RESIDENTIAL LIFE & HOUSING CALENDAR

FALL 2015
Welcome Weekend ................................................................. Friday, August 28–Sunday, August 30
Freshman Move-In ................................................................. 9 a.m.–2 p.m. on Friday, August 28
Upperclassman Move-In ......................................................... 9 a.m.–9 p.m. on August 29 and 30
Classes Begin ........................................................................... Monday, August 31
Drop/Add Classes ................................................................. Monday, August 31–Friday, September 11
Labor Day (No Classes) ............................................................ Monday, September 7
Convocation ............................................................................ Tuesday, September 8
Room Consolidation ............................................................. Week of September 28
Auto Show/Homecoming Weekend ........................................... Friday, October 2–Sunday, October 4
Last Day to Withdraw from Classes ....................................... Friday, November 11
Thanksgiving Break (No Classes) ............................................. Thursday, November 26–Friday, November 27
Grand Silence & Final Exam Week .......................................... Sunday, December 13–Friday, December 18
Residential Facilities Close ..................................................... 8 p.m. on Friday, December 18
Commencement ....................................................................... Saturday, December 19

Spring 2016
Residential Facilities Open ..................................................... 12 p.m. on Saturday, January 9
Classes Begin .......................................................................... Monday, January 11
Drop/Add Classes ................................................................. Monday, January 11–Friday, January 22
Room Consolidation ............................................................. Week of February 1
Spring Break (No Classes) ....................................................... Monday, March 7–Friday, March 11
Last Day to Withdraw from Classes ....................................... Friday, April 1
Grand Silence & Final Exam Week .......................................... Sunday, May 1–Friday, May 6
Commencement ....................................................................... Saturday, May 7
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**GENERAL CONTACT INFORMATION**

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<td>24-Hour Campus Security Office</td>
<td>989.837.4373</td>
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<td>Northwood University General Info</td>
<td>989.837.4200</td>
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<td>Academic Advising</td>
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<td>Alumni Office</td>
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<td>Counseling</td>
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<td>Part-Time Job Center</td>
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<td>Dean Of Students</td>
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<td>Student Activities</td>
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<td>Food Services</td>
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<td>Hach Student Life Center</td>
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<tr>
<td>Timberwolf Learning Resource Center</td>
<td>989.837.4463</td>
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**NORTHWOOD UNIVERSITY MAIN WEBSITE**

http://www.northwood.edu

**MAIL SERVICES**

Your on-campus address will be:

Student’s Name  
Northwood University  
4000 Whiting Dr., Room # ___  
Midland, MI 48640
NORTHWOOD UNIVERSITY INFORMATION LINE
989.837.4444 or x74444
You may press the number of the menu item you want at any time during the message.

MENU ITEMS:
Class Cancellation — 11
Varsity Athletic Events — 15
Job Center/University Work Study — 16
Computer Lab — 19
Library — 20
Health Center — 21
Bookstore — 22
Operator Assistance — 99

MICHIGAN CAMPUS FOOD SERVICES
989.837.4241 or x74241
Sodexo is an international contract management company and operates the food services at the university. There is continuous service in the Dow Cafeteria during the following hours:
  Monday–Thursday 7 a.m.–6:30 p.m.
  Friday 7 a.m.–6 p.m.
  Saturday & Sunday 11:30 a.m.–6 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 Dow Cafeteria will be offered as follows:

**Monday–Thursday**
- Breakfast............................................................7–10 a.m.
- Lunch.................................................................11:30 a.m.–2 p.m.
- Dinner.................................................................4:30–6:30 p.m.

**Friday**
- Breakfast............................................................7–10 a.m.
- Lunch.................................................................11:30 a.m.–2 p.m.
- Dinner.................................................................4:30–6 p.m.

**Saturday & Sunday**
- Brunch................................................................11:30 a.m.–1 p.m.
- Dinner.................................................................4:30–6 p.m.
Limited Service in the Dow Cafeteria will be offered as follows: Beverages, rice, waffles, desserts, deli, and cereal available continuously.

