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## Student Campus Guide

**Northeastern University Seattle**

401 Terry Avenue North, Suite 103  
Seattle, WA 98109

225 Terry Ave N, Suite 102  
Seattle, WA 98109

[seattle.northeastern.edu](http://seattle.northeastern.edu)

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## **Northeastern University**

Founded in 1898, Northeastern is a global, experiential, research university built on a tradition of engagement with the world, creating a distinctive approach to education and research. The university offers a comprehensive range of undergraduate and graduate programs leading to degrees through the doctorate in nine colleges and schools, and select advanced degrees at graduate campuses in Boston, Arlington, Burlington, Charlotte, London, Nahant, Oakland, Portland, San Francisco, Seattle, Silicon Valley, Toronto, and Vancouver.

## **Seattle Campus Mission**

Northeastern University–Seattle, located in South Lake Union, delivers experiential education across a wide range of disciplines addressing the enduring need for creation and advancement of knowledge, for understanding our shared experience as citizens and neighbors, and for strengthening technological and practical skills that support career advancement.

## **Our Core Values**

### **Contribution**

Northeastern seeks to contribute to the individual fulfillment of each member of the campus, to the welfare of the surrounding communities, and to solutions that will address global and societal needs.

### **Diversity**

The university celebrates diversity in all its forms, fostering a culture of respect that affirms intergroup relations and builds community.

### **Integrity**

We pursue each of our activities and interactions with integrity, maintaining the highest ethical standards.

### **Engagement**

The university promotes active engagement in teaching and learning, in scholarship and research, in the life of urban communities, and with our alumni and friends.

### **Opportunity**

Northeastern provides opportunities to those who strive to overcome disadvantages and show great promise for future success.

# Authorization

Northeastern University–Seattle Campus Guide 2. Northeastern University is authorized by the Washington student achievement council (the council) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Northeastern University to offer specific degree programs. The council may be contacted for a list of currently authorized programs. Authorization by the council does not carry with it an endorsement by the council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at [degreeauthorization@wsac.wa.gov](mailto:degreeauthorization@wsac.wa.gov).

The transferability of credits earned at Northeastern University is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Northeastern University will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Northeastern University to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Northeastern University will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

The Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit <http://www.wsac.wa.gov/student-complaints> for information regarding the WSAC complaint process.

For Washington state residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit [www.wsac.wa.gov/loan-advocacy](http://www.wsac.wa.gov/loan-advocacy) or contact the Student Loan Advocate at [loanadvocate@wsac.wa.gov](mailto:loanadvocate@wsac.wa.gov).

# Purpose and Scope of the Seattle Campus Guide

The Seattle Campus Guide contains resources for student affairs and academic services on the Seattle campus, as well as other locally relevant information, as authorized by the CEO and regional dean. For information about academic policies, services, and procedures, as well as general policies and services of Northeastern University, please refer to the [Code of Student Conduct](#), [Faculty Handbook](#), or related procedural guides, as appropriate. The Seattle Campus Guide contains information current as of the date of its release. However, such information is not intended to be, and should not be regarded as to be contractual, and is subject to change at the discretion of the university.

## **Program Disclosures**

The Professional Licensure Disclosure page is available on the university's [Consumer Information page](#).

# Policy on Equal Opportunity

The Policy on Equal Opportunity prohibits discrimination or harassment on the basis of race, color, religion, religious creed, genetic information, sex, gender identity, sexual orientation, age, national origin, ancestry, veteran, or disability status. The Annual Equal Opportunity Notice can be found online at [https://www.northeastern.edu/policies/pdfs/Policy\\_on\\_Equal\\_Opportunity.pdf](https://www.northeastern.edu/policies/pdfs/Policy_on_Equal_Opportunity.pdf).

# Acknowledgement of Northeastern University's Student Handbook

The Code of Student Conduct applies both on and off campus, to all Northeastern University students, at all levels of study, in all colleges and programs locally or abroad, on ground or online, as well as all student groups and organizations. The university establishes guidelines for the behavior of its students to promote student conduct that does not adversely affect the educational mission of the university, members of the university community, its relationship with the surrounding community, sister institutions, or co-op partners. Students are expected to display proper respect for the rights and privileges of other members of the university community and their guests. The atmosphere in classes, laboratories, online, at university events, and residence halls must be free from undue disruption. Furthermore, students must follow the reasonable directions of university personnel. Students are expected to be honest and forthright in their course of dealings with the university. Falsification, distortion, or misrepresentation of information to the university or university officials could result in being charged with a violation of the Northeastern University Code of Student Conduct.

