

**NORTHWOOD SECURITY DEPARTMENT**

Northwood Campus Safety and Security is handled by STT, Inc. through the Office of Student Services. It consists of one director, eleven full time officers and approximately twenty student assistants who maintain a twenty-four hour, seven days a week department. This department handles security for the entire campus, all school functions, and athletic events, including parking.

Campus Security personnel have the authority to enforce all campus policies. The officers do not carry weapons nor do they have arrest powers. Northwood University maintains a very strong relationship with the City of Midland and county law enforcement agencies.

The entrances to the main campus of Northwood are guarded by the Security Office nightly. Guests will have to be registered. Students must stop for gate attendant and may be required to present a student identification card. Failure to do so may result in disciplinary action.

Residents’ guests must register at the Miner Security Office. Guests are allowed to stay no more than two days and two nights per week. Guests are required to show a picture ID at the time of registration. The resident hosting the guest will be held responsible for any policy violations or damages to property caused by the guest.

To contact the Security Office, dial 989-837-4373; or if using an on-campus phone, 7-4373. In the event of an Emergency, dial 989-837-4911

**RECKLESS OR CARELESS DRIVING VIOLATIONS REPORTED TO SECURITY OFFICE**

1. First violation: Written Warning
2. Second violation: Campus privileges will be suspended for a designated period of time not to exceed one term
3. Third violation: One-week suspension from classes with recommendation by the Dean of Students to the Campus President
4. Fourth Violation: possible dismissal from school.

**PHYSICAL THREAT OR ABUSE POLICY (BULLYING)**

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.

**STAFF ON DUTY**

After business hours and during weekends, there will always be Resident Assistants on duty. The Resident Assistants are available to handle student concerns, and all other hall related activity. The Security Office and Housing Staff will have a duty calendar at all times.
CABLE TELEVISION

Each room has basic cable television service which includes over 60 channels. Students must provide their own television and coaxial cables for connection. If you have any questions or problems, contact the Housing Department at 989-837-4398.

TELEPHONE SERVICES

If you have any questions or problems, contact the IT Department at 989-837-4421.

TRASH REMOVAL

Miner and Dubois Halls are equipped with trash rooms located within each hallway. These rooms are open between the hours of 7:00 a.m. and 11:00 p.m. Trash should never be placed outside of the rooms or in the hallways, to avoid any safety or health risks. Trash left in such a manner will result in monetary fines to the responsible residents and/or the entire hallway.

Residents of South Village and Naegele Village are provided with dumpsters in each complex. Residents should never leave trash outside of their apartments or on balconies, as animals may become a problem. Trash not disposed of properly will result in monetary fines to the responsible residents and/or entire apartment.

RECYCLING

Recycle bins are located in Miner and Dubois Halls.

ROOM DAMAGE

Room damages should be reported to the respective Resident Assistant or the Miner Housing Office (989-837-4428). Any deliberate or student-caused damages in excess of normal wear and tear will be charged to the student. Room inventories are taken prior to the beginning of each academic year and at the end of the academic year. Damages that have occurred at the resident’s fault (deemed by a Housing Administrator) will be charged to the student’s account within 60 days after vacating the room. All charges posted to a student’s account are allowed to be appealed within 60 days of the post on the account. Any appeals need to be in writing addressed to the Office of Housing & Residence Life.

DAMAGES IN PUBLIC AREAS

It is the collective responsibility of those living in the residential areas to report individuals who cause damage to community areas or property. Damage beyond normal wear and tear that is not accountable to individuals may be billed in equal amounts to the group having responsibilities for those public areas. Other actions may be taken to protect common areas.

