



Northeastern University

Bouvé College of Health Sciences  
School of Nursing

---

School of Nursing  
Graduate Student Handbook  
2018-2019

---

## Table of Contents

Welcome Letter	3
School of Nursing Mission	4
Administration, Faculty, and Staff Information	5 - 10
Obtaining your Husky ID	11
Parking	11
University Health & Counseling Services	12
Documentation of Immunity & Clinical Clearance	13
Clinical Placement Process and Timeline	14 - 15
Health Insurance	16
Academics	17 - 19
Blackboard	20
Information Services & Campus Computer Labs	21 - 22
Libraries	23
Writing Center	24 - 25
Disability Resource Center	26
Campus Safety and Security	27
Campus Activities	28



# Northeastern University

Bouvé College of Health Sciences  
School of Nursing

## **Welcome to the Northeastern University School of Nursing Graduate Program**

This handbook is intended to ease your transition to the School of Nursing. We have put together information that we feel will be helpful to you in your first semester. This handbook contains some basic information on the School of Nursing and the services available for you. It also includes phone numbers and e-mails of the directors of the graduate specializations.

## **Mission of the School of Nursing**

The primary mission of the School of Nursing is to prepare leaders for basic and advanced practice thereby contributing to the health of the nation. The nursing faculty works collaboratively with those in other disciplines in the School to support the mission of the University. In so doing, the School of Nursing has committed itself to developing strategies to achieve the university goal of becoming an outstanding national research, practice-oriented, student-centered, urban institution as it relates to nursing education.

The mission of the School of Nursing is to educate our students to provide evidence-based, culturally and linguistically competent, ethical healthcare that is high quality, safe, and accessible to diverse local, national and global communities. Our programs prepare students to become leaders as nurse clinicians, educators, scholars, and researchers.

# **Bouvé College of Health Sciences-School of Nursing Administration and Faculty Leadership**

## **Bouvé College Administration**

### **Dean of Bouvé College of Health Sciences**

Susan Parish, PhD, MSW  
s.parish@northeastern.edu

### **Senior Associate Dean of Academic Affairs**

Carmen Sceppa, MD, PhD  
c.sceppa@northeastern.edu

## **School of Nursing Administration and Specialty Directors**

### **Interim Dean School of Nursing**

Rhonda Board, PhD, RN, CCRN  
Associate Professor  
r.board@northeastern.edu

### **Assistant Dean of Graduate Programs**

Janet Rico, PhD, MBA, NP-BC, FNAP  
617-373-6975  
j.rico@northeastern.edu

### **Director Adult Gerontology Acute Care Nurse Practitioner**

Susan Gallagher, MS, ACNP-BC, RN  
617-373-6064  
su.gallagher@northeastern.edu

### **Director Adult Gerontology Primary Care Nurse Practitioner**

Susan Roberts, DNSc, ANP, FAAN  
617-373-3130  
[s.roberts@northeastern.edu](mailto:s.roberts@northeastern.edu)

### **Director Nurse Anesthesia Program and US Army Graduate Anesthesia Program**

Maria van Pelt, PhD, CRNA  
617-373-2985  
m.vanpelt@northeastern.edu

### **Director Family Nurse Practitioner**

Mary Lynn Fahey, RN, MS, FNP  
617-373-3841  
m.fahey@northeastern.edu

**Director Neonatal Nurse Practitioner**

Gretchen Hamn, MSN, BSN, NNP  
g.hamn@northeastern.edu

**Director Nurse Nursing Administration**

Laura Mylott, PhD, RN, ANP-BC  
617-373-3324  
l.mylott@northeastern.edu

**Director Pediatric Nurse Practitioner, Acute & Primary Care**

Marketa Rejtar PhD, RN, CPNP  
617-373-8588  
m.rejtar@neu.edu

**Director Direct Entry Nursing Program**

Janet Briand-McGowan, DNP, MS, RN  
617-373-7330  
[j.briand-mcgowan@northeastern.edu](mailto:j.briand-mcgowan@northeastern.edu)

**Director Doctorate of Nursing Practice (DNP)**

Michelle Beauchesne, DNSc, RN, CPNP, FAAN, FNAP, FAANP  
617-373-3621  
m.beauchesne@northeastern.edu

**Director Doctorate of Philosophy in Nursing (PhD)**

Pamela Burke, PhD, RN, FSAHM, FAAN  
617-373-4966  
[pj.burke.@neu.edu](mailto:pj.burke.@neu.edu)

