

Incoming Exchange Student Handbook

Bachelor of Science in International Business
Dual Degree & Semester Exchange



School of Business
D'Amore-McKim
Northeastern University

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Welcome to Northeastern!

Welcome to Northeastern University in Boston, Massachusetts! You are joining a dynamic and diverse community of students, faculty and staff, who make Northeastern a great place to learn and grow. You'll quickly find that people here are friendly and willing to help you find your way around campus and town. Northeastern, located in the heart of Boston, reflects city life at its best – the campus is stimulating, colorful, vibrant and diverse. Northeastern University is located in the Fenway, one of Boston's most interesting and culturally diverse areas. There are restaurants, shopping, and entertainment all within walking distance of campus.

This guide book is meant to answer some basic questions you may have about living in the city and studying at Northeastern. The diversity of Northeastern and its surrounding neighborhoods is a representation of the entire city of Boston. Founded by the Puritans in 1630, Boston is a city steeped in culture, history, academic and medical excellence as well as cosmopolitan sophistication. Boston belongs to people whose heritage is drawn from every corner of the world. They have shaped a distinctive city of unique neighborhoods and character without compromising common heritage. As a Northeastern University student, you will have the opportunity to take advantage of all that Boston has to offer. Experience the history of the American Revolution, shop in fashionable boutiques on Newbury Street, admire world famous exhibits at the Museum of Fine Arts, or dine in the ethnic setting of your choice. The public transportation system, referred to as the "T" by Bostonians, makes all of these activities accessible to you. Whether history, shopping, art, or dining is your favorite activity, you will experience it all at its best in Boston!



The BSIB Program

The Bachelor of Science in International Business (BSIB) is a unique program in the D'Amore-McKim School of Business. By educating students to become future global managers, the BSIB program develops highly qualified professionals who bring a competitive edge to global corporations. The program attracts talented students from the US and abroad and encourages inter-collegiate collaboration through student exchanges with partners across the globe. Students are exposed to all areas of business in order to gain the knowledge and professional confidence to succeed in the global marketplace and apply their foreign language skills, cultural awareness and business knowledge in overseas classrooms and companies. The BSIB program hosts two types of incoming exchange students:

Dual Degree - students from IPBS partner universities who will spend two years at Northeastern. Completing 3 semesters of study and one 6-month co-op work experience.

Semester Exchange - students from partner universities that do not participate in the dual degree and will study at Northeastern for one or two semesters.



The BSIB Program Staff

BSIB staff assists all incoming and outgoing exchange students with all matters pertaining to the exchange.

Office Location: 250 Dodge Hall

Ms. Robin Cohen Senior Director of Student Services
phone: +1 (617) 373-4269 mobile: +1 (617) 717-4022
e-mail: r.cohen@northeastern.edu

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phone: +1 (617) 373-4265
e-mail: d.duchardt@northeastern.edu

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phone: +1 (617) 373-7254
e-mail: c.watterson@northeastern.edu

Prior to Arrival

Office of Global Services

Northeastern hosts over 11,700 international students and scholars from 140 nations across the world. The Office of Global Services (OGS) is responsible for advising students on immigration regulations and SEVIS procedures. OGS also conducts an international student orientation and authorizes certain types of employment. In addition, OGS holds workshops on issues such as cultural adjustment, employment options and cross-cultural understanding.

The OGS also organizes an array of cultural enrichment programs throughout the year. These events bring a multicultural perspective to topics that range from community service to the revelation of culture through the arts.

Office Location: 405 Ell Hall
phone: +1 (617) 373-2310
e-mail: ogs@northeastern.edu
website: www.northeastern.edu/ogs



Student Visa

International students studying in the US need to apply for a non-immigrant student visa at their local US Embassy. Locations of US Embassies throughout the world can be found at: www.usembassy.gov

The BSIB Program sponsors students for a J-1 Exchange Student Visa. To apply for this visa, students will need to pay the SEVIS fee, schedule an appointment and present the following documents: Certificate of Eligibility (DS 2019) issued by Northeastern, a valid passport, proof of financial solvency and the Northeastern admission letter. Check with your local Embassy for additional requirements.

Students who present a valid DS 2019 at a US port of entry must attend the school named on that DS 2019. Students may not enter the US more than 30 days prior to the start date noted on the DS 2019. Maintenance of J-1 visa status requires full-time enrollment.

Canadian nationals do not need a visa to enter the US, but should provide their DS 2019 form and valid passport at the port of entry.

No student may enter the US with a B-1, B-2, WT or WB visa for study purposes. Find more about J-1 Visas at: <https://j1visa.state.gov>

What to Expect at the Airport

At the US port of entry (usually the airport), you will be required to pass through US Customs and Border Protection (CBP). This is a two-step process.

Immigration

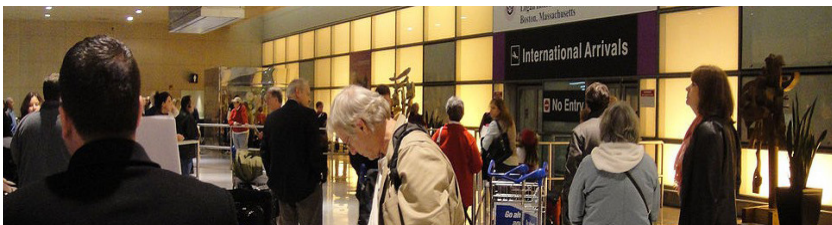
Here you will need to show your passport, the immigration forms you received on the plane, DS 2019 and other immigration documents to a CBP Officer. You should pack all of the documents presented when you applied for your visa in your carry-on and be prepared to show these to the CBP Officer. It is very likely that the Officer will ask you questions about the duration and purpose of your stay in the US. They may also ask specific questions about what you plan to study. This can feel like a tense process, but keep your cool and answer all questions honestly and to the best of your ability. After review of your documentation, the CBP Officer will stamp your passport if admission is granted. The admission stamp will show the date of admission, class (J-1) and duration of your stay. Duration of stay is often indicated by "D/S" on the stamp rather than by a specific date. Be sure that your passport is stamped before exiting the inspection area. Lines at immigration can be long, you could wait more than one hour.

Customs

After clearing immigration, you will need to go to the baggage carousel assigned to your flight to wait for any checked luggage. Once you have all of your items, you will need to walk past another CBP Officer and hand them the customs form you filled out on the plane. A CBP Office may ask you to step aside for an inspection of your luggage.

Re-entry After a Temporary Absence

For those in J-1 status, the original copy of the DS 2019 is the means to re-enter the US after a temporary absence (vacation). To gain re-entry, the DS 2019 form must be signed on page 1 by a Responsible Officer or an Alternate Responsible Officer at the OGS. The signature is valid for one year, except while the J-1 holder is engaged in Academic Training (post-degree completion work). For students on Academic Training, the signature is valid for only 6 months.



Getting to Northeastern

Boston's Logan Airport is located northeast of downtown and is easily accessible. If you are living on-campus, you should go to your assigned residence to obtain your key. You will receive your address in your NU e-mail account prior to arriving in Boston.

By Taxi

Taxis are available outside the baggage claim area at each terminal in Logan Airport. The approximate cost of a taxi from the airport to Northeastern is \$35 (plus tip).

By Uber or Lyft

App Ride/Transportation Network Companies (TNC's) now offer service to and from Logan Airport. To order these services, use their mobile app and meet the driver at the designated area in the lower level (Arrivals). Look for "AppRide/TNC" signs to indicate these pickup areas. Approximate cost for an Uber from Logan to Northeastern is \$21 - \$25. The same route costs around \$20 - \$28 with Lyft.

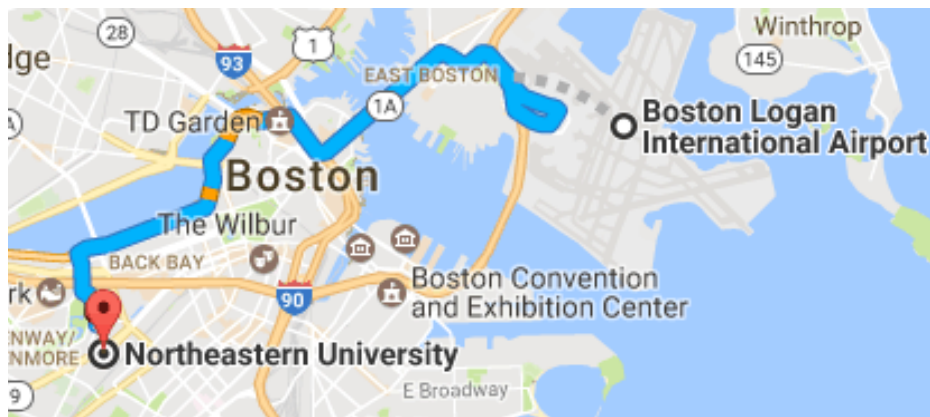
By Shuttle Service

Various companies in Boston offer shuttle services to and from Logan airport. You will need to call ahead to schedule a pick-up time. These shuttles are large passenger vans which will make stops at various hotels in Boston as well as at Northeastern. Average fee for shuttle service is between \$12 - \$20.