HOUSING REQUIREMENTS

ALL FRESHMEN are required to live on campus unless they meet one of the following criteria:

1. Live within a 50 mile commuting radius of Northwood University
2. Married
3. Veteran
4. 19 years of age or older
5. Live with a sibling (sophomore or older) who is already established off campus with the Dean of Students’ approval
Section 3 • Policies, Procedures & Regulations

CHECK-IN

All residents are required to check-in to receive keys and fill out appropriate paperwork for the upcoming academic year. Freshmen are allowed to arrive on Freshman Move-In Day. Upperclassmen are NOT allowed to move in prior to the day that is indicated for their move-in. Please reference the upcoming year’s housing calendar or contact the Office of Housing and Residential Life for these specific dates at 989-837-4398.

Within the first 10 days of classes, residents are required to inventory their suite, apartment or room. This will be in addition to an inspection conducted by the respective Resident Assistant prior to occupancy and will confirm the condition of the facilities.

SEMESTER/HOLIDAY BREAK CHECK-OUT

Each resident must check-out and fill out paperwork with their respective Resident Assistant prior to each semester/holiday break. Residents must sign up with their Resident Assistant at least 24 hours prior to the time they intend to check out. Improper check-out will result in monetary fines. Residential facilities close following each semester exam week. Each resident should be ready to leave TWO HOURS following their last final to allow others a quiet environment to study in. Please check the Housing Calendar for specific dates. Keys must be turned in at this time.

The residential complexes close after Fall semester. There will be no housing available for students during the December-January semester break, except under certain circumstances with permission from the Residential Life Manager. Students staying on campus for compressed courses will be charged a fee for each week they reside on campus over breaks. Students will not be required to remove their personal belongings during any break period as long as they are enrolled in the next semester. All residents will be required to remove belongings during the summer months as no storage space is available on campus.

ROOM CONSOLIDATION

Room consolidation takes place during the first few weeks of each semester. Students that are without a roommate at that time will be contacted by email with the date of a mandatory meeting which they must attend. At the meeting, students will be given the opportunity to keep their room as a single (1 occupant) and a charge determined by the Business Office will be assessed to their account. Students wishing to be placed in a room with another occupant will have the opportunity at the room consolidation meeting to meet all other students available as roommates.

ROOM CHANGES

All students residing in shared rooms must complete Roommate Agreements. These agreements, written and agreed upon by the students, will set forth guidelines for living together. The Roommate Agreements will be collected by their respective Resident Assistant for use in potential roommate conflicts.

In the event of a dispute between roommates, residents should first attempt to resolve the issue with their roommate one-on-one. The next step in a roommate dispute is to bring the Resident Assistant into the situation as a mediator. If the situation is not resolved, the Resident Assistant will have his/her respective Student Coordinator assist them with settling the dispute.

HEALTH AND SAFETY

Health and safety checks will be conducted at least once a semester by the Resident Assistants. Students will be notified at least two weeks in advance. There will be a $25.00 fine per person for violations or failure to sign up for the checks. For more information, please contact the Office of Housing and Residence Life.
NIGHTLY LOCKDOWN

All Miner and Dubois residence hall doors will be locked from 12 a.m. - 8 a.m. - 7 days a week. Purple Lab and parking lot main doors are accessible 24 hours, 7 days a week.

ORDER DAY

Order Day is set for the final week of the academic year before final exams. At this time, each residence facility room/apartment is required to be returned back to its original set-up (beds bunked, furniture moved back to the correct location, etc.). At this time, large personal items (couches, chairs, etc.) should be taken home and all carpet should be removed from the floors. Order day is established to provide an environment conducive to studying during exam week and to reduce the stress of move out.

FINAL CHECK OUT / ROOM INVENTORIES

Each resident must complete a final check out and fill out paperwork with their respective Resident Assistant. Year-end room inventories will be completed at this time. All damages beyond normal wear and tear will be determined by the Housing staff and repair costs will be shared equally among the occupants of the assigned quarters if the responsible person cannot be determined.

LOCKOUTS

Residents are required to carry their room key and Student ID at all times. Any resident that is locked out must contact the Miner Housing Office during normal hours. After hours, contact Resident Assistant first, then security that is on duty. Lockouts are limited to FOUR PER SEMESTER; for any lockouts beyond this, the resident will be charged $10. Key replacements are available at $35 per key.