**Additional Offices**

**Bouvé Admissions and Student Services**

617-373-2708  
123 Behrakis Health Science

**Academic Programs Graduate Office**

Susan McDonald, Academic Coordinator  
617-373-3521  
211 Robinson Hall

**Clinical Placement Office**

Susanne Beatty, BSN, RN, NCSN  
Program Director of Clinical Operations  
617-373-4318  
209 Robinson Hall

## School of Nursing Faculty

Faculty Name	Contact Information	Email
<b>Cheryl Avitabile</b> , MSN, PNP, RN Assistant Clinical Professor	209 G Robinson 617-373-6544	<a href="mailto:c.avitabile@neu.edu">c.avitabile@neu.edu</a>
<b>Michelle Beauchesne</b> , DNSc, RN, CPNP, FAAN, FNAP, FAANP Associate Professor Director DNP Program	401B Robinson 617-373-3621	<a href="mailto:m.beauchesne@neu.edu">m.beauchesne@neu.edu</a>
<b>Debra Blackwell</b> , PhD, WHNP-BC, RNC-OB, CNE Associate Clinical Professor		
<b>Rhonda Board</b> , PhD, RN, CCRN Interim Dean School of Nursing Associate Professor	102 Robinson	<a href="mailto:r.board@neu.edu">r.board@neu.edu</a>
<b>Janet Briand-McGowan</b> , DNP, MS, RN Assistant Clinical Professor Director Direct Entry Program	407 G Robinson 617-373-7330	<a href="mailto:j.briand-mcgowan@neu.edu">j.briand-mcgowan@neu.edu</a>
<b>Pamela Burke</b> , PhD, RN, FNP, PNP, FSAHM, FAAN Clinical Professor Director PhD Program	207 J Robinson 617-373-4966	<a href="mailto:pj.burke@neu.edu">pj.burke@neu.edu</a>
<b>Michael Butera</b> , MSN, CRNA, BSN Clinical Instructor	207 L Robinson 617-373-4603	<a href="mailto:m.butera@neu.edu">m.butera@neu.edu</a>
<b>Mary Carney</b> , APRN-BC Associate Co-op Coordinator	203 G Robinson 617-373-3416	<a href="mailto:m.carney@neu.edu">m.carney@neu.edu</a>
<b>Janet Dewan</b> , MS, CRNA, PhD Assistant Clinical Professor	207 E Robinson 617-373-3126	<a href="mailto:j.dewan@neu.edu">j.dewan@neu.edu</a>
<b>Jacki Diani</b> , MEd Senior Cooperative Education Coordinator	203 H Robinson 617-373-3438	<a href="mailto:j.diani@neu.edu">j.diani@neu.edu</a>
<b>Brenda Douglas</b> , PhD, MS, RN Associate Clinical Professor Director of Online Nursing Education	209 A Robinson 617-373-3106	<a href="mailto:b.douglas@neu.edu">b.douglas@neu.edu</a>
<b>Lisa Duffy</b> , PhD, RN Assistant Professor		<a href="mailto:l.duffy@northeastern.edu">l.duffy@northeastern.edu</a>
<b>Joanne Dupuis</b> , RN, MS. ACNS-BC, CNE Assistant Clinical Professor	Burlington Office	<a href="mailto:j.dupuis@neu.edu">j.dupuis@neu.edu</a>