Go Boston Shuttle (888) 437-4379 www.gobostonshuttle.com

Easy Transportation (617) 869-7760 www.easytransportationinc.com

Star Shuttle Inc (877) 970-7827 www.starshuttleboston.com



Getting to Northeastern

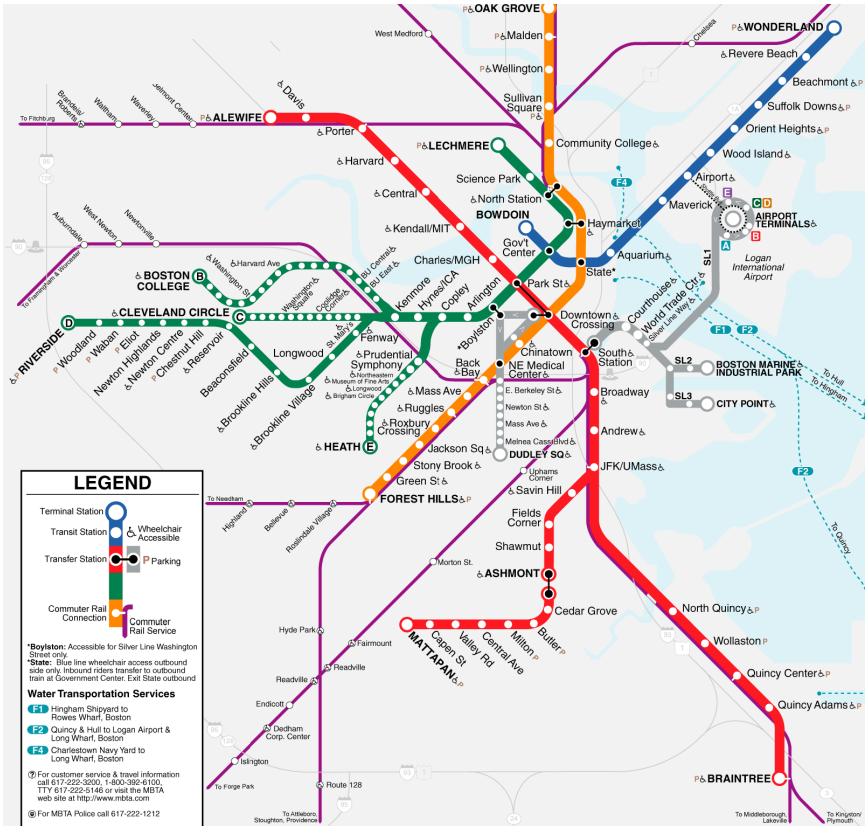
By Subway (the "T")

Subway travel is recommended only for those already familiar with the "T" and can be difficult to navigate with large baggage. From Logan airport take the Blue Line (going inbound) to the Government Center stop. Go upstairs and switch to the Green Line. The Green Line has multiple lines and you will need to take the E-Line (Heath Street or Brigham Circle) going outbound. The Northeastern stop is on Huntington Avenue. You can also take the Orange line to Ruggles Station in the direction of Forest Hills (you will need to change from the Blue Line to the Orange Line at the State Street stop). See the T map for more information regarding travel on the T. If you have a lot of luggage, taking the T is not ideal.

Office of Global Services Airport Pickup

NU's Office of Global Services (OGS) offers an airport pickup service each fall on residence hall move-in day. If you wish to take advantage of this service, you will need to register on the OGS website:

www.northeastern.edu/ogs/home/new-students/arrive/arrive-in-boston/



Northeastern Campus Map



We have highlighted some buildings of interest below:

Building 43 - Dodge Hall, D'Amore-McKim School of Business
(the BSIB Office is located on the second floor - 250 Dodge)

Building 52 - Ell Hall, the Office of Global Services is on the 4th floor

Building 16 - Speare Hall, Housing and Residence Life in 4 Speare Hall

Building 26 - Behrakis Hall, Welcome Center on the ground floor

Building 77 - International Village, student residences

Building 23 - West Village, student residences

Building 64 - 780 Columbus Ave residences

Ruggles on the **Orange Line** is the T stop on Forsyth Street

Northeastern University on the **Green Line** is the T stop on Huntington Avenue.

Find an interactive map at: www.northeastern.edu/campusmap/

Upon Arrival at Northeastern

Orientation

You will receive notification regarding the BSIB Orientation in your acceptance letter. **Your attendance is mandatory.** During orientation you will meet the BSIB Program Staff and learn about: registration, your courses for the semester, immigration clearance, co-op (if applicable) and other important topics. You are not required to attend any other University-wide orientation events, although participation in OGS events is encouraged.

OGS Immigration Clearance

Once you have arrived in Boston, cleared immigration at the port of entry and settled into your accommodation, you will be required to submit the OGS Check-In E-form. Details for accessing the E-form will be provided by the BSIB Program Staff via e-mail to your NU account. You cannot complete this E-form until you have arrived in the US. Part of the form requires that you look up your I-94 Arrival Record (this is done on-line) and enter the information on the entry stamp in your passport or on the DS 2019 form.

You will also be required to attend an OGS J-1 Immigration Clearance session. This session will be incorporated into the BSIB Orientation. At the session you will learn about the requirements and provisions of your J-1 visa status. You should bring your passport and DS 2019 to this session. You also need to have completed the OGS Check-in E-form prior to this session. The OGS representative will collect your documents, double check the E-form for completion and sign the travel signature section on your DS 2019. Your passport and DS 2019 will be returned to you once they have been processed.

NU Student ID Card (Husky Card)

All students, faculty and staff at Northeastern are required to carry a University ID card (Husky Card). You will see signs advertising the pickup location for Husky Cards when you arrive on campus. You can obtain a Husky Card during your first days on campus by presenting valid photo identification, such as a passport. The representative at the Husky Card Office will ask to take your photo and will print and activate your card. Your Husky Card is used as ID to enter the library, gym, your residence hall and dining halls. It can also be used as a debit card, if you deposit money to the account, and for student discounts around the city and on-line. More at: www.northeastern.edu/huskycard



On-Campus Housing

If you chose to apply for on-campus housing during the application process, you will be notified of your specific assignment via e-mail to your Northeastern account. If you did not choose to apply for housing at the time of your application, you will not have the opportunity to apply for this semester.

Prior to your arrival, the BSIB Office will serve as your liaison to the Housing Office, **please do not contact the Housing Office directly.**

The University Housing Contract, once signed, is a binding contract between you and the Housing Office. If you apply, accept and move in to your assigned residence, you will be billed for the entire semester even if you decide to vacate the residence before the end of the housing contract.

All NU residences are furnished. You will need to provide your own linen, pillows, towels, lamps, and other personal items. Beds in US residence halls are an irregular size and require Twin XL size bedding. Linens can be purchased at a variety of stores in Boston. Target, Marshalls, TJ Maxx and Bed Bath and Beyond are a few examples. Northeastern's Resident Student Association has partnered with Our Campus Market to provide the opportunity to purchase linens and other items for your residence to be delivered directly to you at Northeastern.

Our Campus Market
+1 866-847-7365
www.ocm.com/neu

NU Housing & Residential Life
4 Spare Commons
www.northeastern.edu/housing

Receiving Mail on Campus

Most residence halls are serviced by the University Mail System (ResMail). You will receive a mailbox number along with your housing assignment. For speedy delivery, your address should be written as follows:

Given Name Family Name
Street Number and Name
Box Number
Boston, MA 02115

- If you live on Columbus Avenue, your ZIP code is: 02120.
- Including "Northeastern University" in your address will cause delays.
- Use your mailbox number and not your room number.
- Do not mail packages to yourself until one week before you arrive.

Off-Campus Housing

Locating off-campus housing in proximity to Northeastern is very competitive. Costs vary widely by location and proximity to public transportation. A studio apartment can range between \$1,500-2,000/month; the average cost of a one-bedroom can range from \$1,500-2,500/month, while a two-bedroom apartment can cost upwards of \$1,700/month. Living with roommates can bring costs down to about \$700-1,000 per bedroom. Most landlords require a security deposit, the first and last month's rent in advance. In addition, real estate agents can charge a "broker's fee", which averages one month's rent. You should plan to have access to enough funds to cover these immediate costs. Find a cost range comparison and information about fees/deposits at: www.northeastern.edu/offcampus/rental-costs/

Before you sign a contract or submit a deposit, make certain to read the lease thoroughly and clarify whether rent includes the cost of utilities (electricity, heat, water, gas, etc). You may wish to ask for an average cost of utilities from previous occupants. Some landlords require a guarantor, who is financially responsible for any damages or unpaid rent. Often the guarantor will need to be a US citizen. **NU cannot assist students with finding a guarantor.**

Off-Campus Housing Database

The Off-Campus Student Services Office provides many resources related to the apartment search process. One of the best places to start is with the Off-Campus Housing Database. Here you can search and post apartment listings, look for roommates and find a list of preferred realtors. Find the database and instructions on how to register at: <https://aptsearch.northeastern.edu>

You may also wish to utilize this database if you will move to another city in the US for co-op. The "Beyond Boston" section allows students to create posts and search a message board where students who are currently outside of Boston for co-op provide housing information to those who plan to be in the same city for the next co-op cycle.

Off-Campus Student Services

226 Curry Student Center

Office Hours:

Monday - Friday: 9:00am - 5:00pm

Open Late Mondays: 5:30pm-7:30pm

phone: 617.373.8480

offcampus@neu.edu

www.northeastern.edu/offcampus

Boston Neighborhoods

Boston is divided into many neighborhoods, each of which has its own character. When making a decision about where you want to live, take into consideration the distance from campus and access to the T or bus. Talk with other students to see what the neighborhoods are like. To inquire about crime rates in the area where you would like to live, feel free to contact the NU Police Department (NUPD) or the local police department. For more information visit: www.cityofboston.gov or www.northeastern.edu/offcampus/neighborhoods

NOTE: Extremely low rental prices are not common and usually indicates safety issues with the apartment or neighborhood. When in doubt, check with the local police department. If it looks too good to be true, it probably is.



Boston Neighborhoods

Find a brief overview of most of Boston's neighborhoods below:

Allston / Brighton

This area is home to a wide range of people of varying ethnicities and economic status. Lower rents and easy access to area schools make this a popular spot for students. Allston's Harvard Ave boasts everything from upscale eateries to more informal restaurants and mom-and-pop grocery stores. Allston / Brighton is located on the Green B Line of the "T". Average commute to campus: 30 minute train ride.

Back Bay

Rent here tends to be expensive. You'll have easy access to the Charles River, Boston Public Garden, Copley Square and Newbury Street. With its rows of historic homes and a vibrant commercial district, Back Bay is an elegant and exciting place to live. Average commute to campus: 15-20 minute walk or 10 minute train ride.

Brookline

This is generally considered a safe area with a lot of families. Public transportation is easily accessible here (three Green Line subway lines and several bus routes). The quality and condition of housing in this area is high compared to the rest of Boston and this can increase rent prices. This area has a mix of ethnic backgrounds. Average commute to campus: 20 minute train ride.

Cambridge

A little distance away, just across the Charles River, rents here range from moderate to expensive. Cambridge is divided by squares with many restaurants, shops and cafes: Harvard Square, Central Square, Porter Square and Inman Square. Public transportation is via the Red Line on the "T" or bus. Average commute to campus: 30 minute train ride.

Fenway / Kenmore

The Fenway, or "the Fens" is a dense urban neighborhood with a lot of green space. Security can be a problem here. The west side is generally safer than the east side of the Fenway. **No one should walk alone through the park at night.** Rents are moderate. Landsdowne Street is home to many of Boston's most popular clubs and bars. Average commute to campus: 5-15 minute walk or 15 minute train ride.