WINDOW SCREENS

Window screens are provided for health and safety reasons and should never be removed. Violators will be charged a monetary fine with each incident.

USE AND REMOVAL OF UNIVERSITY FURNITURE

Each university facility is furnished with university furniture. Because storage space is not available, university-owned furnishings are not to be removed from assigned quarters. Residents will be responsible for all missing furniture. If beds are taken apart during the academic year, they must be assembled correctly prior to check-out.

NOTE: Any university-owned furniture placed outdoors will result in monetary fines to the resident’s account.

POSTINGS ON WALLS AND SURFACES

The University does not endorse any product for attaching items to walls or other room surfaces. Students will be charged for any damages caused by products used in hanging items on walls or other surfaces.

BICYCLES

Bicycles are welcome on campus, but may not be chained in stairwells or balconies or located in hallways. Students are not allowed to ride bikes through hallways. If bicycles are stored in residents’ rooms, they must be walked, not ridden, while in the building. Students will be charged $50.00, plus the cost for any damages to property caused by the bicycle.
Section 3 • Policies, Procedures & Regulations

PAINTING
Residents are not permitted to paint any portion of their rooms or apartments.

POSTERS/SOLICITATIONS
Students residing in Miner or Dubois Residence Halls may not post any material inside or outside their residence that contains any drug or alcohol related references. Those in violation of displaying any material deemed objectionable by the Office of Housing & Residence Life will be confiscated.

Northwood University prohibits solicitation of any type and for any purpose. Distribution of circulars, handbills, or literature of any kind is not permitted.

APPLIANCES
Toasters, toaster ovens, BBQ grills, or any other appliances with open heating sources are not permitted in any on-campus facility.

CANDLES/INCENSE
Residents are not permitted to possess candles, incense, or hot-plates in any facility on campus.

PETS
No student shall bring any pet to Northwood University ($50 per day fine). Non-Aggressive Fish are permitted, when contained in a 20-gallon tank or less.

QUIET HOURS
“Quiet Hours” are to be maintained in all on-campus housing facilities from 10:00 p.m. - 8:00 a.m. Sunday-Thursday. Friday and Saturday quiet hours are from Midnight - 8:00 a.m. Courtesy hours are expected to be followed at all times.

“Grand Silence” takes place during the week of exams. Quiet hours are expected to be followed at all hours of the day during this period.

Any violations of Quiet Hours or Grand Silence may result in disciplinary action including monetary fines.

Curfew begins at midnight Sunday through Thursday and 2 a.m. on Friday and Saturday.

SMOKING
Smoking is not permitted in several areas on campus, including within all on-campus housing. Smoking areas are designated with smoking signs in compliance with the Clean Indoor Act, January 1987. Smoking is prohibited in all residence hallways. All University Housing is Smoke Free. We ask that, while smoking, students remain at least 25 feet from residential buildings.

LOFTS
Lofts may be available for an added cost. Please contact the Residential Life Department for more information.

BEDS
Twin extra long beds are provided in the Residence Halls. Bed rails are available for top bunks upon request to the Housing Office. The university supplies all beds and the use of non-Northwood provided beds is prohibited.
STUDENT OBLIGATION

Admission to Northwood University obligates each student to abide by regulations for acceptable student behavior. All students are expected to conduct themselves as responsible members of the University community and to respect the rights of their fellow citizens. Northwood University regulations may apply to behavior off campus as well as on campus. Violations of the regulations may result in disciplinary action by both the University and civil authorities. Students at Northwood University also are responsible for their guests’ behavior. Students may be charged through the disciplinary process for the actions of guests who violate provisions of this code.