**Monday–Friday**
Continental breakfast .......................................................... 10–11:30 a.m.
Salad bar, deli, and grill ....................................................... 2–4:30 p.m.

**Saturday & Sunday**
Salad bar and pizza ............................................................ 1–4:30 p.m.

**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**
Sunday–Thursday 7–11 p.m.

**CAMPUS HEALTH CENTER**
989.837.4268 or x74268
Hours: Monday–Friday 8:30 a.m.–5 p.m.
(hours are subject to change)
The Health Center is located in upper Miner Hall near the Security Office. The Health Center is staffed by a registered nurse and office assistant with physician office hours on a limited basis. 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
- Assistance with insurance
- Crutches loaned

MidMichigan Medical Center is nearby and is available 24 hours/day for emergencies.
INSURANCE
989.837.4268 or x74268
All full-time students will be charged for a comprehensive health insurance policy unless they are eligible to waive this policy. This policy will provide unlimited coverage per policy benefit schedule for injury or illness with a $250/year deductible. The policy also has prescription co-pay coverage.

Students who are already covered by a U.S. comprehensive health plan will have the option to waive this plan. Once your plan is verified as meeting the required comprehensive coverage, the charge will then be removed from your tuition bill. This must be done each year before the beginning date of classes or you will be charged for the comprehensive coverage.

All full-time traditional students are covered by an accident/injury policy. This policy has coverage benefits up to $5,000 per accident/injury occurrence and will provide coverage after the student’s primary insurance benefits have been applied. This policy does not have an opt-out option.

HEALTH CENTER COUNSELING SERVICES
989.837.4312 or x74312
Hours: By appointment, or walk-in as schedule permits during Health Center hours.
Northwood University has personal counseling available to all traditional Northwood students. The counseling staff from J&A Counseling and Evaluation has on-campus office hours in the Health Center. They are qualified to talk to students regarding any issue causing concern, including:

- Stress or anxiety
- Loneliness
- Homesickness
- Depression
- Relationship conflicts
- Time management
- Anger management
- Career confusion
- Grief counseling
- Eating disorders
- Identity confusion
- Drugs and alcohol issues
- Abusive relationships

Personal counseling is available free of charge with the exception of Northwood University-sanctioned, probation or court-ordered counseling and evaluation. Those excluded charges will be the student’s responsibility for payment. All counseling sessions are confidential and follow the professional ethics and state laws that govern the release of this information.

SECURITY DEPARTMENT
989.837.4373 or x74373
Northwood Campus Safety and Security is handled by STT, Inc. through the Office of Student Services. This department handles security for the entire campus, all school functions, and athletic events, 24/7, 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 must be registered. Students must stop for the gate attendant and are required to present a student identification card. Failure to do so will 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.

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

- **First violation**: $100 fine
- **Second violation**: Campus driving privileges will be suspended for a designated period of time not to exceed one semester
- **Third violation**: Possible suspension from classes with recommendation by the Dean of Students to the University President
- **Fourth Violation**: Possible dismissal from school

**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.
HOUSING STAFF ON DUTY
After business hours and during weekends, there will always be Resident Advisors on duty. The Resident Advisors 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.

GUESTS & VISITORS
Guests must be registered with Security and may stay up to 48 hours at a time. Male and female students have the privilege of visiting the living quarters of the opposite sex during the following times:
- Sunday–Thursday 8 a.m.–Midnight
- Friday–Saturday 8 a.m.–2 a.m.
NORTHWOOD UNIVERSITY RESIDENTIAL LIFE & HOUSING STAFF
To contact a Housing Staff Member, please check our contact information on the housing website at https://www.northwood.edu/student-life/residence-life.aspx, call the Miner Housing Office at 989.837.4428 or contact the Residential Life & Housing Department at 989.837.4398.

FRESHMAN RESIDENCE HALLS
First-year residence halls have a maximum occupancy of 476 residents within Miner Hall and Dubois Hall. The Annual Housing Sign-Up Week occurs in the spring semester for the next academic year. Commitments made include a signed contract that is not negotiable after 10 calendar days of being signed. Roommate requests can be made by the student during the Annual Housing Sign-Up Week.