By accepting an access card and code to the Northeastern University–Seattle campus, you agree to abide by all policies outlined in the Northeastern Student Handbook, as well as the following:

**Please initial next to each**

- Only authorized persons may be given access to keys/cards that permit entry to buildings and locked spaces on the university campuses. All members of the university community are responsible for cards/codes assigned to them.
- Lost or stolen cards/codes must be reported immediately to a front desk staff member. There is a \$25 replacement fee for both a Husky ID and Access Card.
- You may not share your access card or code with anyone, nor may you use the access card or code of another student.
- You may only enter Northeastern University facilities through the designated entry ways. For Building 401, this is the door nearest the front desk located in Suite 103 as well as the door nearest the ping pong table on Harrison Street. For building 225, this is the door nearest the front desk in Suite 101.
- You will not permit other students to enter from any entrance other than those designated as a point of entry.
- You are responsible for the behavior of your guest. All guests must be signed in at the front desk and receive a visitor badge. You are expected to always escort your guest.
- You must always display your Husky ID card on your person when in Northeastern University facilities as confirmation of identification.
- You are responsible for the spaces you use and should return them to the state in which you found them. Use of Northeastern facilities should be related to the academic mission of the university.

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Print Name

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NUID

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Signature

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Date



# Seattle Campus Information

## Staff Directory

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Campus Admin and Operations Staff

<https://seattle.northeastern.edu/meet-the-campus-admin-and-operations/>

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Academic and Student Services Staff

<https://seattle.northeastern.edu/meet-the-academic-and-student-services/>

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Faculty

<https://seattle.northeastern.edu/meet-the-faculty/>

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## Lost and Found at the Seattle Campus

Items lost and found on campus can be reported to the 225 building front desk and are cataloged by the Campus Operations Team. The front desk staff will assist in locating your item if it has been turned in. Items not claimed within 4 weeks are discarded.

## Pets

Northeastern University does not allow pets on campus. Service animals or other animals approved through the [Disability Resource Center](#) are permitted.



## Smoke-Free Campus

We are a smoke-free campus. Smoking and/or vaping of any products is prohibited at Northeastern University–Seattle. Washington state law further prohibits smoking within 25 feet of entrances, exits, windows that open and ventilation intakes that serve an enclosed area.



# Campus Operations

## Operational Hours

Information about any campus closing, change of hours, or other emergency information will be posted on the Seattle campus webpage in the “Contact Us” tab.

[www.northeastern.edu/seattle/contact-us/](http://www.northeastern.edu/seattle/contact-us/)

## Seattle Campus Building Information

### 401 Building Address

401 Terry Ave N, Suite 103,  
Seattle, WA 98109  
(intersection of Terry Ave N and Republican St.)

### Front Desk

206.467.5492

### Access

225 Terry Ave N: Students are issued badges for access to the campus space located in the 225 building. These access badges operate all Northeastern access points in the 225 building during campus hours.

*Special Note: The 4th floor of this building is a designated quiet area for study and classes. For louder group work, please use the 1st floor space.*



**225 Building Address**

225 Terry Ave N, Suite 102  
Seattle, WA 98109  
(intersection of Terry Ave N and Thomas St.)

**Front Desk**

206.254.7510

**Access**

Students' method to enter the building and access our interior spaces varies.

- For returning students with a red Husky ID, you must enter your unique 5-digit access code and press pound (#) on the keypads located at access points.
- For newer students with a black Husky ID, you can swipe against the keypads located at access points to gain entry.

*Special Note: Due to security regulations, DO NOT use any of the side doors in the classrooms or the main door for the Institute of Systems Biology in the 401 Terry Ave N. building.*

**Building Amenities****How to book Study Spaces**

To book a space in Robin using the web browser, follow these simple steps:

1. Visit [Spaces at Northeastern](#).
2. Click *Sign in with Single Sign-On* and log in using your Northeastern credentials by clicking *Sign in with Single Sign-On*.
3. The menu bar displays the city, building, and floor options. Click each to view then make your selection.  
*Note: The initial login experience will request users to select a preferred location as a workspace. This selection does not limit where bookings can be made and can be edited at any time. At login, the preferred work location map will display. This can be toggled and reset to different locations by each user, as needed.*
4. On the same menu bar, select the date and time.  
*Note: Select Schedule at the top of the screen to see what is available.*
5. Select *Book*.