Boston Neighborhoods

Jamaica Plain

"JP" as it is called by the locals is a popular residential area for NU students. Rents are low and the area is on the Green E Line of the "T". The Orange Line also serves part of JP. This area has a mix of ethnic groups, young families and students. **Safety is an issue in the area of Jackson Square and Heath Street.** Average commute to campus: 15 minute train ride.

Mission Hill

Many families and some student and staff from the nearby Longwood Medical area come to this diverse and historic neighborhood for affordable rent. **Security can be a problem here, especially behind New England Baptist Hospital.** Average commute to campus: 15-20 minute walk or 5 minute train ride.

Roxbury

As one of the oldest neighborhoods in Boston, this area thrives on its proximity to downtown while retaining its neighborhood qualities. Home to many parks, schools, churches and ethnic shops, Roxbury has a multitude of housing options. **Safety is a large concern here, especially in the areas of Seaver St, Humboldt Ave, Grove Hall and Egleston Square.** Average commute to campus: 35 minute walk or 30 minute train ride.

Somerville

Low rent costs make this a popular neighborhood for students and young professionals. Transportation can be a problem unless you live near Davis Square on the Red Line. Somerville has a nice community of families and mixed ethnicities. Apartments are mostly large and quaint. Average commute to campus: 45 minute train ride plus walking.

South End

An extremely diverse ethnic neighborhood. Urban renewal and home restoration in recent years has made this a popular area. It is close to NU. Sometimes security can be a problem. Rents range from moderate to expensive. Average commute to campus: 10-15 minute walk or 5 minute train ride.

Dorchester

As Boston's largest and most diverse neighborhood. Bordered by Boston harbor and the Neponset River, Dorchester offers affordable rents. **Safety is a concern, especially in the area of Fields Corner, Uphams Corner, Codman Square and Four Corners.** Average commute to campus: 35 minute bus or 45 minute train ride.

Renting Regulations

Landlords are required by law to have their rental units inspected for compliance with the State Sanitary Code within 45 days of a new tenancy. If your property has not been inspected, ask your landlord to have it done, or request an inspection by calling Inspectional Services. Find more information at:

www.boston.gov/departments/inspectional-services

Before You Rent

- Always view the actual apartment you will be renting.
- Is the apartment under construction? When will it be completed?
- Is the lease a "tenant at will" lease which permits both you and the landlord to terminate with 30 days notice?
- Is it furnished? Is there a refrigerator? Landlords are not required to supply one.
- Create a roommate contract before moving in that outlines the responsibilities of each roommate and sets the rules of the apartment. This can help avoid uncertainty and conflict.

Moving In

- **Don't move in if the apartment is in unacceptable condition.** Once you "take possession" it is difficult to resolve this issue.
- Verify the condition of the apartment upon move-in. **Take photos of any existing damage upon arrival.**
- Arrange for utilities to be turned on before moving in if possible.

Eviction Regulations

- The owner may evict tenant for violation of terms of lease, destruction of property or non-payment of rent.
- The landlord must give written notice of 1 week minimum.
- If tenant refuses to move out, the landlord may file a lawsuit to evict.

Moving Out

- Give your landlord 30 days notice, even if your lease expires.
- Make an appointment to inspect your apartment with your landlord to determine if you will get your full security deposit back.
- Change your address with the University and local post office.

Unlawful Entry

Your landlord may only enter your apartment for the following reasons:

- To inspect the premises.
- To make repairs.
- To show the apartment to prospective tenants/agents.
- To check for damage related to the security deposit at the end of a lease.

Renting Regulations

Rental Scams - Buyer Beware!

Websites are a great tool for searching for off-campus housing, but beware of scams. Learn about common on-line scam techniques and avoid becoming a victim.

- **Never rent a place that you cannot view in advance.**
- **Never wire funds.**
- **Never pay with cash**, if you must - be sure to get a receipt.
- **Never give out financial or personal information** such as social security numbers, bank account numbers or credit card information.

Apartment Safety Codes

The Massachusetts State Sanitary Code is a set of regulations to protect the health, safety and well-being of occupants of any dwelling. You are entitled to a habitable apartment and a certain measure of safety must be provided.

The State Sanitary Code outlines such provisions as:

- **Running water:** a landlord must provide water with adequate pressure and the means to heat the water.
- **Heat:** a landlord must provide a heating system in good working order.
- **Kitchens:** a landlord must provide a sink, stove and oven in the kitchen. If a refrigerator is provided, it must be in working order.
- **Pests:** the unit must be kept free of insects, rodents and bed bugs.

Look carefully at the following in any property that you are considering:

- **Structural elements:** landlords must maintain the foundation, floors, walls, doors, windows, ceilings, roof, staircases, porches, chimneys and other structural elements.
- **Electricity and wiring:** all rooms, except kitchen and bath, should have either two outlets or one outlet and one light fixture. Kitchens must have one light fixture and two outlets while baths must have one light fixture.
- **Ventilation:** there must be windows or mechanical vents in every room.
- **Safety exits:** the law requires two exits that are free from obstruction and secured from the inside.

Find more details at: www.cityofboston.gov/isd/housing/sanitary.asp

No More than Four

Boston Zoning Code prohibits more than four full-time undergraduate students living in one unit, regardless of its size.

Lease Agreement

The most common rental agreement is a lease. A lease is a legally enforceable contract that defines the relationship between the owner (landlord) and renter (tenant). A typical lease spells out all of the terms of the rental agreement, including the length of time a tenant may use the property and what condition it must be in upon return. The amount of rent to be paid and any financial penalties for late payments should also be specified in a lease. In Boston, most leases are for the duration of one year September through August.

A lease agreement protects both the landlord and the tenant. The landlord knows that a legally binding contract obligates the renter to make regular payments throughout the life of the lease. The tenant knows that he or she has full rights to the property without fear of rent increase or eviction. A lease also guarantees that the original rental terms will not change until the lease expires.

Restrictions

A lease between landlord and tenant can contain a number of restrictions. Renters are not owners; therefore, the property is always subject to scrutiny by the landlord. If certain conditions of the lease are violated, such as an unauthorized pet, late rent or cleanliness issues, the landlord can decide to terminate the lease. Keep in mind that a lease is a binding, legal agreement. Read it completely before signing. Make sure you understand all terms, or ask for clarification!

Addendum

In addition to the standard lease, many landlords attach additional pages, referred to as an "Addendum". Be sure to read these carefully and understand them. They are also a legal part of your lease and are binding once signed.

Get Everything in Writing!

It may feel awkward to ask for verbal promises to be put in writing, but you need to protect yourself and ensure everything agreed upon is documented.

Rent

As a tenant, you have a legal obligation to pay the rent for use of a property that is in decent condition. A landlord cannot charge interest or a penalty on late rent until 30 days after the due date. However, the landlord can begin the eviction process immediately, even if rent is only one day overdue. The landlord also cannot use a reverse penalty clause to encourage early payment. The rent can only be increased when your lease term expires.

Lease Agreement

Security Deposits

Landlords usually require tenants to pay a security deposit, which may not exceed the amount of one month's full rent. The landlord must provide a security deposit receipt. The deposit can only be used for:

- Unpaid rent
- Repair of damages caused by the tenant (not general wear and tear)
- Payment of the tenant's percentage of a property tax increase (only if there is a tax escalator clause in the lease)

A landlord has until 30 days after the end of the tenancy to return the entire security deposit and accrued interest. If any deductions are made, the landlord must return the balance along with an itemized listing of any deductions, plus supporting documentation and receipts. If the landlord does not return the deposit within 30 days, or the tenant disputes any deductions made, the tenant should send a letter asking for the immediate return of the amount in dispute.

Breaking a Lease

Many people find that they need to move out of an apartment before the term of the lease has expired. You might have a good reason, but moving out before the end of your lease is a breach of contract. You will not get your security deposit back if you break your lease and your landlord may hold you responsible for the remainder of the rent. If you must break your lease, there are several things you can do to possibly avoid these consequences: sublet, negotiate or re-lease.

Sublet: to sublet is to rent your apartment to someone during your own lease term. You remain on the original lease and continue to be responsible for all lease provisions. Some leases prohibit subletting. Check with your landlord first about their requirements or procedures and get your landlord's permission - **in writing** - before subletting. You are held responsible for the actions of the person subletting from you, so make sure that everyone signs a sublet agreement, this does not replace your original lease. Some landlords may charge you a fee when you sublet. This is legal.

Negotiate: you may be able to negotiate with your landlord so that you can break the lease. Agreements should be written and signed by both parties.

Re-lease: this option means that you are responsible to find someone who will replace you and sign a new lease. The new lease between the new resident and the landlord will terminate your lease. With a re-lease, you can have your security deposit minus any damages.

Top 10 Points to Check on Your Lease

1. Rent Payment. The amount of rent and due date should be clear in your lease. The landlord can only collect first and last month's rent, a 1 month security deposit and key deposit prior to move-in.

2. Landlord Contact. The lease should have name and contact information for your landlord and who to call when issues arise.

3. Repairs. The lease should state that the landlord is responsible for correcting and paying for repairs, except for those caused by your carelessness. If the landlord agrees to make repairs before move-in, get this in writing. Document existing condition or damages with photos.

4. Security Deposit. A security deposit, payable to the landlord, ensures that rent will be paid and your lease terms met. The security deposit cannot be greater than 1 month's rent. By law, the security deposit must be held in an interest-bearing account, and returned 30 days after your lease expires minus any deductions.

5. "As Is" Clause. Beware of clauses that stipulate the premises will be taken "as is", meaning in their present condition. Modify the lease by adding: "except for those repairs that are needed", with a list of any necessary repairs and dates by which they will be completed. If the landlord refuses to alter the lease, get any verbal promises in writing.

6. Utilities. Verify who is responsible for paying utilities. The landlord, a previous utility bill, or a neighbor may be able to give a cost estimate.

7. Length. Examine the length of the lease period closely. If your rental agreement is on a month-to-month basis, the landlord can raise the rent or evict you at the end of 1 month with as little as 10 days notice.

8. Landlord Access. Some leases allow your landlord to enter the apartment without your consent at any time for any reason. Protect your right to privacy with the stipulation that the landlord must give 24hrs notice and obtain your consent prior to entry, except in an emergency.

9. Subletting. Check to determine whether subletting is allowed and under what conditions.

10. Rules of Behavior. Leases often include rules such as "no pets", "no parties" or "quiet after midnight". Be sure the rules are in writing and you understand them. Check for guest policies and time limits.