Room Size — 12'5” X 9'6”
Entry Hall — 7'2” X 4'7 1/2”

Miner Hall — Maximum occupancy of 176 female residents

Dubois Hall — Maximum occupancy of 300 male residents

• Suite-style rooms adjoined by a bathroom. Each room houses two suites of two students who share a bathroom
• Rooms are furnished with two twin extra-long beds, two built-in desks with chairs, and two large closets
• Floor rugs, computer, television, phone, stereo, blankets, pillows, and sheets (extra-long twin) are provided by students
• Wireless Internet and Ethernet access is provided
• Laundry facilities are located in the complex
• No hot plates, candles, or burning incense are permitted
• No open heat source appliances are permitted
• Small refrigerators and microwaves are permitted
• Cafeteria is located in the same building
UPPERCLASSMAN RESIDENCE HALLS
Upper-class residence halls have a maximum occupancy of 338 residents within South Village and Naegele Village. The Annual Housing Sign-Up Week occurs in the spring semester for the next academic year. Commitments made include a signed contract that is not negotiable after 10 calendar days of being signed. Roommate requests can be made by the student during the Annual Housing Sign-Up Week.

South Village Apartments — Maximum Occupancy of 168 Residents

South Village Apartments include three bedrooms where two residents share each bedroom.

Amenities include:
• Full kitchen including stove and full size refrigerator
• Washer and dryer provided in each apartment
• One full bathroom and one half bathroom
• Two-person shared bedrooms with private lock access
• Living room with sofa, chair, and two desk chairs provided
• Wireless Internet and Ethernet access
• All utilities are provided
• Air conditioning

Naegele Village Apartments — Maximum Occupancy of 170 Residents

Naegele Village Apartments include five or six bedrooms where each student has his/her own bedroom.

Amenities include:
• Private bedrooms with private lock access
• A desk, chair, closet/wardrobe, adjustable bed, and dresser in each bedroom
• Living room with sofa, loveseat, chair, and end table provided
• Two full bathrooms (or one double handicap-accessible bathroom)
• Wireless Internet and Ethernet access
• Central air conditioning
• Paid laundry facilities are available
• All utilities are provided
HOUSING REQUIREMENTS
ALL FRESHMEN students 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. Live with a sibling (sophomore or older) who is already established off campus with the Dean of Students’ approval
5. Requirement of special housing/living accommodations, as approved by the Dean of Students

RESIDENTIAL LIFE & HOUSING DEPARTMENT OBLIGATION
• Agrees to assign living accommodations for each student in on-campus housing while classes are in session as long as student is officially registered for 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 regarding room assignments whenever advisable
• Is not liable for personal injuries sustained while residing on campus
• Does not discriminate on the basis of race or religion when assigning rooms

STUDENT OBLIGATION
• Allows Resident Advisors or university representatives to inspect the rooms for violations of any university regulations, for health or social reasons, or for any other reason deemed sufficient by university officials
• Respects personal property and the rights of fellow citizens
• Remains in on-campus housing for the entire academic year
• Abides by all rules, regulations, policies, and procedures stated in the Student Handbook, as well as the Residential Life Handbook
CHECK-IN PROCEDURES
All residents are required to check in to receive keys and fill out appropriate paperwork for the upcoming academic year. Freshman students check in on the first day of Welcome Weekend. Upperclassmen are allowed to check in throughout Welcome Weekend. Please reference the upcoming year’s housing calendar or contact the Residential Life & Housing Department for these specific dates at 989.837.4398. Upon arrival, residents should inventory their suite, apartment, or room. Resident Advisors will conduct thorough inspections of each residential facility prior to occupancy to confirm the condition of the facilities.