*Please note that students may not book huddle rooms, conference rooms, or other private spaces in excess of 3 hours each day. Conference rooms become available to students after 5pm on weekdays (unless booked for class or other purposes).*



## Printing

Printers are available at both 401 and 225 Terry Ave N. The Northeastern Printing Plan annually provides a limited amount of free printing to students and faculty.

At the start of the academic year, students receive a \$120 printing credit on their Husky Dollars account. The annual credit does not roll over from year to year and is nonrefundable.

Printer Type	Paper Size	Cost
Black and white	8.5x11	\$0.10
Color	8.5x11	\$0.30

*The cost of printing is automatically deducted from the student's printing credit.*

You can check your print allowance by logging into Student Hub and using the “Husky Card Account Balances” and “Husky Card Account Transactions” applications.

Students are required to install the student printer software on their personal computers in order to print.

## Information Technology Services (ITS) Resources

- *Wi-Fi Access*
- *Laptop Loan Program*

All laptops and other technology available for checkout is located at the IT Service Center on the 3rd Floor of the 225 Terry Ave N Building.

Please direct any questions to the Seattle ITS Team by emailing [regionalhelp@northeastern.edu](mailto:regionalhelp@northeastern.edu). The Seattle ITS Team also holds office hours which are displayed on the screen visible outside the IT Service Center (3rd Floor of the 225 Building).



# Transportation

## Flights

Seattle Tacoma International Airport (airport code: SEA) is the primary airport in the Puget Sound, with both domestic and international flights. Located approximately 17 miles from Northeastern University–Seattle, the airport is served by various public transportation systems, taxis, and shared vans. Visit Seatac’s Ground Transportation website for more information.

## Public Transit

Check out public transportation options in Seattle and the surrounding King Country area. An Orca card will cover transportation on Seattle’s buses, trains, and ferries. For fares, see here. Most community members choose an unlimited monthly pass.

## Driving

New drivers are required to take both a written and on-road driving exam. To obtain a U.S. driver’s license, please visit the Washington State Department of Licensing.

## Area Parking

- *Garage Parking*
  - *There are multiple paid garages surrounding the Seattle campus. Amazon-affiliated garages are free after 4:00pm.*
- *Parkopedia*
  - [https://en.parkopedia.com/parking/south\\_lake\\_union\\_seattle/?arriving=202210171430&leaving=202210171630](https://en.parkopedia.com/parking/south_lake_union_seattle/?arriving=202210171430&leaving=202210171630)
- *Bike Lockers and Racks*
  - *225 Terry Ave N. – Bike racks are available in the courtyard.*
  - *Bike lockers are also available in the garage. Interested students should ask the 225 Front Desk for the bike locker form to gain access to this area.*



# Access Cards

Your student ID card is used for more than just identification: It's also required for campus access, printing, and resource check-out. Community members are required to wear their Husky ID at all times while on campus. The front desks are happy to provide neck and hip lanyards upon request.

Call 206.254.7510 or visit the 225 Terry Ave N front desk with questions about Husky IDs and access Cards. There is a \$25 nonrefundable fee to replace a lost or stolen Husky ID or access card.



## Husky ID Cards

Students are required to visibly display their Husky ID card at all times while on campus. Lanyards can be obtained at both front desks.

- *Husky ID cards can also be used for printing and checking out equipment. For more information, visit [www.northeastern.edu/huskycard](http://www.northeastern.edu/huskycard).*

- **How to get a Husky card on the Seattle campus:**

- *Incoming students submit photos in advance of their arrival. Most Husky IDs will be available for pickup at your scheduled campus Welcome Day event.*
- *During designated "Husky ID Hours," students can get their Husky ID cards printed at the front desk in the 225 Terry Ave N. building. Up to date hours can be found on the [Contact Us](#) page.*
- *You must present a photo ID to verify your identity. The first Husky ID card is issued to the student free of charge. The replacement cost for a Husky ID card is \$25.*



# Student Resources

## Global Network Resources

### Disability Resource Center

Serves Northeastern students who have documented disabilities as defined by the Americans with Disabilities Act as Amended (ADAAA) of 2008. Under this definition, a person with a disability is one with a physical, mental, emotional, or chronic health impairment that limits one or more major life activity.

<http://www.northeastern.edu/drc>

### Information Technology Services (ITS)

Local ITS email: [regionalthelp@northeastern.edu](mailto:regionalthelp@northeastern.edu)

Northeastern ITS: <https://its.northeastern.edu/solutions-and-services/>

Student Guide [its.northeastern.edu/getstarted/students/](https://its.northeastern.edu/getstarted/students/)

### Off Campus Housing and Support Services

Provides support and education related to off-campus housing, renter's rights knowledge, and off-campus responsibilities.