<b>Mary Lynn Fahey, RN, MS, FNP</b> Clinical Instructor Director FNP Hybrid Program	209 B Robinson 617-373-3841	<a href="mailto:m.fahey@neu.edu">m.fahey@neu.edu</a>
<b>Carol Femia, RN, MSN RNC</b> Clinical Instructor	Burlington Office 781-262-0897	<a href="mailto:c.femia@neu.edu">c.femia@neu.edu</a>
<b>Susan Gallagher, MSN, ACNP-BC, ANP-BC</b> Clinical Instructor Director Acute Care Gerontology Program	106 K Robinson 617-373-6064	<a href="mailto:su.gallagher@neu.edu">su.gallagher@neu.edu</a>
<b>Karen Giuliano, PhD, RN, FAAN</b> Associate Professor		<a href="mailto:k.giuliano@northeastern.edu">k.giuliano@northeastern.edu</a>
<b>Mary Griffin, PhD, RN</b> Interim Program Director Charlotte, NC		
<b>Gretchen Hamn, MSN, NNP, RN</b> Clinical Instructor Director Neonatal NP Program		<a href="mailto:g.hamn@neu.edu">g.hamn@neu.edu</a>
<b>Elizabeth Howard, PhD, MSN, BSN</b> Associate Professor	106 H Robinson 617-373-4590	e.howard@neu.edu
<b>Rachel Jones, PhD, RN, FAAN</b> Associate Professor	210 A Robinson 617-373-3475	<a href="mailto:r.jones@neu.edu">r.jones@neu.edu</a>
<b>Tiffany Kim, PhD, RN, WHCNP-BC</b> Assistant Professor	Burlington Office	t.kim@northeastern.edu
<b>Holly Jimison, PhD</b>	202 WVH, 617-373-2381	<a href="mailto:h.jimison@neu.edu">h.jimison@neu.edu</a>
<b>Connie Lorette, PhD, CRNA, APRN</b> Assistant Clinical Professor	207 H Robinson 617-373-3115	<a href="mailto:c.lorette@neu.edu">c.lorette@neu.edu</a>
<b>Mary Mayville, DNP, MSN, BSN</b> Assistant Clinical Professor	106 A Robinson 617-373-3129	<a href="mailto:m.mayville@neu.edu">m.mayville@neu.edu</a>
<b>Kristen Mathieu Gonzalez, MSN, RN</b> Clinical Instructor	Burlington Office 781-996-2173	<a href="mailto:k.mathieugonzalez@neu.edu">k.mathieugonzalez@neu.edu</a>
<b>Laurie McCadden, MSN, BSN, ANCC</b> Clinical Instructor Director ABSN & RN-BSN Programs	Burlington Office 781-996-2154	<a href="mailto:l.mccadden@neu.edu">l.mccadden@neu.edu</a>
<b>Jane McCool, PhD, RN</b> Assistant Clinical Professor	207 K Robinson 617-373-7962	<a href="mailto:j.mccool@neu.edu">j.mccool@neu.edu</a>



<b>Nancy Mizzoni</b> , MSN, BSN Clinical Instructor	Burlington Office 781-262-0891	<a href="mailto:n.mizzoni@neu.edu">n.mizzoni@neu.edu</a>
<b>Laura Mylott</b> , PhD, RN, ANP-BC Clinical Professor Director Nursing Administration	207 G Robinson 617-373-3324	<a href="mailto:l.mylott@neu.edu">l.mylott@neu.edu</a>
<b>Catherine O'Connor</b> , MS, RN, ACRN Clinical Instructor	207 D Robinson 617-373-8207	<a href="mailto:c.oconnor@neu.edu">c.oconnor@neu.edu</a>
<b>Ann Polcari</b> , PhD, PMHCNS-BC Assistant Professor Director PMH Program	106 E Robinson 617-373-7571	<a href="mailto:a.polcari@neu.edu">a.polcari@neu.edu</a>
<b>Hermine Poghosyan</b> , PhD, MPH, BSN Assistant Professor	106 J Robinson 617-373-7329	<a href="mailto:h.poghosyan@neu.edu">h.poghosyan@neu.edu</a>
<b>Karen Pounds</b> , PhD, APRN-BC Assistant Clinical Professor	408 C Robinson 617-373-8228	<a href="mailto:k.pounds@neu.edu">k.pounds@neu.edu</a>
<b>Valeria Ramdin</b> , PhD, MS, APRN-BC, CNE Clinical Instructor	408 A Robinson 617-373-4197	<a href="mailto:v.ramdin@neu.edu">v.ramdin@neu.edu</a>
<b>Marketa Rejtar</b> , DNP, CPNP-AC/PC Assistant Clinical Professor Associate Director Ped Acute Care Program	401 A Robison 617-373-8588	<a href="mailto:m.rejtarova@neu.edu">m.rejtarova@neu.edu</a>
<b>Janet Rico</b> , MBA, NP-BC, FNAP, PhD Associate Clinical Professor Assistant Dean Graduate Nursing Programs	211 Robinson 617-373-6975	<a href="mailto:j.rico@neu.edu">j.rico@neu.edu</a>
<b>Susan Roberts</b> , DNSc, ANP, FAAN Professor Director Adult Gerontology Primary Care	106 B Robinson 617-373-3130	<a href="mailto:s.roberts@neu.edu">s.roberts@neu.edu</a>
<b>Maria Sorensen</b> , MS, BSN Visiting Clinical Instructor	106 Robinson 617-373-3247	<a href="mailto:m.sorensen@northeastern.edu">m.sorensen@northeastern.edu</a>
<b>Mary Tarmina</b> , PhD, RN, FNP Associate Clinical Professor	106 F Robinson 617-373-3121	<a href="mailto:m.tarmina@neu.edu">m.tarmina@neu.edu</a>
<b>Maria Van Pelt</b> , PhD, CRNA Associate Clinical Professor Director Nurse Anesthesia Program and USAGPAN Anesthesia Program	207 B Robinson 617-373-2985	<a href="mailto:m.vanpelt@neu.edu">m.vanpelt@neu.edu</a>
<b>Lichuan, Ye</b> , PhD, RN Associate Professor	207 C Robinson 617-373-5621	<a href="mailto:l.ye@northeastern.edu">l.ye@northeastern.edu</a>