SEMESTER/HOLIDAY BREAK CHECK-OUT
Each resident must check out and fill out paperwork with their respective Resident Advisor prior to each semester/holiday break. Residents must sign up with their Resident Advisor at least 24 hours prior to their intended time of departure. Improper check-out will result in monetary fines. Keys must be turned in at the check out. Residential facilities close following each semester exam week. Each resident should be ready to leave the day of their last final exam to maintain a quiet environment conducive to studying. Please view the Residential Life & Housing Calendar for specific dates.

All residential facilities close at the conclusion of the fall semester. Temporary housing is available during the December-January semester break, but no on-campus dining services are available during this time. Students staying in temporary housing are charged a fee for each week they reside on campus. Students are not required to remove their personal belongings during the December-January semester break, as long they are enrolled in courses and housing for the spring semester. All residents are required to remove all personal belongings during the summer months as no storage space is available on campus. Temporary housing is available during the summer, and students are charged a fee for each week they reside on campus. On-campus dining services are occasionally available during this time, and meal plans are not accepted.
Northwood University’s staff may enter the rooms and/or apartments of students to ensure the safety and security of the residential facilities at any time deemed necessary. This may include, but is not limited to, Northwood University Housing Administration and staff, Physical Plant Department staff, and STT security officers.

MINER HOUSING OFFICE
The Miner Housing Office assists residents with the following: maintenance requests, lock-outs, lost room/mail key replacement, Naegele Village card programming, and toilet paper. The office can be reached at 989.837.4428, or by visiting the office in Miner Hall.

ROOM CONSOLIDATION
Room consolidation takes place after the first few weeks of each semester. Students residing in a shared room without a roommate are contacted via email with information concerning the other individuals currently without a roommate. Students are given the opportunity to contact the other individuals who are available as roommates. Students who fail to find a roommate will receive a roommate determined by the Residential Life & Housing Department Administration.

FINAL CHECK-OUT / ROOM INVENTORIES
Each resident must complete a final check-out room inspection and fill out paperwork with their respective Resident Advisor. Year-end room inventories will be completed at this time. All damages beyond normal wear and tear will be determined by the Residential Life & Housing Administration. Repair costs will be shared equally among the occupants of the assigned room/apartment if the responsible person cannot be determined.
RESIDENTIAL LIFE & HOUSING DEPARTMENT
POLICIES & REGULATIONS

AIDING OR ABETTING VIOLATIONS
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.

APPLIANCES
All grills (including George Foreman® grills), toasters, toaster ovens, and any other appliances with open heating sources are not permitted in any on-campus facility.

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.

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

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

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.

**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.

**DIGITAL TELEVISION**
Each room has basic cable television service which includes over 100 channels. Students must provide their own television and coaxial cables for connection. If you have any questions or problems, contact the Residential Life & Housing Department at 989.837.4398.

**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.

**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, prevent, or limit access to information or records used by other students in connection with their university responsibilities.

**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. Failure to abide by these rules may result in consequences including suspension and/or dismissal.

**HEALTH AND SAFETY CHECKS**
Health and safety checks will be conducted at least once a semester by the Resident Advisors. Students will be notified at least one week in
Section 3 • Policies, Procedures, and Regulations

advance and at any time designated by Housing Administration. There will be a $50 fine per person for violations or failure to sign up or pass each check.

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, classroom, public or suite bathroom, or laundry room. Residents may cut hair in their bedrooms and must promptly and properly clean up after they are through to avoid any disciplinary actions.

LOCKOUTS
Residents are required to carry their room key and Student ID at all times. Any resident who is locked out of his/her room must contact the Miner Housing Office during normal hours for assistance. The Miner Housing Office is open 10–12 a.m. Sunday–Wednesday and 10–3 a.m. Thursday–Saturday. Please contact the Campus Safety & Security Office at 989.837.4373 if you are locked out after the Miner Housing Office’s hours of operation. Lockouts are limited to FOUR PER SEMESTER. Additional lockouts will result in a $10 charge to the student’s account. Key replacements are available for $35 per key in the Miner Housing Office.