VOLUNTARY COMPLIANCE

Students shall obey legitimate and reasonable instructions of University officials to cease conduct which threatens to disrupt or interfere with:
1. The rights of others
2. University discipline
3. Normal University functions
4. A University official acting in the line of duty

HYGIENE

It is the responsibility of residents to give particular attention to their own personal hygiene in order to contribute to optimal congenial group living. Residents who fail to live accordingly may be subject to disciplinary action.

Hair cutting is not allowed in any residential hallway, classrooms, public or suite bathrooms, or laundry rooms. Residents may cut hair in his/her room and must be promptly and properly cleaned up after they are through to avoid any housing fines.

SEXUAL HARASSMENT POLICY

Northwood University prohibits sexual harassment by all faculty, staff, and students. The University is committed to creating and maintaining a working environment for all Northwood University personnel and students which is free of objectionable and disrespectful conduct and communication of a sexual nature that interferes with an individual’s work performance or creates an intimidating, hostile, or offensive working or learning environment. Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Elementary/Secondary Education Act of 1972 for students. Some state laws and/or regulations also render it illegal.

DISORDERLY CONDUCT

No student shall engage in conduct that is disruptive or interferes with the rights of others on University property or at a University-sponsored function.

ALCOHOL/DRUG POLICY

Misuse of alcohol and other drugs interferes not only with students’ academic and co-curricular performance, but with their emotional, physical, mental, and social development. Being 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 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.

**ALCOHOL DISCIPLINARY SANCTIONS**

These sanctions do not preclude criminal prosecution resulting from violations of federal, state, or local laws. Students are cautioned that significant and timely sanctions will be imposed for all alcohol violations. Sanctions will include fines, alcohol education, suspension from the residence halls, and/or suspension from the University. In addition, parents or legal guardians may be notified of sanctions at the conclusion of a disciplinary case.

- The sale of/or providing alcoholic beverages to minors is illegal.
- Possession or consumption of alcohol is not permitted on campus by any person who is under 21 years of age.
- Furnishing alcohol to an obviously or visibly intoxicated person, regardless of age, is prohibited.
- Consumption of alcohol by those 21 years of age or older is permitted only in accordance with University Housing policy.
- No social events, (parties, large gatherings, etc.) are permitted in any University Housing facility in which alcohol is present.
- Social events (parties, large gatherings, etc.) may be terminated at any time at the discretion of University staff.
- Students in possession of alcohol containers will be considered in violation whether or not the containers hold an alcoholic beverage.
- Possession of alcohol outside living units is not permitted.
- Alcoholic beverages in factory sealed containers may be transported by individuals (21 years or older) from off campus directly to approved residences.
- A common source of alcohol (kegs, trash cans, etc.) or quantities of alcohol determined to be excessive by University personnel is not permitted on campus grounds.
- Residents will be held responsible for the actions of their guests.
- All provisions of state law pertaining to possession and use of alcohol, furnishing of alcoholic beverages to minors, and falsification of an I.D. for the purchase of alcoholic beverages will be enforced.
- Intoxication, disruptive behavior and/or damage related to the consumption of alcohol is in violation of University policy and will be treated under the University’s Code of Student Conduct and/or criminal laws.
- Failure to discourage the illegal or inappropriate use of alcoholic beverages, despite a student’s obvious use, may be considered in violation under this regulation. It is expected that students will exercise good judgment and appropriately report observed violations in progress. Failure to take appropriate action may be interpreted as collusion and will be referred through the disciplinary process accordingly.
- All of Miner and Dubois Halls are considered to be “dry dorms” and alcoholic beverages are not permitted anywhere within these housing complexes.
Any of the following constitute a violation of Northwood University’s alcohol policy:

- Underage consumption of alcohol or possession of alcohol or alcohol containers regardless of their contents (containing any liquid)
- Intoxication
- Open container of alcohol – no open containers are permitted in public areas
- Hosting a party or guests involving the illegal use of alcohol
- Serving alcohol to minors
- Possession of alcoholic beverages, or being obviously or visibly intoxicated within Miner, Dubois, or the Dow Commons facilities.