Housing Abbreviations

Abbreviations for apartment characteristics and details are often used in listings and can be confusing without a guide. Some of the most common abbreviations are below:

Abbreviation	Meaning	Abbreviation	Meaning
a/c, air cond.	air conditioning	laun, ldy, ldry, lndty	laundry
agt / RE	agent / realtor	lr, livrm	livingroom
b, bth	bathroom (toilet, shower/tub & sink)	mod	modern
bdr / bdrm	bedroom	own occup, owner occ, owner occ'd	owner occupied
blks	city blocks (10 city blocks in 1 mile)	os	off street parking
bmt, bsmt	basement	pk, pkg, prkg	parking
cln	clean	ptd, pntd	painted
conv	convenient	pch, prch	porch
d, dm, d&m, dw. dusp, dishwr/disp	dishwasher and garbage disposal	priv entr, pvt entr	private entrance
dr, dinrm	dining room	refs, refs required	refernces required
f, furn, fun'd, (uf, unfurn)	furnished (unfurnished)	res st	residential street
fp, fpl, frpl, frplc	fireplace	sec bldg / sec syst	secured building / security system
fr	from	sep kit	separate kitchen
g, gar	garage	spac	spacious
htd	heated	stu	studio apartment
ht & hw	heat & hot water included	+utils, no utils	utilities not included
k&b	kitchen & bath	w/d, wshr/dryr, wash/dry	washing machine & dryer
kit	kitchen	ww, w/w, w-to-wm, ww/carpet, crpt	wall to wall carpeting

Utilities

Prior to signing a lease, find out which utilities are included in the rent and which are not. On most standard leases there is a utility clause which explains your rights and responsibilities regarding utility service for the apartment. Ask the landlord or property manager which companies currently manage utilities for the apartment.

Be aware that you are not required to give a social security number to be eligible for services. Most companies will ask for one, but they cannot deny you services if you do not give it to them.

Find additional information about utility companies on the off campus housing website: www.northeastern.edu/offcampus/utilities

Electricity & Gas

Boston and its suburbs receives electricity and gas from two companies. Gas is used in some apartments for heat, cooking and hot water. Find out which company currently services the apartment and call the company to change the account to your name.

nationalgrid

phone: +1 (800) 322-3223
www.nationalgridus.com/MA-Home

EVERSOURCE

phone: +1 (800) 592-2000
www.eversource.com

Internet, Telephone and Cable TV

There are a variety of providers for internet, phone and cable TV service. Many of these offer "bundle" packages that apply discounts to services if you wish to purchase all three. Each service can also be purchased individually.

Bundles	Comcast www.xfinity.com	RCN www.rcn.com/boston	Verizon www.verizon.com/home/services
TV	Dish www.infinitydish.com	Direct TV www.directv.com	
Internet	HughesNet hughesnetplans.com		

Heating Oil

Many apartments require oil for heating. There are a large number of oil companies in Massachusetts and their prices vary so it is wise to do some research before deciding on a provider.

Housing Resources & Useful Websites

Apartment Listings

www.apartments.com

www.bostonapartments.com

www.roommates.com

aptsearch.northeastern.edu

www.realestateboston.com

Renting Resources for Students

www.cityofboston.gov/students/housing/renting.asp

Inspectional Services Department

www.cityofboston.gov/isd

Crime Information

www.boston.gov

www.census.gov

www.mass.gov

www.realtor.com

Temporary Accommodation

Two Hostels near NU are listed below. Find a larger list at:

www.northeastern.edu/offcampus/temporary-housing/

HI Boston

19 Stuart Street

+1 (617) 536-9455

www.bostonhostel.org

40 Berkeley Hostel

40 Berkeley Street

+1 (617) 375-2524

www.40berkeley.com

Homestay Arrangements

Northeastern does not partner with families to arrange homestays, but there are a number of organizations that provide this service. Find a list here: <https://www.northeastern.edu/offcampus/temporary-housing/>

Furniture

CORT - Furniture Rentals

155 North Beacon Street

Brighton, MA 02135

+1 (617) 254-5455

www.cort.com

MIT Student Furniture Exchange

350 Brookline St, Building WW15-182

Cambridge, MA 02139

web.mit.edu/womensleague/fx

Target Department Store

1341 Boylston Street

Boston, MA 02115

+1 (857) 317-5220

www.target.com

IKEA

1 Ikea Way

Stoughton, MA 02072

+1 (888) 888-4532

www.ikea.com

Transportation

The subway system in Boston is called the “T”. When you ride the T, you are taking a ride through history on country’s first public transportation system. The Massachusetts Bay Transportation Authority (MBTA) manages subway, bus and rail travel in and around Boston.

T maps, fare information and schedules are available at: www.mbta.com

CharlieCard

The CharlieCard is a rechargeable pass available for free at MBTA Service Kiosks in some stations. This hard plastic card can be used to purchase weekly or monthly passes or to add a set amount of money for single rides. There is a discount for using a CharlieCard instead of a paper ticket.



CharlieTicket

The CharlieTicket is a paper ticket that you can print at any of the ticket kiosks at T stops. Paper tickets are not rechargeable and each ride will have a surcharge that is not refundable.

Student T Pass

Northeastern participates in the MBTA semester pass program where students can purchase passes at a discounted rate. These can only be purchased for the full semester and are sold only during specific times of the year. Usual Purchase times are as follows:

June - early August: fall semester passes

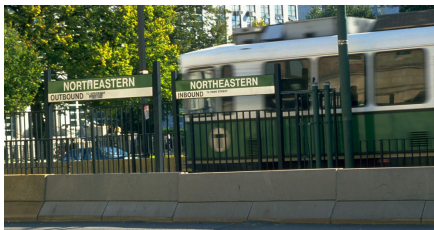
October - early December: spring semester passes

Find more details at:

www.northeastern.edu/commutingservices/mbta/

Tips for T Riders

“Inbound” is always toward downtown Boston and “Outbound” is away from it. In the subway system, inbound indicates trains going in the direction of four stations: Park Street, State, Downtown Crossing and Government Center.



Green Line trains have letters for different branches: B-Boston College; C-Cleveland Circle; D-Riverside; E-Heath Street (NU’s Green Line). Some Green line trains will only complete part of

the route, which is noted by the final stop listed on the train.

Bus Service

The destination sign above the windshield shows the bus' route number and destination. Be sure to board the right bus by checking the destination sign or asking the driver. The #39 bus route stops at NU on Huntington Avenue. Buses accept CharlieCards, CharlieTickets or cash. Bus drivers do not give change, you must have the exact amount ready when you board. If you are using a CharlieCard or CharlieTicket, transfers between buses are free and transfers from subway to bus are free. All transfers need to be made within two hours of the original fare. If you pay cash, transfers are not available.

Find more about bus fare, tickets and transfers here:

www.mbta.com/fares_and_passes/bus

Commuter Rail Service

The MBTA Commuter Rail serves Boston's suburbs and surrounding areas. Tickets can be purchased at the station, via the "mTicket" mobile App or on board from a conductor. Purchasing your ticket on board from the conductor requires cash and will result in a service fee being added to the fare. Most Commuter Rail trains depart from North Station, South Station or Back Bay. Some also stop and depart from Ruggles.

Find routes and schedules at:

www.mbta.com/schedules_and_maps/rail/

Find fare information at:

www.mbta.com/fares_and_passes/rail/



Health Insurance Requirement

Massachusetts State Law requires all full-time and three-quarter-time students enrolled in a degree or certificate program and all students studying on a visa to demonstrate that they have a health insurance policy that will cover them for medical services while in the US for the duration of their studies. Find additional information at:

www.northeastern.edu/nushp/general-information

Medical costs in the US are extremely high, and there are no government-sponsored discounts for students. Those who do not have appropriate health insurance coverage must pay all costs in advance and may be denied treatment at certain health care locations.

NU Student Health Plan

Northeastern automatically enrolls all full-time degree seeking students in the Northeastern University Student Health Plan (NUSHP). If you will study at NU for one or two semesters only, you will not be automatically enrolled, but may opt-in. The policy is in effect from the start of the semester until the end of the policy year (mid-September of the following year). It will cover you while you are in classes and on co-op. Coverage also extends for international travel during this time.

NUSHP is provided through Blue Cross Blue Shield of Massachusetts and coverage includes preventative care and access to an extensive network of doctors and hospitals throughout Massachusetts. You can find specific benefits at: www.northeastern.edu/nushp

Waiving NUSHP

You may choose to purchase an alternate plan from a US insurance company and waive participation in NUSHP. Students studying in the US may not waive insurance based on coverage through insurance carriers owned and operated outside the US, nor with coverage through foreign National Health Service programs. The burden of proof that the alternative insurance is adequate falls upon the student choosing to waive. By submitting the waiver form the student will be accepting responsibility for all medical expenses incurred, and neither Northeastern University nor its student health plan will be responsible for these expenses.

NU's Student Health Plan Manager

135 Forsyth Building

phone: +1 (617) 373-8007

e-mail: NUSHP@northeastern.edu

www.northeastern.edu/nushp

Medical Care

University Health and Counseling Services

University Health and Counseling Services (UHCS) is the on-campus medical care provider for all full-time undergraduate degree seeking students. Non-degree seeking students, need to request access via the [UHCS Access Request Form](#) and pay the UHCS fee.

Primary care teams manage physical and mental health problems, promote wellness and treat illness and injury. Physicians, Nurse Practitioners and Physicians Assistants are available by appointment. Urgent care is available during regular hours. Laboratory and radiological services are also available. A student's medical records are always confidential and separate from academic records. If you are coming to NU with an ongoing medical condition or special needs, you are encouraged to make an appointment upon arrival.

Degree seeking students are required to submit a [Health Report](#) prior to arrival. You should have already submitted this to the BSIB Office. If there are any problems with these forms, visit UHCS to resolve them.

University Health and Counseling Services

135 Forsyth Building

Phone: +1 (617) 373-2772

www.northeastern.edu/uhcs

Urgent Care

UHCS is able to provide urgent care on a walk-in basis during regular hours. After hours care is provided by the following affiliates:

Whittier Street Health Center

1290 Tremont Street
Roxbury, MA 02120

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

Beth Israel Deaconess Urgent Care at Chestnut Hill

200 Boylston Street
Newton, MA 02467

Monday-Friday: 11am - 9pm
Saturday & Sunday: 9am - 7pm

Emergency Services

For a medical emergency on campus, call NU's Public Safety Division emergency line: +1 (617) 373-3333

For an emergency off campus call: 911

Students who require emergency transport to the hospital are usually taken to Beth Israel Deaconess Medical Center or Tufts Medical Center. The type and location of the emergency may require transport to other hospitals.