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

NIGHTLY LOCKDOWN
All Miner and Dubois residence hall doors will be locked from 12–6 a.m. seven days a week. Miner Computer Lab and Dubois parking lot main doors are accessible twenty-four hours a day, seven days a week.
PETS
No student shall bring any pet to Northwood University, with the exception of non-aggressive fish, which are permitted when contained in a 20-gallon tank or less. (Any other pet will result in a $50 per day fine.)

PHYSICAL AND VERBAL ASSAULT
No student shall engage in verbally or physically assaultive behavior, self-destructive behaviors, gestures, or other conduct to cause danger to the health, safety, or welfare of members of the University community or visitors to the campus.

POSTERS/SOLICITATIONS
Students residing in Miner and Dubois Halls may not post any material inside or outside their residence that contains any offensive references. Any material deemed objectionable by the Residential Life & Housing Department 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.

POSTINGS ON WALLS AND SURFACES
The university does not support 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. Students are not permitted to paint any portion of their room or apartment.

QUIET HOURS, COURTESY HOURS, GRAND SILENCE
“Quiet Hours” are to be maintained in all on-campus residential facilities from 10 p.m.–8 a.m. Sunday–Thursday and from 12–8 a.m. Friday–Saturday.
“Courtesy Hours” are expected to be followed at all times that are not included in “Quiet Hours.”

“Grand Silence” takes place during the week of final exams. “Quiet Hours” are expected to be followed at all hours of the day during this period.
“Quiet Hours” and “Grand Silence” violations may result in disciplinary actions including monetary fines.
ROOM DAMAGES
Room damages should be reported to the respective Resident Advisor 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 each 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 30 days of the post appearing on the account. Any appeals need to be in writing addressed to the Residential Life & Housing Department.

ROOMMATES
Students may request a roommate or to be paired with a student with similar interests. Students will complete a Personal Preferences Survey when completing the Housing Contract to assist with roommate placement. Students with specific roommate requests must complete the “Roommate/Suitemate Request” section on the Housing Contract.

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 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 Students’ Office or his/her designee believes there is or will be a danger to the student involved.
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 that 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 that 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. Complaints and reports of violation notices can be made to the Care Team, Resident Advisor, the Human Resources Director, or any Northwood university official.

SMOKING
Smoking is not permitted in several areas on campus, including within all on-campus residential facilities. Smoking is also prohibited in all university buildings. You must remain at least 25 feet from all university buildings while smoking or you will face disciplinary actions.

SPORTS IN HALLWAYS
Skateboards, rollerblades, longboards, scooters, bicycles, etc. are welcome on campus, but may not be chained within stairwells, balconies, or in hallways. Students are not allowed to play sports in or ride wheeled transportation through hallways. If wheeled forms of transportation are stored in residents’ rooms, they must be walked, not ridden, while in the building. Students will be charged $50, plus the cost for any damages to property, if they are caught disobeying this policy.

STUDENT BEHAVIOR
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 the rules and regulations of the university. All students are required to abide by the Student Handbook.
SUSPENSION AND/OR PROBATION
When a student has violated a Northwood University policy or regulation, the student may be placed on Social Probation by a Northwood University official or administrator. Social Probation can last from one week to two semesters. Consequences can include, but are not limited to, disciplinary fines being doubled. In some emergency situations, it may be necessary to consider emergency suspensions. At the discretion of the Dean of Students and/or the designee, a limited action for suspension can be imposed upon a student prohibiting on-campus residence, the use of certain facilities, and/or attendance/participation at university functions.

THEFT
Northwood University is committed to the protection of personal and community property and will discipline 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 belonging to another individual. No student will illegally use or appropriate any property that belongs to another individual.

TRASH REMOVAL
Miner and Dubois Halls are equipped with trash rooms located within each hallway. Trash should never be placed outside of the rooms or in the hallways, in order 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 their apartments or on balconies, as animals may become a problem. Failure to properly dispose of trash will result in monetary fines to the responsible residents and/or the entire apartment.