**PENALTY FOR ALCOHOL USE/ABUSE AND/OR POSSESSION**

1. First Offense
   a. $35.00 fine
   b. Confiscation of alcohol
   c. 16-week disciplinary probation with contract
   d. Requirement of Northwood University Alcohol/Drug 101 Seminar
   e. $50.00 fine will be added if non-compliant
   f. Referral to Athletic Director and coach if student is an intercollegiate athlete

2. Second Offense
   a. $100.00 fine
   b. Confiscation of alcohol
   c. Requirement of alcohol assessment through counseling, outpatient, or inpatient rehabilitation program
   d. Possible suspension

3. Third Offense
   a. $200.00 fine
   b. Confiscation of alcohol
   c. Suspension or dismissal
   d. Proof of completion of an alcohol rehabilitation program for re-admittance consideration

**PENALTY FOR DRUG USE AND/OR POSSESSION OR DRUG PARAPHERNALIA**

1. First Offense
   a. $75.00 fine
   b. Confiscation of drugs and/or paraphernalia
   c. Sixteen week disciplinary probation with contract
   d. Notification of violation to parents
   e. Requirement of Northwood University Alcohol/Drug 101 Seminar
   f. $50.00 fine will be added if non-compliant
   g. Referral to Athletic Director and coach if student is an intercollegiate athlete
   h. Possible suspension or dismissal
2. Second Offense  
   a. $150.00 fine  
   b. Meeting with parents scheduled in next seven (7) days  
   c. Requirement of drug assessment through counseling, outpatient, or inpatient rehabilitation program  
   d. Possible suspension or dismissal  

3. Third Offense  
   a. $250.00 fine  
   b. Verbal notification to parents  
   c. Suspension or dismissal  

MAJOR VIOLATIONS  

Major violations are those in which the student may be in jeopardy of immediate dismissal from Northwood University.  
   • Alcohol and drug abuse  
   • Burning candles or incense  
   • Campus election rules: defacing, destruction  
   • Cases involving multiple violations of Northwood or residence hall policies in one incident  
   • Cases involving prosecution in criminal courts which affect Northwood’s pursuit of its educational mission  
   • Destruction of property  
   • Disorderly conduct  
   • Drug or paraphernalia possession  
   • Failure to comply with disciplinary action  
   • Falsification of official information  
   • Fire drill and false alarm  
   • Hazing  
   • Littering  
   • Malicious destruction  
   • Misappropriating Northwood University property  
   • Non-compliance with an official request  
   • Obscene conduct  
   • Off-campus parties  
   • Personal abuse  
   • Posters  
   • Projectiles  
   • Repeated violations of any Northwood regulations or policies  
   • Sale of drugs (Marijuana, prescription medications, etc.)  
   • Smoking  
   • Soliciting, selling, surveying, and publicizing  
   • Tampering with fire-fighting or fire-detecting equipment  
   • Theft  
   • Trespassing  
   • Unauthorized entry  
   • Unauthorized possession of prescription drugs  
   • Unauthorized use of Northwood University property or documents
• Violation of residence hall regulations
• Violence to persons
• Weapons

AIDING OR ABETTING VIOLATIONS/FAILURE TO DISCOURAGE

Individuals aiding or abetting in carrying out an unlawful act or the violation of any University policies, whether he or she directly commits the act, may be treated under the regulations as if he or she had directly committed such violation. Students present during the execution of a University policy infraction may be considered in violation under this regulation. It is expected that students will exercise good judgment and appropriately report a violation(s) in progress. Failure to take appropriate action may be interpreted as collusion and will be referred through the disciplinary process accordingly.

MISCELLANEOUS

1. Penalty for the failure to produce ID to University Resident Assistants, Security, or other officials will be assessed by the Director of Security and/or Housing officials.
2. Penalty for harassing, abusing, or failing to cooperate with Security, Resident Assistants, or other officials will be assessed by the Director of Security and/or Housing officials.