Financial Matters

Bank Accounts

It is a good idea to become acquainted with the various banks, services and types of accounts prior to opening an account. Many local banks offer student checking and savings accounts, which usually require a lower minimum balance and waive other banking fees. When opening an account, consider the following: hours of operation; availability of ATMs; ATM withdrawal fees; monthly service fees; online banking. Some US Banks have relationships with overseas branches and offer easier access to fund transfers and new accounts.

Remember to bring enough cash to meet your initial arrival costs. In order to open an account at a local bank, you will need to make an initial deposit in either cash, traveler's cheque, wire transfer or a bank cashier's check in US dollars from a US bank. Avoid using foreign checks to make a deposit as they can incur fees and may take more time to clear before you can access the funds.

Some full Service banks located near the University are listed below:

Bank of America

285 Huntington Avenue
+1 (800) 432-1000

Hours:

Mon-Fri 9am - 4pm; Sat-Sun closed

www.bankofamerica.com

Citizens Bank®

607 Boylston Street
+1 (617) 247-0782

Hours:

Mon-Thurs 9am-5pm; Fri 9am-6pm; Sat 9am-1pm; Sun closed

www.citizensbank.com

Santander

279 Massachusetts Avenue
+1 (617) 876-9760

Hours:

Mon-Wed 9am-5pm; Thurs-Fri 9am-6pm; Sat 9am-2pm; Sun closed

www.santanderbank.com

Financial Matters

Checking Accounts

Checking accounts are still common in the United States and are linked to both a debit card and a checkbook. While many bills can now be paid via direct deposit or online, you may still need a checkbook to pay rent. Checking accounts are easily set-up with a local bank and most students are eligible for free checking (which waives check fees).

ATMs

You are able to withdraw money from any Automatic Teller Machine (ATM) with your debit card using your PIN number. **Generally, you will be charged a fee if you withdraw money from an ATM outside of your bank's network.** If you use a credit card to withdraw money at an ATM (called "cash advance") you will incur heavy fees. Withdrawing money from an ATM is a good way to get US currency after your arrival. Be aware that most ATMs and many banks have daily limits on the amount that can be withdrawn.

You will find a number of ATMs on campus for your convenience. Bank of America has ATMs in the Curry Student Center, in the Marino Center, on Huntington Avenue and inside of Ruggles Station. There is a Sovereign Bank ATM on Parker Street and another in the Marino Center. There is a Citizens Bank ATM within a short walk of campus on Massachusetts Avenue in the Tedeschi 141.



Credit Cards

Credit Cards, especially Visa and Mastercard, are widely used and accepted across the US. Some small stores or restaurants may not accept credit cards or will require a minimum purchase. If you have a credit card from your home country, be sure to check what the foreign transaction fees are. Chip readers are becoming more common in the US, but here they are chip and signature rather than chip and PIN.

Administrative Matters

Massachusetts State ID Cards

All persons residing in Massachusetts must be 21 years of age to purchase or consume alcohol. To enter bars and clubs, you must show proof of legal age by presenting a state ID. Many bars and clubs will not accept passports as identification. It is also not recommended that you carry your passport out at night. Replacing a lost or stolen passport and visa can be costly and time consuming. A good alternative to using your passport as identification is to obtain a Massachusetts ID card.

For those who do not have a Massachusetts driver's license, the Registry of Motor Vehicles (RMV) can issue one of two official identification cards. The Massachusetts ID and Massachusetts Liquor ID. Both look similar to drivers' licenses; however, they do not extend any driving privileges. They are both official forms of identity, signature, and age that are accepted in the Commonwealth.

You can apply for a Massachusetts ID or Liquor ID at any RMV Full Service Center. You will be given a temporary ID valid for 30 days and a permanent card will be mailed to you.

To Obtain a Massachusetts ID

Review the requirements listed on the RMV Website:

www.massrmv.com/LicenseandID/ObtainingaMassachusettsID.aspx

To Obtain a Massachusetts Liquor ID

Review the requirements listed on the RMV Website:

www.massrmv.com/LicenseandID/ObtainingaLiquorID.aspx

Massachusetts Driver's License

Residents of Massachusetts (MA) are required to have a valid MA license to legally operate a vehicle in the state. Out-of-state or foreign-licensed drivers must obtain a MA driver's license upon becoming MA state residents. Obtaining a "Class D (Passenger)" Permit requires a written test as well as a road test. Find specific instructions here:

www.massrmv.com/LicenseandID/ClassDPermitandLicense.aspx



Registry of Motor Vehicles (RMV)

136 Blackstone Street

Boston, MA 02109

Hours:

Mon - Fri: 9am - 5pm

Administrative Matters

Social Security Number / Denial Notice

One of the requirements to obtain a Massachusetts State ID Card is a valid Social Security Card or a Denial Notice. You are not eligible to receive a Social Security Number/Card unless you have employment. If you have a Social Security Number/Card from a previous time in the US, it may still be active. You do not need a Social Security Number/Card to receive a Massachusetts ID, you just need to apply for one and have the Denial Notice that states that you are not eligible for a Social Security Number/Card at this time. Specific application requirements can be found here: www.ssa.gov/ssnumber

Social Security Office

Room 135

10 Causeway Street

Boston, MA 02222

Hours:

Mon, Tues, Thurs & Fri: 9am-4pm

Weds: 9am-12pm; closed Sat & Sun

Cell / Mobile Phones

Most exchange students choose to sign up for a mobile telephone plan upon arrival in Boston. You may choose to either sign a contract for a monthly plan or purchase a prepaid phone.



Some popular US cell phone companies for monthly plans include: AT&T, Verizon, T-Mobile and Sprint. Typically, cell phone companies offer 2-year contracts. You will be asked to provide a Social Security Number when you purchase a monthly

plan. If you do not have one, and are not yet eligible for one, you may be asked to pay a deposit or may be given different plan options than someone who has a Social Security Number. Please note that if you end your contract before the defined term is over, you may be charged early termination fees of several hundred dollars.

Pay-as-you-go (prepaid) cell phones are offered through: Virgin Mobile, T-Mobile, Metro PCS, Boost Mobile and other providers. These prepaid plans have higher rates, but do not require a Social Security Number or a contract. These can be purchased at large retail stores such as Target or Walmart or at local branch stores. If you are only staying in the US for one semester, a prepaid phone may be the best option.

Academics at NU

Course Registration

For the first semester at Northeastern, all incoming exchange students are pre-enrolled in courses. Specific subjects are determined by the agreed upon curriculum between partner schools for dual degree students and by the course selection form submitted upon application by semester exchange students. For any subsequent semester, students will register themselves via the myNEU portal. **Exchange students may not enroll in online courses. All courses must be completed in the traditional classroom setting.** Detailed instructions on how to enroll in classes will be provided by the BSIB Office. Registration information and instructions can also be found at: <http://www.northeastern.edu/registrar/ref-udc-reg-ugd.html>

Holds

A hold on a student's account can be added by an administrative office at NU when a student is missing required materials or needs to take some action. Common reasons for holds are: unpaid fees, unprocessed visas, failure to submit the health report (if required). If holds are not cleared, future course registrations will be purged or registration will be blocked. Issuance of transcripts may also be blocked by a hold.

Credit Hours and Course Loads

Course credit hours are assigned to a course based on the established national educational standard that one credit hour is equal to three hours of student learning time per week over a period of one semester. Generally, courses at Northeastern carry 4.0 credit hours.

A regular course load for business students at Northeastern is four 4.0 credit hour classes (16.0 credit hours total). Students who intend to complete a co-op work placement during their time at Northeastern will need to enroll in a 1.0 credit hour co-op course in the semester preceding the work placement. This will mean a total of 17.0 credit hours in that term. Students may not take fewer than 16.0 credit hours or more than 17.0 credit hours. Any 4.0 semester hour class taken in addition to the normal course load will be billed to the student at Northeastern's regular tuition rate.

Class Meeting Times

Courses at Northeastern meet three times per week for 1h 5min or two times per week for 1h 40min. Class times can start as early as 8am and end as late as 5:40pm. Specific meeting days and times for each course will be reflected on the semester schedule that students will receive at the BSIB Orientation. The start time reflects the time that the lecture will begin. Students are expected to be in the classroom at that time.

Classroom Culture

Students are expected to attend all classes and arrive on time. If you must miss class, you should notify the professor in advance. Excessive absences and tardiness will negatively impact a student's grade. **It is extremely disrespectful and completely unacceptable to use cell phones or talk to other students during a class lecture.** Students are expected to come to class prepared. This means having done the homework and reading for that day's lecture.

Classes can be lecture or seminar style and will likely include a mix of each of the following: reading assignments, in-class discussions, presentations and group or individual projects. Students are expected to actively participate in class, and participation will factor into a student's final grade. The method of assessment is detailed in the syllabus for the course and may include a combination of quizzes, exams, homework, presentations, papers, participation and attendance.



Final Exams

Final examinations are held during the last week of each semester. Specific dates, times and locations of final exams for each course are posted to the student schedule on the myNEU portal approximately 3 weeks after the start of each semester. It is the student's responsibility to know the time and location of each exam. Final Exams are generally two hours in length.

Resit Policy for Failed Courses

Northeastern University does not have resits for failed exams. Dual degree students have the option to repeat a failed course once in another semester for a new grade. If you fail the course a second time, you will need to pay Northeastern tuition to retake the course.

Curriculum Requirements for Dual Degree Students

Students who are seeking a dual degree with Northeastern and their home University must declare a concentration within a functional area of business. The choice of concentration is final and cannot be changed after arrival at NU. The BSIB curriculum is very strict due to the fact that students are meeting requirements for both the partner school and Northeastern. Each student will receive an individualized academic plan upon arrival at Northeastern which they must follow closely in order to meet all necessary degree requirements.

Academics at NU, cont.