UNAUTHORIZED ENTRY
No student shall enter or remain in a room, office, or restricted area under control of another student, faculty member, or Northwood official except by permission or invitation of that student, faculty member, or Northwood official. Northwood University’s staff may enter the rooms and/or apartments of students to ensure the safety and security of the housing facilities at any time deemed necessary. This may include, but is not limited to, Northwood University Housing Administration and staff, Physical Plant Department staff, and STT security officers.
USE AND REMOVAL OF UNIVERSITY PROPERTY
Each facility is furnished with university property. Storage space is not available, and university-owned property is not to be removed from living assignments. Residents will be responsible for all missing property. If furniture is taken apart during the academic year, these items must be assembled correctly prior to check-out.

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

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.

VOLUNTARY COMPLIANCE
Students shall obey legitimate and reasonable instructions of university officials to cease conduct that threatens to disrupt or interfere with:

1. The rights of others
2. University discipline
3. Normal university functions
4. A university official acting in an official capacity

WEAPONS
No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, bow, crossbow, 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 suspension and/or dismissal.
MAJOR VIOLATIONS
Major violations are those in which the student may be in jeopardy of immediate dismissal from Northwood University.

- Alcohol and/or drug abuse
- Burning candles or incense
- Cases involving multiple violations of Northwood or residence hall policies in one incident
- Cases involving prosecution in criminal courts which affect Northwood’s goals
- Dangerous practices including use or possession of fireworks
- Defacement and/or destruction regarding campus elections
- Destruction of property
- Disorderly conduct
- Failure to comply with disciplinary action
- False fire drill and alarm
- Falsification of information
- Hazing
- Indecent exposure
- Littering
- Malicious destruction
- Misappropriating Northwood University property
- Noncompliance with an official request
- Obscene conduct
- Off-campus parties
- Personal abuse
- Possession of hot plates, George Foreman® grills, skillets, toasters, toaster ovens, etc.
- Prohibited posters
- Projectiles
- Repeated violations of any Northwood regulations or policies
- Selling and/or distributing drugs (marijuana, prescription medications, etc.)
- Smoking in undesignated areas
- Soliciting, selling, surveying, and/or publicizing
- Tampering with fire-fighting or fire-detecting equipment
- Theft
- Trespassing
- Unauthorized entry
- Unauthorized possession of prescription drugs, drugs, paraphernalia, and/or weapons
- Unauthorized use of Northwood University property or documents
- Violation of residence hall regulations
- Violence to persons
ALCOHOL/DRUG POLICY
Misuse of alcohol and/or 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. This environment is recognized as the first step in preventing an individual from becoming harmfully involved with drugs of any kind, including 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. For more information, please visit www.northwood.edu/compliance.

Any of the following constitute a violation of Northwood University’s alcohol policy:
• Being visibly intoxicated within Miner Hall, Dubois Hall, or the Dow Commons facilities
• Hosting a party or guests involving the illegal use of alcohol
• Intoxication
• Possessing an open container of alcohol in a public area
• Possession of alcoholic beverages in Miner Hall, Dubois Hall, or the Dow Commons facilities
• Serving alcohol to minors
• Underage consumption or possession of alcohol
• Underage possession of alcohol containers, regardless of their contents
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.

- 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
- Alcoholic beverages in factory sealed containers may be transported by individuals (21 years or older) from off campus directly to approved residences
- All of Miner and Dubois Halls are considered to be “dry dorms.” Alcoholic beverages are not permitted anywhere within these residential complexes, regardless of the age of the individual possessing these beverages
- 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
- Consumption of alcohol by those 21 years of age or older is permitted only in accordance with University Housing policy
- 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
- Furnishing alcohol to an obviously or visibly intoxicated person, regardless of age, is prohibited
- 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
- No social events (parties, large gatherings, etc.) are permitted in
any University Housing facility in which alcohol is present
• Possession of alcohol outside living assignments is not permitted
• Possession or consumption of alcohol is not permitted on campus by any person who is under 21 years of age
• Residents will be held responsible for the actions of their guests
• Selling or providing alcoholic beverages to minors is illegal
• 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