DISRUPTION OF LEARNING

No student shall engage in conduct that obstructs, disrupts, interferes, or attempts to obstruct, disrupt, or interfere with another student’s right to study, learn, or complete academic requirements. This includes acts to destroy or prevent or limit access to information or records used by other students in connection with their University responsibilities.

BIAS-MOTIVATED OFFENSES

Acts of violence includes, but are not limited to, hostile discrimination based on sexual orientation, gender, race, religion, age, disability, or ethnicity are prohibited.

SUSPENSION

In some emergency situations, it may be necessary to consider emergency suspensions. At the discretion of the Dean of Students, a limited action for suspension can be imposed upon a student prohibiting on-campus residence, the use of certain facilities, or attendance/participation at University functions.
THEFT

Northwood University is committed to the protection of personal and community property 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.

UNAUTHORIZED ENTRY

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, Northwood Security Official, or faculty member.

VIOLENCE TO PERSONS

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 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.

PHYSICAL ASSAULT

No student shall engage in physically assaultive behavior, self-destructive behaviors, or gestures or other conduct to cause danger to the personal, mental or physical health, safety, or welfare of members of the University community or visitors to the campus.

WEAPONS

No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, bow, cross bow, dog repellent, mace, pepper spray, paintball or pellet gun, BB gun, knife, ammunition, 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. Violations of the weapons policy can lead to expulsion.

ASSESSING PENALTIES

In order to maintain fairness and uniformity in the assignment of penalties for certain offenses, each violation will be handled on an individual basis and will be decided by the Coordinator of Residential Facilities and Student Discipline, the Student Services and Housing Manager, and the Dean of Students.
Section 4 • Resident Conduct

FAILURE TO IDENTIFY, APPEAR, OR OBSERVE TERMS OF DISCIPLINE

No student shall misrepresent or refuse to identify him/herself when requested to do so by identified University officials, refuse to appear before University officials or bodies when requested to do so, or violate the terms of discipline imposed.

STUDENT SELF-DESTRUCTIVE BEHAVIOR

Self-destructive behavior shall be understood to mean and include: attempts or threats on the part of the individual to end his/her life or to inflict serious bodily harm on himself or herself by any means capable of producing such result. Attempted or threatened suicide or self-inflicted physical harm is an occasional form of student behavior with which the University is unsuited to cope with on any but the most temporary basis. While the institution aims to provide students with a great deal of individual freedom to think, speak, and act, physically destructive behavior cannot be ignored. Therefore, it may be necessary to withdraw students who manifest such behaviors from the University, subject only to the possibility of conditional reinstatement to include compliance with terms outlined in a behavioral contract between the University and the student. All cases/complaints involving self-destructive behavior must be reported to the Dean of Students. Due to the responsibility for the welfare of the entire University community, it may be necessary to consider emergency suspension in these cases. A temporary suspension may be imposed if, after notification of alleged self-destructive behavior, the Dean of Student’s Office, or his/her designee, believes there is or will be a danger to the student involved.

DESTRUCTION OF UNIVERSITY PROPERTY

If a student/resident is involved with defacing and/or destroying University owned property, he/she will be held liable and responsible for all costs associated with damages and/or repairs. Discipline sanctions (including monetary fines) may result as well.
FINES