Grades

Grades are officially recorded on the student academic transcript with the following letters:

Letter Grade	Numerical Equivalent	Explanation
A	4.000	Outstanding Achievement
A-	3.667	
B+	3.333	
B	3.000	Good Achievement
B-	2.667	
C+	2.333	
C	2.000	Satisfactory Achievement
C-	1.667	
D+	1.333	
D	1.000	
D-	0.667	
F	0.000	Failure
I		Incomplete
IP		In Progress
NE		Not Enrolled
NG		Grade not reported by faculty
S		Satisfactory (pass/fail basis)
U		Unsatisfactory (pass/fail basis)
X		Incomplete (pass/fail basis)
L		Audit (no credit given)
T		Transfer
W		Course Withdrawal

Grade Point Average (GPA)

Numerical equivalents for scholastic averages are weighted according to the number of hours the course carries. For example, suppose a student receives a grade of B in a course carrying 4 semester hours and a grade of A in a course carrying 1 semester hour. The weightings for these sample courses are as follows:

Grade	Numerical Equivalent	Semester Hours	Weight
B	3.000	4	12
A	4.000	1	4
Totals:		5	16

The GPA for both courses would then be the total weight (16) divided by the total semester hours (5), or 3.200. Grades of I, IP, S, U, X and W are not included in the calculation of grade point average.

Academic Progression Standards

All faculty at Northeastern have access to the Faculty Advisor Communication Tool (FACT) which allows alerts to be sent from Faculty to students and Academic Advisors to warn them of difficulty in courses.

To maintain good academic standing, a BSIB student must meet the following minimum criteria at the end of each semester:

- Have an overall and business GPA of 2.000
- Earn at least 12.0 semester hours (students who earn less than 16 hours will fall behind and may be required to pay for additional semesters at the NU tuition rate)

Failure to meet the academic requirements above will result in the student being placed on academic probation effective the following semester. This will require the student to meet with their Academic Advisor to make a recovery plan. Students who remain on probation after two full-term academic semesters are dismissed from the University.

Office of the University Registrar

The Registrar's Office is responsible for managing all student records, which includes enrollments, grades and transcripts. Detailed information regarding academic policies and procedures are published in the "Undergraduate Full-Time Day Catalog". The Catalog can be accessed at www.northeastern.edu/registrar/catsugd.html

University Transcripts

Final grades are recorded on a student's transcript at the completion of each semester. Current students have access to view an unofficial transcript under the "My Grades" and "My Transcript" links on the myNEU portal.

Official transcripts must be requested directly from the Registrar's Office. Current students have access to request an official transcript via the myNEU portal. Former students may request transcripts using an online form. Instructions for transcript requests can be found at: www.northeastern.edu/registrar/trans_request.html

The BSIB Program will provide final official transcripts to the appropriate contact at the student's home University at the end of the student's time at Northeastern. For dual degree students, this will be after completion of the NU degree. For semester exchange students this will be upon completion of the semester or year.

Cooperative Education (Co-op)

The work placement program at NU is called “co-op”. The co-op program is consistently ranked # 1 or #2 by Princeton Review. Each dual degree student will complete one 6 month co-op in the US to qualify for the BSIB degree. Below are some frequently asked questions regarding co-op. More information will be provided upon your arrival.

How do I find a co-op placement?

Each student is assigned a Co-op Coordinator in the D’Amore-McKim Co-op Department who will help guide you in the job search process. Coordinators are assigned according to the business concentration a student has chosen. Students meet their Coordinator when they enroll in the 1.0 credit co-op preparatory course in the semester before they are scheduled to be on work placement.

How much will I be paid while on co-op?

Salaries depend on the industry, level of the position and local economy. Generally, students are paid at the same rate as permanent employees who have similar positions. Your Coordinator can give you specific salary information for the industry and type of job that is a good fit for you. All co-ops in the D’Amore-McKim School of Business are required to be paid.

When will I go on co-op?

Students are assigned a pattern of attendance (POA) that determines the timing of their co-op. These POAs cannot be changed or delayed. Students who do not follow the regulations of their individual POA will be dismissed from the BSIB program.

Where will I live while on co-op?

If you live on-campus during your academic semesters and you accept a job in the Boston area, you may continue to live in the residence halls. If you take a job outside of the Boston area, you will be responsible for finding your own housing. On rare occasions, co-op employers assist with the housing search. Since co-ops are jobs that are filled by NU students each co-op cycle, NU has set up a network to connect current and former co-ops to aid in the apartment search. Find information at: www.northeastern.edu/coopconnections/

What should I do if I have a problem at work?

Your Co-op Coordinator is available to assist you in case of a problem. Your immediate supervisor or another manager may also be able to help. If you feel uncomfortable discussing a problem with your supervisors, don’t hesitate to reach out to your Coordinator for advice. Your Academic Advisor is also available for advice and support.

Does my J1 student visa allow me to work on co-op?

Yes, but you must be sure to complete the necessary paperwork for co-op employment authorization before your first day of employment. Specific details of required forms and documentation is available from your Co-op Coordinator and the Office of Global Services. You will need to have a job offer before completing the authorization procedures.

What is a Social Security Number and do I need one?

A Social Security number (SSN) is a nine-digit number that serves as the national identification number for taxation and other purposes. In order to be paid while on co-op, you will need a Social Security Number. Once you have accepted a position, you will need to go to the Office of Global Services to obtain a letter that you will need to submit with your application for a Social Security Number at the Social Security Office.

Can I work on co-op with an expired passport?

You must have a valid passport to work. If your passport has expired or will expire while on co-op, make sure that you allow enough time to receive your new passport before beginning work.

What paperwork do I complete once I am on the job?

On your first day of work, you will be asked to prove who you are with a picture ID. You will also need to confirm that you are legally authorized for employment in the US by completing an I-9 Form. Students on J1 Visas should show the following: Valid Passport and Form I-94, DS2019 Form, Eligibility Statement and Authorization Letter (issued by the Office of Global Services). You will also be asked to complete a W-4 Form to determine the amount of taxes to be withheld from your paycheck. This is a short form which can be confusing to fill out. International students should not indicate "exempt status".



Cooperative Education (Co-op) , cont.

What taxes do I need to pay?

International students generally have US Federal and State taxes withheld from their paycheck unless they are exempt due to a tax treaty. International students do not usually need to pay Social Security (FICA) and Medicare taxes.

Do I need to file a tax return?

You are required by law to file both a State and US Federal tax return. Tax returns are due on April 15th of each year. The Office of Global Services has contracted with Windstar, an online tax software and will e-mail login information to all eligible students.

Am I still eligible to work after graduation if I do co-op?

Yes, J1 visa holders in the dual degree program are allowed 18 months of academic training in total. This 18 months includes the co-op placement. Students who complete 6 months of co-op employment should be eligible for 12 months of employment after graduation if they have had no other employment while in the US. Post-graduation employment must be authorized by the BSIB Office as well as the Office of Global Services. Students have a 30 day grace-period after the graduation date to remain in the US without post-graduation academic training approval. Academic training is not guaranteed by NU or the Department of Homeland Security.

Can I continue to work at my co-op after the official end date and while enrolled in classes?

No, you may not extend the date of your co-op and may not continue to work while you are enrolled in classes. BSIB students are not eligible to participate in "Pre-completion" academic training.

Office of Student Conduct and Conflict Resolution

Northeastern has high expectations for its students, both academically and behaviorally. NU's Office of Student Conduct and Conflict Resolution (OSCCR) addresses student conduct violations and conflicts.

Code of Student Conduct

The purpose of the Code of Student Conduct is to set forth the University's expectations of behavior. The University is committed to promoting the safety and wellbeing of the entire NU community. The Code applies equally to all students whether they live on or off campus, are enrolled in classes or on co-op. In those instances where violations of the behavioral expectations occur, affected parties should file a report with the OSCCR. The Office will contact the parties involved and follow established policies and procedures to determine appropriate sanctions. Read the full details of the Code of Student conduct here: www.northeastern.edu/osccr/code-of-student-conduct/

Academic Integrity

Northeastern is committed to the values of academic integrity and promotes independent and original work. NU has a zero-tolerance policy on academic dishonesty. Any behavior that may be perceived as dishonest is grounds for a failing grade in the course and/or dismissal. The Faculty member has the authority to determine the final grade independently of University dismissal. Below please find examples of academic dishonesty:

Cheating - intentionally using unauthorized materials, information or study aids in any academic exercise.

Fabrication - intentional and unauthorized falsification, invention or misrepresentation of any information, data or citation in an academic exercise.

Plagiarism - intentionally representing the words, ideas or data of another as one's own in any academic exercise without proper citation.

Unauthorized Collaboration - instances when students submit individual academic works that are substantially similar to one another. While several students may have the same source material, the analysis, interpretation and reporting of the data must be each individual's independent work.

Participation in Academically Dishonest Activities - any action taken by a student with the intent of gaining an unfair advantage.

Facilitating Academic Dishonesty - intentionally or knowingly helping or attempting to violate any provision of this policy.

If you are in doubt, clarify and get permission from the professor before making a mistake that could jeopardize your entire academic career.

NU Services

There are many resources and services available to students at NU. Below are some that will be integral to your time with us.

Dining Options

There are a variety of dining options to choose from on campus. If you purchase a meal plan, you will have access to dining halls by swiping your Husky Card. If you do not have a meal plan, you can pay to access the dining hall with cash, credit or Husky Dollars (money uploaded to the debit feature on your Husky Card). Dining halls function on an all-you-can-eat system where one meal swipe or payment gets you access to all of the food stations to consume as much as you would like. There is no option to take leftovers or take-away portions. Find more information at: www.nudining.com

International Village Dining Hall features a global culinary experience and offers a taste of cultures from around the world. From tandoor ovens, a sushi bar, dedicated Kosher station, and halal options, the possibilities are endless. In addition, the Zone 7 station prepares menu items made without seven major food allergens: eggs, dairy, wheat, soy, peanuts, tree nuts, and shellfish.



Levine Marketplace Dining Hall, inside the Stetson East residence hall, has eight unique stations offering a wide assortment of food. Anything from a charbroiled all-natural beef burger to a made-to-order omelet is available. Enjoy a freshly made wrap, a crisp, delicious salad at the salad bar, or a variety of pizzas and pasta. There is a complete array of vegan and vegetarian offerings every day. The campus' favorite chocolate chip cookies, are the perfect conclusion to your meal.

Stetson West Eatery Dining Hall is home to the most popular meal station: made-to-order stir fry. Choose your own combination of fresh vegetables, succulent sauces, and seasoned proteins and watch as chefs sauté them together on a huge flattop grill. Stetson West Eatery also offers an array of gourmet pizzas and calzones from the brick oven, specialty sandwiches and salads at the deli, and a variety of classic hot entrées.