PENALTIES FOR ALCOHOL USE, ABUSE, POSSESSION, AND/OR PARAPHERNALIA

1. First Offense
   a. $50 fine
   b. Confiscation of alcohol
   c. 16-week disciplinary probation
   d. Requirement of Northwood University Alcohol and Drug Course
   e. $50 fine will be added, if noncompliant
   f. Athletic Director and Coach notified if student is an athlete

2. Second Offense
   a. $100 fine
   b. Confiscation of alcohol
   c. Requirement of alcohol assessment through counseling
   d. Possible suspension or dismissal from University Housing
   e. Northwood University sanctioned session through J&A Counseling Services
   f. $50 fine will be added, if noncompliant
   g. Athletic Director and Coach notified if student is an athlete

3. Third Offense
   a. $200 fine
   b. Confiscation of alcohol
   c. Possible suspension or dismissal from Northwood University
   d. Possible suspension or dismissal from University Housing
   e. Northwood University sanctioned session through J&A Counseling Services
   f. $50 fine will be added, if noncompliant
   g. Athletic Director and Coach notified if student is an athlete
PENALTIES FOR DRUG USE, ABUSE, POSSESSION, AND/OR PARAPHERNALIA

1. First Offense
   a. $75 fine
   b. Confiscation of drugs and/or paraphernalia
   c. 16-week disciplinary probation
   d. Requirement of Northwood University Alcohol and Drug Course
   e. $50 fine will be added, if noncompliant
   f. Athletic Director and Coach notified if student is an athlete
   g. Possible suspension or dismissal from University Housing
   h. Northwood University sanctioned session through J&A Counseling Services

2. Second Offense
   a. $150 fine
   b. Confiscation of drugs and/or paraphernalia
   c. $50 fine will be added, if noncompliant
   d. Possible meeting with parents or guardians scheduled in next seven business days
   e. Possible suspension or dismissal from Northwood University
   f. Possible suspension or dismissal from University Housing
   g. Northwood University sanctioned session through J&A Counseling Services

3. Third Offense
   a. $300 fine
   b. Confiscation of drugs and/or paraphernalia
   c. $50 fine will be added, if noncompliant
   d. Possible written or verbal notification to parents or guardians
   e. Suspension or dismissal from Northwood University
   f. Northwood University sanctioned session through J&A Counseling Services
FIRE DRILLS
Fire drills will occur during each semester. These drills may be unpunished 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 DOES NOT DISCRIMINATE
Northwood University is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, gender, sexual orientation, 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; hlcommission.org).

SEVERE WEATHER SHELTER AREAS
Northwood University has designated severe weather shelter areas in each of our buildings. These areas are marked with a severe weather shelter sign. In the event a sign is missing, or you don’t immediately see a severe weather shelter sign, below is a list of the severe weather shelter areas in each of our buildings.

- Bennett Sports Center
  - Restrooms
  - Locker rooms
- Church Family Administration Building
  - Downstairs vault/hallway away from stairwell
- Cafeteria (Miner Building)
  - Restrooms/inside hallways
- DeVos
  - Interior administrative office area (Room 131)
  - Bathrooms may also be used
Section 5 • Severe Weather Shelter Information

- Dubois and Miner Halls
  - Hallways
  - Bathrooms
- Griswold
  - Lower-level restrooms, storage room, coatroom, and hall area near the elevators
- Hach Student Life Center
  - Inner locker room facilities. In the event these areas are filled, shelter can be taken along the east wall of the gymnasium
- Jordan Hall
  - Downstairs to interior area classrooms
- NADA
  - Restrooms and the interior bathrooms inside the guestrooms
- Naegele Village
  - Lower Level (stay away from glass)
  - Laundry areas
- Sloan Family Building for Aftermarket Studies
  - North classrooms & bathrooms with no windows
  - Stay in groups and wait for instructions to be given by building contact or Campus Security
- Strosacker Library
  - Basement interior office and hallway alcove areas near classroom entrances with classroom doors closed
  - Restrooms may also be used
- Student Union and Bookstore
  - Restrooms and Student Services Offices
- South Village Apartments
  - Bathroom
  - Kitchen (stay away from furnace)
STUDENT CHARGES & DISCIPLINARY FINES