## School of Nursing Administrative Staff

Name and Contact Information	Name and Contact Information
Ruth Balal, Administrative Officer 100 Robinson, 617-373-7387 <a href="mailto:r.balal@neu.edu">r.balal@neu.edu</a>	Natalie Crawford, Special Assist & Project Mgr 102 Robinson, 617-373-3627 <a href="mailto:n.crawford@neu.edu">n.crawford@neu.edu</a>
Christine Litzinger, Program Manager Anesthesia and USAGPAN Programs 207 F Robinson, 617-373-3124 <a href="mailto:c.litzinger@neu.edu">c.litzinger@neu.edu</a>	Anitra Williams-Nance, Program Manager Clinical Placement Office 103 Robinson, 617-373-3102 <a href="mailto:a.williams-nance@neu.edu">a.williams-nance@neu.edu</a>
Lolita Hampton-Frisby Administrative Coordinator Undergraduate 211 Robinson, 617-373-6083 <a href="mailto:l.hampton-frisby@neu.edu">l.hampton-frisby@neu.edu</a>	Susan McDonald, Administrative Coordinator Academic Coordinator Graduate Programs 211 Robinson, 617-373-3521 <a href="mailto:s.mcdonald@neu.edu">s.mcdonald@neu.edu</a>
Lorraine Lacroix, Project Manager 210 Robinson, 617-373-6806 <a href="mailto:l.lacroix@neu.edu">l.lacroix@neu.edu</a>	Gigi Bleiler, Administrative Coordinator 103 Robinson, 617-373-5177 <a href="mailto:g.bleiler@northeastern.edu">g.bleiler@northeastern.edu</a>
Ali Salinger, Administrative Coordinator 211 Robinson, 617-373-7654 <a href="mailto:a.salinger@northeastern.edu">a.salinger@northeastern.edu</a>	Shanyce Robinson, Administrative Secretary 102 Robinson, 617-373-3245 <a href="mailto:s.robinson@northeastern.edu">s.robinson@northeastern.edu</a>
Julian Scott, Budget Manager 102 Robinson, 617-373-3105 <a href="mailto:j.scott@northeastern.edu">j.scott@northeastern.edu</a>	Thelma Ajayi, Program Coordinator 211 Robinson, 617-373- 2480 <a href="mailto:t.ajayi@northeastern.edu">t.ajayi@northeastern.edu</a>
Lindsay Hawthorne, Administrative Secretary School Health Academy 401 Robinson, 617-373-3466 <a href="mailto:l.hawthorne@northeastern.edu">l.hawthorne@northeastern.edu</a>	Rachel Cerbone Administrative Coordinator Burlington Office, 781-328-0708 <a href="mailto:r.cerbone@northeastern.edu">r.cerbone@northeastern.edu</a>

## **Obtaining Your Husky Card ID**

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

You can obtain your Husky Card by visiting the Office in 4 Speare Commons. You will need to show a valid photo ID, such as a driver's license or passport, and give them your NUID number. Your NUID number can be found on MyNEU.

Speare Commons is open Monday through Thursday, 8:30 am to 7:00 pm, and Friday 8:30 am to 5:00 pm. If you have any questions, please call the Husky Card Office at 617-373-8740.

New security measures will require using a Northeastern Husky ID as a swipe card to gain entry to all garages and parking lots at the Main Boston Campus. Please note that the Husky ID is a security measure and does not replace the parking permit, which is still required.