Outtakes is a good option to use meal plan points on-the-go. Outtakes is located between Stetson East and West courtyards. Here you will find a variety of hot menu choices, gourmet sandwiches, salads, beverages, and desserts – all wrapped and ready to go!

Curry Student Center Food Court is located on the ground floor of the student center. There are a variety of options provided by popular outside vendors. This is not an all-you-can-eat venue and payments are accepted in the form of Dining Dollars, Husky Dollars, cash, debit or credit.

Rebecca's Cafe located in the basement of Churchill Hall, is a popular spot for students to pick up a cold or hot sandwich, salad or soup. This venue accepts meal plan points, Dining Dollars, Husky Dollars, cash, debit or credit.

Subway is located on the ground floor of Ryder Hall and specializes in sandwiches. This venue accepts Dining Dollars, Husky Dollars, cash, debit or credit.

Café Crossing inside of International Village residence hall features Café Signature sandwiches and bowls. Café Crossing serves coffee and tea beverages from Starbucks. This location accepts meal plan points, Dining Dollars, Husky Dollars, cash, debit or credit.

Curry Student Center

The Curry Student Center is the focus of community life on campus. On the ground floor you will find afterHOURS, which hosts nightclubs and concerts. The fourth floor houses a game room equipped with Wii, pool, pingpong, foosball and a lounge area. The fourth floor also houses the Center for Student Involvement, the administrative offices for student clubs and organizations. The Community Service Center is located on the second floor and organizes opportunities for students to get involved and give back to the community.



NU Services, cont.

NU Bookstore

The bookstore is located in the basement of the Curry Student Center. It offers a variety of goods including: textbooks, trade books, office supplies, greeting cards, Northeastern apparel, gifts and more.

Phone: +1 (617) 373-2286

Hours:

Mon-Thurs 8am-7pm; Fri 8am-5:30pm

Sat 10am-4pm; Sun 12pm-4pm

www.northeastern.bncollege.com



Textbooks

Your courses at NU will require textbooks and/or course packets. You can find the list of required textbooks on the course syllabus provided by the professor, or via the bookstore website. The NU Bookstore works directly with professors to ensure that the exact edition required is in stock. The bookstore also offers the option for textbook rentals and online textbooks and buys back textbooks for cash at the end of each term.

Students may also choose to purchase or rent books from online vendors such as www.chegg.com or www.amazon.com/textbooks. If you chose to do this, be sure that you are purchasing the correct edition.

Campus Recreation

Northeastern has excellent fitness and sport facilities, including: racquetball, squash and tennis courts, a pool, indoor tracks, basketball courts, an ice rink, cardiovascular and strength training equipment. Intramural and club sports, group fitness classes and personal training are also available. More information at: www.campusrec.neu.edu

Marino Center is located on Huntington Avenue and is the main recreation facility. Here, students have access to a variety of cardio equipment, weight machines, free weights, a large gymnasium and a three lane suspended indoor track.

Cabot Center is located across the street from Marino Center and is equipped with 2 racquetball courts, an indoor track and indoor soccer field. In the adjacent Barletta Natatorium, you will find the 25-yard swimming pool.

Badger & Rosen Center is a smaller facility located on Columbus Avenue that has squash courts, cardio equipment and free weights.

Computer Labs

NU students have access to multiple computer labs. Most computer labs are equipped with PC's that run Windows, many also have Mac computers available. The majority of the computer labs are located in Snell Library on multiple floors. One lab is located in 54 Dodge Hall. Students may also request to check out equipment such as Laptops, iPhones, chargers and adapters from Infocommons on the ground floor in the library. Find computer lab hours and more information at:

www.northeastern.edu/its/services/labs



Northeastern Printing Plan

The Printing Plan provides a limited amount of free printing to students, faculty and staff. \$120 credit toward printing is given to each community member at the start of the academic year. Students can then use their Husky Card at various color and black & white printers across campus. To print from a personal computer, students must download the necessary Virtual Print Client. Printing is also available via e-mail, from @husky.neu.edu accounts or @northeastern.edu accounts. Find instructions for printing and printer locations here:

www.northeastern.edu/its/services/printing-plan

On-Campus Internet Service

NUwave is the wireless network on campus and has two levels of access: NUwave Secure, which requires your myNEU username and login to access and NUwave Guest, which will require you to register with a US cell phone number for access. ResNet provides internet services to all students living in on-campus housing. You will need to register with ResNet in order to access services once you arrive. For questions and instructions visit: www.northeastern.edu/resnet



NU Reprographics

Reprographics series include self-serve and high speed copying, color copying, printing, binding, scanning, graphic design, desktop publishing and fax transmission. Some course packets will be available for purchase at reprographics.

11 Ell Hall

Hours: M-F 7:30am-6pm

+1 (617) 373-5646

nucopycenter@neu.edu

www.nureprographics.com

NU Services, cont.

Snell Library

The University Libraries play an integral role in the intellectual life of the campus. Resources available to students are: scanners, printers, media materials, e-books and periodicals, hard copy books and periodicals, high-end software, instructional workshops and more. Librarians are available and are specialists in various resources related to specific areas of study. All students are required to present a valid student ID for admittance to the library. The library is a popular study location and offers quiet and silent floors as well as areas where there is no noise



restriction. Students can book group and individual study rooms as well as seminar and presentation spaces. The library is open for study 24/7 to all current students, faculty and staff. Regular service hours for library help and information desk are: Mon-Thurs 7:45am-midnight,

Fri: 7:45am-9pm, Sat: 9am-10pm; Sun: 10am-midnight.

More information at: www.library.northeastern.edu

Writing Center

Student from all academic disciplines are welcome to utilize the Writing Center for help with any aspect of writing. Bring your ideas, drafts or graded papers to the writing center for feedback, help and advice.

Appointments can be scheduled through the Writing Center website: www.northeastern.edu/writingcenter.

There are two locations:

412 Holmes Hall

Hours:

Mon-Thurs 9am-8pm, Fri 9am-5pm

+1 (617) 373-4549

136 Snell Library

Hours:

Mon-Fri 11am-4pm

+1 (617) 373-2086

Peer Tutoring Center

The Peer Tutoring Program offers a wide range of tutoring services for many introductory-level undergraduate courses, as well as some upper-level NUCore courses. Appointments can be scheduled via myNEU under "tutoring". Tutoring services begin the second week of classes and end on the last day of classes for each semester. More information at: www.northeastern.edu/csastutoring/cas-tutoring

Business Course Tutoring

Business courses are not served by the Peer Tutoring Center. Students looking for assistance with business subjects should consult their professor, attend office hours or TA hours for questions outside of the classroom.



Accent & Communication Training (ACT)

Students who are looking to perfect their English language speaking skills, ACT offers individual and small group sessions. This is not a free service and there will be cost associated with the initial evaluation as well as each session. Find additional details at: www.northeastern.edu/bouve/csd/clinic/accent-and-communication-training-act

NUCalls

This student organization is dedicated to offering free foreign language classes to the Northeastern community. These classes do not count toward credit for an NU degree. NUCalls also hosts cultural events and activities throughout the semester. Students can sign up for classes or volunteer to lead sessions in a language in which they have expertise. Additional information and schedules available at: www.nucalls.neu.edu

Student Clubs

Northeastern has a wide variety of student clubs and organizations in academics, sports and special interests that are managed through the Center for Student Involvement. Participation in clubs can range from attending meetings/events to becoming part of the Executive Board. A good way to see the wide range of clubs is to attend the activities fair held at the start of each fall and spring semester. Below is a list of the clubs related to Business. Browse the full list of Student Organizations at: neu.orgsync.com/student_orgs

Beta Alpha Psi - scholastic & professional fraternity for those interested in accounting, finance & management information systems.

Entrepreneurs/Innovators Club - introduces its members to entrepreneurship through guest speakers and activities.

Finance and Investment Club - sponsors career-oriented activities such as: faculty and professional talks as well as field trips.

IDEA - NU's venture accelerator connects students, faculty and alumni for coaching, resources and funding to develop new ventures.

International Business Club - introduces students to the world of international business.

NUMA - NU Marketing Association, organizes hands-on marketing projects and speakers and offers the opportunity to participate in international collegiate conferences.

MIS Club - provides opportunities for MIS majors to interact and participate in career-related activities.

NUSCO - NU Supply Chain Management Organization, provides guidance to those interested in logistics and supply chain.

Women in Business - connects undergraduate women to the professional world through speakers, workshops and volunteer work.

Culture Shock

When moving to another country and culture for a period of time, it is very common to experience a major period of adjustment. There is not much that can be done to prepare for the frustrations and disorientation that are so closely intertwined with the expatriate experience. The term used to describe this period of adjustment and re-orientation is culture shock. During this time, even small issues can seem insurmountable. Everyday tasks that are nearly automated at home can require intense planning when they occur in a new cultural context. While there are no sure-fire ways of preventing culture shock, understanding the phenomenon and remaining flexible throughout the experience have been found to lessen the effects.

Symptoms Include:

- Homesickness
- Boredom
- Withdrawing
- Excessive sleeping
- Stereotyping others
- Physical illness



Tips to Manage Culture Shock

- Maintain perspective. Remember that it takes time to adjust, make friends, and feel comfortable. The time frame varies and could take weeks or months.
- Remain flexible. Accept the fact that people are imperfect (including yourself).
- Examine the expectations you hold of roommates, professors and friends. Are they realistic?
- Open yourself up to accept different types of personalities and communication styles.
- Stay engaged, don't withdraw. Often, it takes just one small step out of your comfort zone to start to feel at home in a new environment.

Stages of Cultural Adaptation

1. Tourist / Honeymoon Stage: everything is great, many new and wonderful experiences.
2. Questioning / Frustration / Crisis Stage: excitement turns to disappointment and frustration. "Why do they do everything wrong here?"
3. Understanding / Adjustment Stage: begin to learn the "why" and "how" of the new culture. Start to shift negatives to positives.
4. Acceptance / Adaptation: feeling at home in the new culture and finally starting to feel "normal" again.

Useful Information

Tippling Etiquette

In the US, it is customary and expected to tip for certain services, including bars/restaurants, hairstylists/barbers and taxi drivers. The law in the US stipulates that workers who commonly receive tips can be paid at a rate that is lower than the minimum wage. This means that people in these professions depend on tips for the majority of their income. As a general rule, tip 15-20% of the total bill, less for bad service. Leaving a tip below 10% is very poorly viewed.