- Being on any building roof $50
- Disassembling bunk beds (plus damages) $50
- Disorderly/obscene conduct $50
- Failure to provide identification information $100
- Failure to turn in key when leaving Northwood (per key) $35
- Failure to vacate building during fire alarm $50
- False fire alarm (and/or suspension) $100
- Falsifying information $100
- Fireworks of any sort (possession and/or use) per piece $25
- First alcohol offense $50
- First paraphernalia offense $75
- Indecent exposure $100
- Kegs or pooled alcohol $250
- Littering $100
- Lost mail key $35
- Lost room key $35
- Noise or disturbance (per person) $25
- Noncompliance (dependent on severity, possible suspension/dismissal) $20-$100
- Non-university owned beds (immediate removal) $100
- Pet in room (per day, per pet, plus damages, and immediate removal) $50
- Playing sports indoors (plus damages) $50
- Possession of candle/incense in residence hall (immediate removal) $20
- Possession of Christmas trees/branches (live) $50
- Possession of hot plate, toaster oven, space heaters, etc. (per day) $50
- Possession of QAM Digital Converter Box $35
- Removing furniture from proper area or possessing unauthorized property (school, public or private – not less than replacement costs) $50
- Rollerblading, biking, and/or skateboarding inside residential areas (plus damages) $50
• Second alcohol offense $100
• Second paraphernalia offense $150
• Smoking in undesignated areas (including vaporizers/e-cigarettes) $100
• Tampering with smoke detector $100
• Taking food supplies or equipment from cafeteria $25
• Third alcohol offense $200
• Third paraphernalia offense $300
• Unauthorized entrance into courtyard $50
• Unauthorized room change $75
• Using and/or installing a pool on campus (immediate removal) $50
• Using and/or installing a tent on campus (immediate removal) $50
• Untidy residences, Health & Safety Checks (per person, per room/apartment) $50
• Untidy residences, End-of-Semester Check-out Room Inspections (per person, per room/apartment) $100
• Vandalism (plus restitution) $50
• Violation of residence hall quiet hours $25
RESIDENTIAL LIFE & HOUSING CALENDAR

FALL 2015
Welcome Weekend ................................................................. Friday, August 28–Sunday, August 30
Freshman Move-In ................................................................. 9 a.m.–2 p.m. on Friday, August 28
Upperclassman Move-In ....................................................... 9 a.m.–9 p.m. on August 29 and 30
Classes Begin ......................................................................... Monday, August 31
Drop/Add Classes ................................................................. Monday, August 31–Friday, September 11
Labor Day (No Classes) ........................................................ Monday, September 7
Convocation ......................................................................... Tuesday, September 8
Room Consolidation ............................................................. Week of September 28
Auto Show/Homecoming Weekend ...................................... Friday, October 2–Sunday, October 4
Last Day to Withdraw from Classes ..................................... Friday, November 11
Thanksgiving Break (No Classes) ........................................ Thursday, November 26–Friday, November 27
Grand Silence & Final Exam Week ....................................... Sunday, December 13–Friday, December 18
Residential Facilities Close .................................................. 8 p.m. on Friday, December 18
Commencement ..................................................................... Saturday, December 19

Spring 2016
Residential Facilities Open .................................................. 12 p.m. on Saturday, January 9
Classes Begin ........................................................................ Monday, January 11
Drop/Add Classes ................................................................. Monday, January 11–Friday, January 22
Room Consolidation ............................................................. Week of February 1
Spring Break (No Classes) .................................................... Monday, March 7–Friday, March 11
Last Day to Withdraw from Classes ..................................... Friday, April 1
Grand Silence & Final Exam Week ....................................... Sunday, May 1–Friday, May 6
Commencement ..................................................................... Saturday, May 7