<https://offcampus.sites.northeastern.edu>

### Office of Global Services (OGS)

OGS provides the professional expertise and support you need to maintain compliance through immigration, academic, and your employment experiences—helping you remain a valuable member of the Northeastern community.

<https://international.northeastern.edu/ogs/>

### Office of the University Registrar

Registrar supports enrollment, status verification, transcripts, etc.

<https://registrar.northeastern.edu/>

### Office of Student Conduct and Conflict Resolution (OSCCR)

The role of OSCCR is to review all reports it receives to determine if an alleged violation of the Code of Student Conduct occurred.

<http://www.northeastern.edu/osccr/>

### **Official Bookstore**

Campus merchandise, textbooks.

<https://northeastern.bncollege.com/>

### **Office of University Equity and Compliance (OUEC)**

The Office for University Equity and Compliance (OUEC) is responsible for leading efforts to maintain the university's compliance with federal and state laws related to discrimination or harassment based on a protected category.

<https://www.northeastern.edu/ouec/>

### **Student Financial Services (SFS)**

Financial aid, loans, financial wellness, etc.

<https://studentfinance.northeastern.edu/>

### **We Care**

The We Care program is a support system for students during times of difficulty or challenge.

<https://studentlife.northeastern.edu/we-care/>

### **Mental Health Support (Find@Northeastern)**

24/7 mental health support

<https://www.northeastern.edu/uhrs/find-at-northeastern/>

## **On Ground Seattle Campus Resources**

### **Seattle Student Affairs**

Seattle Student Affairs helps you navigate the wide array of student resources available in Seattle and across Northeastern's global campus network. If you have any questions please email student affairs at [sea.sa@northeastern.edu](mailto:sea.sa@northeastern.edu)

### **Health and Wellness**

College can be a difficult and stressful time. To support students through this Student Affairs offers one-on-one wellness support, proactive/ preventative wellness programming, and ensure easy access to existing university wellbeing resources

<https://seattle.northeastern.edu/student-resources/current-students/health-and-wellness/>

### **Student Interest Groups**

A Student Interest Group, or SIG, is a group of students who have agreed to come together around a specific topic of interest. Students can join existing SIGs or create their own.

<https://seattle.northeastern.edu/student-resources/current-students/student-interest-groups/>

### **Career Services**

Assists with professional development on the Northeastern Seattle campus, including career and co-op advising and providing experiential learning and professional development opportunities.

<https://careers.northeastern.edu/students/>

### **Global Learner Support**

Serves all learners, educators, and community members across Northeastern University's global campus network. The GLS mission is to provide learners with high-quality language, cultural, and academic support while promoting the development of intercultural competence and global understanding. Join GLS to get acquainted with Seattle, meet new friends, develop your communication skills, and learn about other cultures.

[https://gls.northeastern.edu/#\\_ga=2.229629148.1172442184.1666025465-1328879332.1663627078](https://gls.northeastern.edu/#_ga=2.229629148.1172442184.1666025465-1328879332.1663627078)



# Emergency Information and Procedures

## Police, Fire, and Medical Emergencies

Dial 911 (for immediate/life-threatening emergencies only)

## Seattle Police Non-emergency

206.625.5011

## Northeastern's Safe Zone Mobile Safety App

Download and use for free from any app store

## Seattle Emergency Management

For more information on emergency management and preparedness, visit: [www.seattle.gov/emergency-management](http://www.seattle.gov/emergency-management)



## Floor or Building Evacuation

1. The building alarm system will be activated.
2. Take your personal belongings and proceed to the nearest exit quickly.
3. Exit buildings via doors and stairs. Do not use elevators.
4. Assembly points:
  - If you are at 401 Terry Ave N building: Go to the top level of the Van Vorst Plaza (just past the Banana Stand)
  - If you are at 225 Terry Ave N building: Go to the parking lot between the 225 Building and Westlake Ave.
5. Remain in evacuation assembly point until you are given further instructions by campus staff or emergency personnel.

NOTE: Fire extinguishers are located throughout the campus. Identify locations of extinguishers in advance.



## **Medical Emergencies and Natural Disasters**

### **In the event of a medical emergency (for yourself or a colleague in distress):**

1. Call 911 and provide the following information
  - Location
  - Type of emergency (bleeding, short of breath, unconscious, etc.)
  - Your phone number if they need to call you back
  - Stay on the line until they hang up.
2. Alert a staff member immediately.
3. Do not move the victim.
4. First-aid cabinets as well as automated external defibrillators (AEDs) are installed on campus.