In addition to being an access card to parking facilities, your Husky Card provides access to many other University services, such as a debit card/Husky Account, and secure access to university facilities and events, such as:

- Snell Library
- Computer and Instructional Laboratories
- University Athletic and Cultural Events
- Restaurants designated as accepting Husky card payment

## **Purchasing a Parking Permit**

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

Prior to the start of each academic year or semester/quarter, faculty, staff, and students may apply for a parking permit online. Permit applications are usually available sometime during the week prior to the start of each semester or quarter. You will need your 9 digit NUID Number in order to apply for parking. You can find your NUID number on your MYNEU account.

You can either purchase a day or evening sticker. For more information, visit Student Financial Services located at 354 Richards Hall or call 617-373-7010.

Student parking fees will be charged to the student's tuition account. Permits are non-refundable and non-exchangeable.

Students and faculty/staff may purchase discount coupons for both Renaissance Park and Gainsborough Garages in Student Financial Services, 354 Richards Hall. Each sheet costs \$170.00 and contains ten coupons. Single coupons can be purchased for \$17.00. They are valid for maximum of 24 hours including overnight parking. Parking for any period exceeding 24 hours will require the use of multiple coupons or payment. A valid Husky Card must be presented in order to purchase parking coupons.

## **University Health and Counseling Services (UHCS)**

**Location: Suite 135, Forsyth Building**

**Routine appointments: 617-373-2772**

**Website: [www.northeastern.edu/uhrs/](http://www.northeastern.edu/uhrs/)**

Who can use the health center:

- All undergraduate students
- All law school students
- Graduate students who have either enrolled in the Student Health Plan or have paid the health center fee (they do not have to be on the NU Health Plan)
- All other eligible students who have paid the health center fee
- Students in special programs by prior arrangement

Medical services provided:

- Primary care
- Emergencies
- Documentation of immunity
- Allergy shots
- TB testing
- STD testing

\* UHCS does not provide clinical clearance. All UHCS does is collect the required immunization information and provide it to the student as a signed, single document.

Counseling services provided:

- Individual and group counseling
- Sexual assault
- Alcohol and other drugs
- Crisis treatment

UHCS is committed to responding promptly to your needs with:

- Hours: Monday, Wednesday, and Friday: 8AM to 5 PM;  
Tuesday and Thursday: 8AM to 8PM;  
Saturday: 12PM-4PM (September – June)
- Open access scheduling
- Daily availability of urgent Behavioral Health Assessments

## Documentation of Immunity & Clinical Clearance

### Documentation of Immunity

As a student at NU, you must provide UHCS with proof of immunity to certain diseases, per Massachusetts state law, as specified below. Documentation of immunizations and/or titers must be on letterhead or prescription slip, and signed by a physician, nurse, nurse practitioner, or physician assistant. Alternatively, documentation may be provided by your high school, previous college, or military facility, again with clinician signature.

- MMR\* -- 2 immunizations **or** positive antibody titers

\*\*Immunizations must have been administered in 1968 or later, on or after the first birthday, i.e., no earlier than at 12 months of age, and no sooner than four weeks apart.

- Tetanus-Diphtheria attenuated Pertussis (due to the resurgence of whooping cough the state requirements are now for a TDaP within the past 10 years). 1 booster immunization within 10 years of matriculation through graduation.

- Hepatitis B -- 3 immunization series **and** positive antibody titer

\*\*Immunizations must be administered at appropriate intervals (i.e., the second at least one month after the first — and the third at least two months after the second and four months after the first months after the second).

- Varicella -- History of disease or varicella vaccine series (2) **and** positive antibody titer

- PPD – Tuberculin skin test prior to clinical rotation. If history of positive test, provide clinical documented date of test and chest x-ray results as well as any treatment. CxR is good for 5 years. MD Certification of absence of S/S every year.

- Meningococcal -- 1 immunization within the past five years or signed Massachusetts declination.

\*\*Massachusetts law provides an exemption for students from receiving the meningitis vaccine by signing a waiver that reviews the dangers of meningococcal disease and indicates that the vaccination has been declined. To qualify for this exemption, you are required to review the information, sign the waiver at the end of the document and give it to UHCS. Please note: if a student is less than 18 years of age, a parent or legal guardian must be given a copy of the document and must sign the waiver. The waiver is available for download from the University Health & Counseling Services (UHCS) website. Please download, print, fill out, sign, and return to UHCS at 135 Forsyth Building.