1. Christmas trees/branches (live) not allowed ................................................................. $ 50.00
2. Disorderly conduct ........................................................................................................... $ 50.00
3. Failure to turn in key when leaving Northwood (per key; semester or summer break) ... $ 35.00
4. Fireworks of any sort (possession and/or use) per piece................................................ $ 25.00
5. Littering ........................................................................................................................... $ 100.00
6. Lost mail key ................................................................................................................... $ 35.00
7. Lost room key .................................................................................................................. $ 35.00
8. Noise or disturbance (per person) ................................................................................... $ 25.00
9. Pet in room (immediate removal; fine per day pet resides on campus)......................... $ 50.00
   (Pet clean up fee) .............................................................................................................. $ 80.00
10. Removing furniture from proper area or possessing unauthorized property
    (school, public, private, - not less than and/or replacement) ........................................ $ 50.00
11. Taking food or equipment from cafeteria ..................................................................... $ 25.00
12. Untidy residences during semester room checks (per person-per room/apartment) .... $ 25.00
13. Untidy residences at end of year (per person-per room/apartment) ............................ $ 50.00
14. Violation of residence hall quiet hours ......................................................................... $ 25.00
15. Water beds (immediate removal) ................................................................................... $ 100.00
16. Kegs or pooled alcohol ................................................................................................ $ 250.00
17. False Fire Alarm (and/or suspension) .......................................................................... $ 100.00
18. Possession of Hot Plate, toaster oven, space heaters, etc. per day ............................... $ 25.00
19. Tampering with room smoke detector ........................................................................... $ 100.00
20. Smoking in undesignated areas .................................................................................... $ 75.00
21. Rollerblading, bike riding, skate boarding inside residential areas (plus damages) ...... $ 50.00
22. Failure to vacate building during fire alarm ................................................................ $ 20.00
23. Vandalism (plus restitution) ......................................................................................... $ 50.00
24. Disassembling bunk beds (plus damages) ..................................................................... $ 50.00
25. Playing sports in hallway ............................................................................................... $ 15.00
26. Walking on any building roof ....................................................................................... $ 50.00
27. Unauthorized room change ........................................................................................... $ 75.00
28. Non-compliance (failure to respond to Housing administration regarding disciplinary
    violations, missed Alcohol/Drug 101 courses, etc.) .................................................... $ 50.00
29. Removal or damage of window screen ......................................................................... $ 35.00
30. First Alcohol Offense .................................................................................................... $ 35.00
31. Second Alcohol Offense ............................................................................................... $100.00
32. Third Alcohol Offense .................................................................................................. $200.00
33. First paraphernalia Offence ......................................................................................... $ 75.00
34. Second paraphernalia Offence ..................................................................................... $150.00
35. Third paraphernalia Offence ......................................................................................... $250.00
SEVERE WEATHER

Definition of terms:
A. Severe weather:
   • Any weather with potential to damage property or create injuries.
B. Severe weather watch:
   • Conditions exist in which the information of severe weather may occur. Notify Resident Assistants.
C. Severe weather warning:
   • Severe weather has already formed in the area. Notify all persons on campus to take shelter in the appropriate areas. (See individual building section for shelter areas.)
D. Tornado Watch:
   • Conditions exist in which the formation of tornados may occur. Notify Resident Assistant.
E. Tornado Warning:
   • A tornado has been sighted and confirmed within the area. Shelter should be taken immediately. (See individual building section for shelter areas.)

SEVERE WEATHER/TORNADO WARNING SHELTER AREAS

Miner and Dubois:
Primary:  
1. Lower Miner  
2. All public restrooms  
Secondary:  
1. Residence Hall hallways  
2. Residence Hall bathrooms

Naegele Village:  
Primary:  
1. Lower level (away from glass)  
2. Laundry areas  
South Village:  
Primary:  
1. Bathrooms  
Secondary:  
1. Kitchen (away from furnace)  

Griswold:  
1. Restrooms  
2. Downstairs kitchen if open, away from gas  
3. If possible, go to Strosacker  
4. Storage area by lower level coat rack  
5. Upper level main office - door open  

Strosacker:  
1. Restrooms  
2. Lower level under desks  
3. Offices - lower level under desks  
4. Inner offices upstairs if needed  

Jordan:  
1. Restrooms - upper level  
2. Lower level offices or classrooms  
3. Lower corridor away from outer doors  
4. Upper level storage area behind classrooms  