### **In the event of an earthquake:**

1. Move away from building perimeter and exterior glass.
2. Take cover and hold in inner core areas of your floor.
  - Under no circumstances should you leave the building until directed by a staff member.

### **In the event of severe weather:**

For campus closures due to severe weather conditions, students are alerted via the NU ALERT system.

*Note: Please ensure your mobile phone is registered with Northeastern University to receive emergency text messages. Students can change or update their contact information by logging into the Student Hub.*





# Health Facilities and Community Resources

## **Northeastern University Police Department (NUPD) Nonemergency**

Phone: 617.373.2121.

Website: <https://www.northeastern.edu/nupd/>

## **24/7 On Call Support**

### **Crisis and Commitment Services (CCS)**

Mental health professionals who are specially trained to conduct a holistic investigation of risk and to treat the person in need with dignity and respect during their time of crisis.

206.461.3222 or 1.866.427.4747 or visit [www.CrisisConnections.org](http://www.CrisisConnections.org).

### **National Suicide Prevention Lifeline**

988

### **Seattle Mental Health**

206.224.2840

### **King County's Sexual Assault Resource Center**

24-hour Crisis Line: 888.998.6423

## **Local Medical Treatment**

### **Swedish Medical Center (0.4 miles from campus)**

510 Boren Avenue N. Seattle, WA 98109; 206. 320.5200

Primary Care and Urgent Care Services Hours

Mon-Fri 7 a.m.-7 p.m

Sat 8 a.m.-4 p.m.

[www.swedish.org](http://www.swedish.org)

**Virginia Mason Medical Center (1.2 miles)**

925 Seneca St. Seattle, WA 98101; 206.624.1144

Emergency Services Sports Medicine Hours

Mon-Fri 7 a.m.-3 p.m.

[www.virginiamason.org](http://www.virginiamason.org)

**Harborview Medical Center – UW Medicine (2.3 miles)**

325 9th Avenue Seattle, WA 98104; 206.744.3000

Level I Trauma Center Mental Health and Substance Abuse Services

[www.uwmedicine.org/harborview](http://www.uwmedicine.org/harborview)

**Northwest Hospital & Medical Center (7.2 miles)**

1550 N 115th St. Seattle, WA 98133; 206.364.0500

Medical and Surgical Services

[www.northwesthospitalmedicalcenter.com](http://www.northwesthospitalmedicalcenter.com)

**UW Medical Center – UW Medicine (3.1 miles)**

1959 NE Pacific St. Seattle, WA 98195; 206.598.3300

Emergency Services Orthopedics and Sports Medicine

[www.uwmedicine.org/uw-medical-center](http://www.uwmedicine.org/uw-medical-center)

**Counseling/Behavior Assessment Centers**

**Metropolitan Park East – Group Health Cooperative (0.8 miles)**

1730 Minor Ave, Suite 1370 Seattle, WA 98101; 206.287.4270

Assessment and Evaluation Chemical Dependency Counseling Medication Management

Individual and Group Psychotherapy

[www.ghc.org/html/public/locations/metropolitan-park.html](http://www.ghc.org/html/public/locations/metropolitan-park.html)

**Sound Mental Health (1.9 miles)**

1600 E Olive St Seattle, WA 98122; 206.302.2200

Assessment and Treatment Medication Management Crisis Response

[www.smh.org](http://www.smh.org)

**Swedish Medical Center (2.2 miles)**

500 17th Avenue Seattle, WA 98122; 206.320.2000

Counseling Services Inpatient Treatment Detox/Addiction Services

[www.swedish.org/services/behavioral-health](http://www.swedish.org/services/behavioral-health)

**Associated Behavioral Health (7.8 miles)**

4700 42nd Avenue SW, #470 98116 Seattle, WA

Alcohol/Drug Assessment Domestic Violence Counseling Medication Management

[www.abhc.com](http://www.abhc.com)



## Final Thoughts

It is the goal of Northeastern University–Seattle to serve our students well through positive and productive interactions, providing you with meaningful academic and professional support.

We welcome your input, feedback, and suggestions for how we can provide an outstanding educational experience for all students. Once a year, the campus will send a comprehensive survey through your student email. Your input is extremely valuable and helps the campus ensure we continue to grow our resources and services to best fit your needs.

In addition, please always feel free to provide feedback to the dean, associate dean, or director of student affairs. We look forward to collaborative, creative relationships with each of you.