Restaurants: If you are seated at a table and served by the waitstaff, the tip is expected to be 15-20% of the total bill, before taxes. If you plan to pay in cash, then you may leave the tip on the table after paying the bill. If you pay with a card (debit or credit), then you may add the tip to your total purchase on the receipt. If you are a large group, the server may include the tip in the bill already, in which case you do not need to tip additionally. No tip is expected at fast food and take-out restaurants, although some will have a tip jar for change in front of the cashier. If you order food to be delivered, you are expected to tip 15% of the total bill.

Taxi Drivers: The tip is usually about 10-15% of the total fare.

Hairstylist & Barbers: The tip is usually about 10-15% of the total cost for services.

Bars: If you are ordering drinks at a bar, the tip is generally \$1.00 per drink.

Coffee Shop: If you are ordering coffee to-go at a cafe, you are not required to tip. However, if there is a tip jar, you may choose to give a tip. Usually less than \$1.00 (any change in coins you receive from the transaction is an appropriate amount if you do choose to tip).

Hotel: If you stay in a hotel, you may tip the person who helps you with your bags \$1-2 per bag. For housekeeping in a hotel, you should leave \$2-3 per night. Leave the tip on your pillow or in a similar obvious place with a note that says thank you.



Useful Information, cont.

Time and Dates

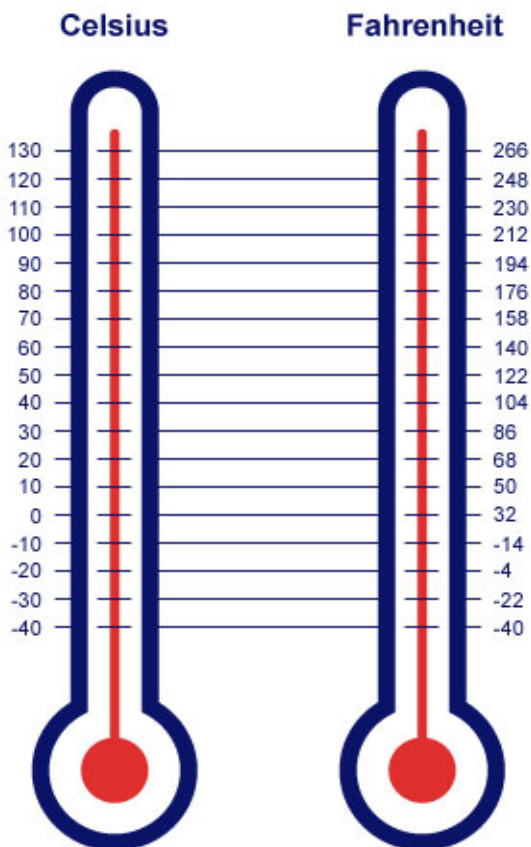
The US writes time in terms of "AM", the morning and "PM" the night. 12:00am is midnight and 12:00pm is noon.

Dates are written in the form of month/day/year, which is important to keep in mind when filling out paperwork. November 24, 2013 would be written as 11/24/2013.

Electricity

Be aware that electrical voltages as well as plugs and sockets may differ from those in your home country. US voltage ranges from 110-127 at a speed of 60Hz. You may need to purchase electrical adaptors or converters to use items you bring from home.

Temperature Conversion



Clothing Size Conversion

Men's Size Chart (cm)	XSMALL	SMALL	MEDIUM	LARGE	XLARGE
Chest Width	81 - 86	89 - 94	96 - 101	104 - 109	111 - 116
Waist	66 - 71	73 - 78	81 - 86	89 - 94	96 - 101
Sleeve Length	78 - 81	81 - 84	84 - 86	86 - 89	89 - 91
Inseam	76	78	81	84	86
Women's Size Chart (cm)	XSMALL	SMALL	MEDIUM	LARGE	XLARGE
Chest Width	81 - 84	84 - 86	90 - 91	94 - 99	101 - 106
Waist	61	63	66 - 68	71 - 73	76 - 78
Sleeve Length	76	78	80	81	84
Inseam	84	90	94	94	104
Hip	76	78	81	82	84

Shoe Size Conversion

Women's

US	UK	EU	JP	MX	CN
5	2.5	35	21	-	35.5
5.5	3	35.5	21.5	-	36
6	3.5	36	22	-	37
6.5	4	37	22.5	-	37.5
7	4.5	37.5	23	-	38
7.5	5	38	23.5	4.5	39
8	5.5	38.5	24	5	39.5
8.5	6	39	24.5	5.5	40
9	6.5	40	25	6	41
9.5	7	41	25.5	6.5	41.5
10	8	42	26	7	42
10.5	8	43	27	7.5	43
12	9.5	44	28	9	44.5
13	10.5	45	29	10	46
14	11.5	46.5	30	11	47

Men's

US	UK	EU	JP	MX	CN
5	4.5	37.5	23.5	-	38
5.5	5	38	24	4.5	39
6	5.5	38.5	24.5	5	39.5
6.5	6	39	25.5	6	41
7.5	7	40	26	6.5	-
8	7.5	41	26.5	7	42
8.5	8	42	27	7.5	43
9	8.5	43	27.5	8	43.5
9.5	9	43.5	28	8.5	44
10	9.5	44	28.5	9	44.5
10.5	10	44.5	29	9.5	45
11	10.5	45	29.5	10	46
11.5	11	45.5	30	10.5	-
12	11.5	46	30.5	11	47
13	12.5	47	31.5	12	48

Metric Conversion Chart

Into Metric			Out of Metric		
If you know	Multiply by	To Get	If you know	Multiply by	To Get
Length			Length		
inches	2.54	centimeters	millimeters	0.04	inches
foot	30	centimeters	centimeters	0.4	inches
yards	0.91	meters	meters	3.3	feet
miles	1.6	kilometers	kilometers	0.62	miles
Area			Area		
sq. inches	6.5	sq. centimeters	sq. centimeters	0.16	sq. inches
sq. feet	0.09	sq. meters	sq. meters	1.2	sq. yards
sq. yards	0.8	sq. meters	sq. kilometers	0.4	sq. miles
sq. miles	2.6	sq. kilometers	hectares	2.47	acres
Mass (Weight)			Mass (Weight)		
ounces	28	grams	grams	0.035	ounces
pounds	0.45	kilograms	kilograms	2.2	pounds
short ton	0.9	metric ton	metric tons	1.1	short tons
Volume			Volume		
teaspoons	5	milliliters	milliliters	0.03	fluid ounces
tablespoons	15	milliliters	liters	2.1	pints
fluid ounces	30	milliliters	liters	1.06	quarts
cups	0.24	liters	liters	0.26	gallons
pints	0.47	liters	cubic meters	35	cubic feet
quarts	0.95	liters	cubic meters	1.3	cubic yards
gallons	3.8	liters			
cubic feet	0.03	cubic meters			
cubic yards	0.76	cubic meters			
Temperature			Temperature		
Fahrenheit	Subtract 32, then multiply by 5/9ths to get	Celsius	Celsius	Multiply by 9/5ths, then add 32 to get	Fahrenheit

Emergency Contact Information

Off Campus

The US has one emergency phone number for all types of emergencies. You may dial this number from either a landline or cell phone. If you dial this number by accident, please do not hang up! Let the operator know it was a mistake. Otherwise it will be assumed to be an emergency and valuable resources will be utilized to attempt to determine your location and to send assistance.

Medical Emergency	911
Safety Emergency	911
Fire	911



On Campus

Northeastern University Police Department (NUPD) is a full service accredited police agency available to assist 24/7 in any emergency and non-emergency situation. Officers and Public Safety Monitors patrol campus and Detectives investigate crime as necessary.

The SafeZone mobile app is available to all NU community members and provides a direct link to NUPD for emergency support. More at: www.northeastern.edu/nupd/safezone

Emergency	+1 (617) 373-3333 3333 from any University landline press the red button on any "blue line phone"
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Non-Emergency	+1 (617) 373-2121 2121 from any University landline
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You can call 911 in an emergency on campus, but calling the NUPD Emergency line will result in a faster response.

International Safety Office

As a globally engaged institution, NU seeks to support students as they travel internationally. All students have access to register their international travel via the "My Travel Plans" link in myNEU. NU partners with WorldAware Solutions, powered by iJET, to provide travel and country information, education and awareness, and incident response to international travelers while traveling on University business. An iJet Traveler account is created once a traveler successfully registers a trip.

Appendix

This guide should be used in conjunction with the Northeastern University Undergraduate Catalog (Full-Time Day Programs), the Undergraduate Student Handbook and the Cooperative Education Handbook. Where differences exist between this booklet and those publications, the Catalog and Handbooks will take precedence.

Northeastern University is accredited by the New England Association of Schools and Colleges, Inc. The D'Amore-McKim School of Business is accredited by the American Assembly of Collegiate Schools of Business (AACSB).

Northeastern University assumes no liability for delay or failure to provide educational or other services or facilities due to causes beyond its reasonable control. Causes include, without limitation, power failure, fire, strikes by University employees or others, damage by natural elements and acts of public authorities. The University will, however, exert reasonable efforts, when it judges them to be appropriate, to provide comparable services, facilities or performance, but its inability or failure to do so shall not subject the University to liability.

Northeastern University is committed to a policy of equal opportunity for all students and employees without regard to race, color, religion, sex, sexual preference, national origin, or handicap, marital or veteran status. The University prohibits discrimination in all matters involving admission, registration, and all official relationships with students, including evaluation of academic performance.

The Disability Resources Center provides a variety of support services and general assistance to all Northeastern's disabled students and employees. Northeastern's efforts to comply with the Title IX Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 are coordinated by the Dean and Director of Affirmative Action & Diversity.

Northeastern University is dedicated to providing a diverse student population with an academic program and a course of professional preparation of the highest quality. The University values equally knowledge for its own sake, knowledge as a means to success in the workplace, and knowledge as a cornerstone of personal achievement and satisfaction. As a private, urban university, Northeastern is determined to maintain its reputation as a friend to the city of Boston and a partner of the Commonwealth of Massachusetts.

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D'Amore-McKim School of Business, Northeastern University, Boston, MA.

This guide was produced by the BSIB Office. For comments, suggestions or further information, please contact the Undergraduate Programs Office at +1 (617) 373-3270 or e-mail ugbs@neu.edu