Bennett Sports Center:  
1. Locker rooms  
2. Shower rooms  
3. Lower restrooms  
4. Concession stand  
5. Storage area on the east end of the gymnasium, next to the double tennis courts  
6. As a last resort: Lower hallway, away from pool area  
7. Upper level restrooms and offices

Hach Student Life Center:  
1. Men’s and Women’s locker rooms  
2. Restrooms  
3. Inside by gymnasium walls
FIRE SAFETY & FIRE DRILLS

In the event of a fire
If you smell smoke or detect a fire, activate the nearest alarm to you and notify emergency personnel. Before opening any door, use the back of your hand to check to see if it is hot. If hot, leave the door closed and stuff wet towels or clothes in the cracks and open a window. If the door is not hot, open it slowly. Exit the building cautiously.

FIRE ALARMS

Fire alarms are located in each residence hall to alert occupants in case of a fire. Residents must comply with all fire alarms/drills. Failure to evacuate will result in disciplinary action. Activating a false alarm or tampering with the alarm is strictly prohibited and will result in severe disciplinary actions.

At the sound/sight of a fire alarm, a student should immediately follow the procedures below:
• Close all windows and leave overhead light ON.
• Before opening any door, feel the door.
• If it is hot do not open it. Open the window and exit through the window if possible. If exit not possible, place wet towels or clothes under doorways, and call Campus Security (x7-4373) to notify them that you are trapped. Stay close to the floor if smoke enters the room.
• If it is not hot, open the door slowly, and exit the building using extreme caution.
• If you have exited the building, stand clear of the building and go to the farthest end of the parking lots that surround the buildings (staying as far away from the building as possible).
• No resident should return to the building until the "All-Clear" is given by security.

FIRE DRILLS

Fire drills will occur each semester. These drills will be unpublicized and must be treated as if they were real fires. Each resident should evacuate the building whenever a fire alarm sounds for security and safety reasons.
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 also is committed to compliance with all applicable laws regarding nondiscrimination. Northwood University is accredited by the Higher Learning Commission and is a member of the North Central Association (800-621-7440; higherlearningcommission.org).
HOUSING CALENDAR

FALL 2013
TIMBERWOLF WELCOME WEEKEND ........................................ Mon, August 26th – Sunday, August 25th
FRESHMEN MOVE-IN .............................................................. 9am-2 pm on Friday, August 23rd
UPPERCLASSMEN MOVE-IN ........................................... 9 am-9 pm on Saturday, August 24th & Sunday, August 25th
CLASSES BEGIN .................................................................................................. Monday, August 26th
LABOR DAY HOLIDAY (NO CLASSES) ..................................... Monday, September 2nd
ROOM CONSOLIDATION .......................................................... Monday, September 16th
AUTO SHOW / HOMECOMING WEEKEND ------------------------------- September 27th-29th
THANKSGIVING BREAK (NO CLASSES) .................................. Thursday, November 28th – Sunday, December 1st
GRAND SILENCE ........................................................................... Thursday, November 28th & Friday, November 29th
FINAL EXAM WEEK ................................................................... Monday, December 9th – Friday, December 13th
RESIDENTIAL FACILITIES CLOSE ...........................................8 pm on Friday, December 13th

Spring 2014
RESIDENTIAL FACILITIES OPEN ........................................ 12 pm on Saturday, January 11th
CLASSES BEGIN ........................................................................... Monday, January 13th
ROOM CONSOLIDATION .......................................................... Monday, January 27th
SPRING BREAK (NO CLASSES) ............................................... Monday, March 10th – Friday, March 14th
GOOD FRIDAY (NO CLASSES) .................................................. Friday, April 18th
GRAND SILENCE ........................................................................... 8 am on Saturday, May 3rd – Friday, May 9th
FINAL EXAM WEEK ................................................................... Monday, May 5th – Friday, May 9th
RESIDENTIAL FACILITIES CLOSE ...........................................8 pm Friday, May 9th