If you are unable to obtain documentation, all immunizations, may be administered at UHCS for a fee. The fee is waived if you have the school insurance (NUSHP). Please note that UHCS does not bill insurance. You can pay for your vaccinations at UHCS with a credit, debit or Husky Card. All other forms of payment must be made through Student Financial Services.

## Clinical Clearance for Bouvé Health Science Students

The following information is required for all Bouvé students and must be on file at UHCS and School of Nursing **Clinical Placement Office** before you can enter a clinical setting. Documentation of immunizations must be on letterhead or prescription slip, signed by a physician, nurse, nurse practitioner, or physician assistant. A copy of the lab results is required for antibody titre results. Appointment times will be available for you to start the clearance process.

All of the above state-required proofs of immunity PLUS the following:

- CORI Criminal Background check to be done by the CPO – appointments will be available.
- Copy of RN license (students must be licensed in the state where clinical placements are located).
- CPR – Copy of current American Heart Association “Healthcare Provider” certification,
- Malpractice Insurance – Copy of “Student NP” Malpractice coverage. This can be found at [www.nso.com](http://www.nso.com).
- Hepatitis B Titer; if titer is negative, documentation of booster or series repeated is required.
- Flu Vaccine - Vaccine must be given annually and before the new flu season (August-March), or you may complete the Flu Declination Form. *Vaccines are often available in July/August for the upcoming flu season.*
- Varicella/Chicken Pox - positive antibody titer; if titer is negative documentation of booster and series repeated is required. IgG Surface Antibody titer.
- PPD - tuberculin skin test within one year of date of completed clinical rotation. If history of positive, provide clinician-documented date of test and chest x-ray results as well as a *yearly* asymptomatic doctor’s note.
- MMR - positive titer; if titer is negative, documentation of booster or series repeated is required. IgG Surface Antibody titer.
- Tdap - Documentation within 10 years.

You may email the Anitra Williams-Nance, Graduate Program Manager at [an.williamsnance@neu.edu](mailto:an.williamsnance@neu.edu) or call 617-373-3102 with questions regarding clinical clearance requirements. You will receive an email to sign up for a clearance appointment.

If you are unable to obtain documentation, all immunizations, some requiring a fee, can be administered at UHCS.

Certain clinical agencies may require documentation that goes beyond the list above. Students will be advised during the clinical placement process.

*Process and Timeline for the Clinical Placement of Graduate Students:*

New Students starting clinical in Jan. (ACNP, ANP, FNP, PNP) or May (CRNA)

October 15 -  
November 1

Graduate Specialty Coordinators meet with students to develop preferred site(s) for each student. Student to go to Blackboard site: NURSING PLACEMENT COMMUNICATIONS for further info on process and documentation requirements. There are deadlines involved. Graduate Specialty Coordinators meet with Clinical Placement Office to give suggestions on placement of students.

November 15

Deadline for all student clearance material and Criminal Background to be submitted. *You will be notified when appointments with CPO staff will be available.*

New Students starting clinical in September (Administration and Psych) and Continuing Students (ACNP, ANP, FNP, PNP) or (CRNA)

March 15 –  
April 1

Graduate Specialty Coordinators meet with students to develop preferred site(s) for each student. Student to go to Blackboard site: NURSING PLACEMENT COMMUNICATIONS for further info on process and documentation requirements. There are deadlines involved. Graduate Specialty Coordinators meet with Clinical Placement Office to give suggestions on placement of students.

August 15     Deadline for all student clearance material and Criminal Background to be submitted. *You will be notified when appointments with CPO staff will be available.*

## Health Insurance

Massachusetts law requires all full-time and three-quarters-time college students enrolled in a degree or certificate program to demonstrate evidence of coverage by a qualifying health plan for unanticipated medical costs. For further information please contact Northeastern University Student Health Plan <http://www.northeastern.edu/nushp/us/>.

### Northeastern University Student Health Plan (NUSHP)

Northeastern University's health-plan (NUSHP), administered by Blue Cross Blue Shield of Massachusetts, provides comprehensive health benefits at a very affordable rate.

Students are automatically enrolled and billed for this plan by Northeastern University; if you prefer not to enroll in this plan, **you must complete the waiver by the deadline.**

The waiver form is available through the MyNEU Health Services portal.

Contact Northeastern University Student Health Plan (NUSHP) Plan Manager at 617-373-8007 for questions regarding the plan(s) and your university bill.

UHCS provides on-site assistance with claims related to your student health insurance plan. The Insurance Coordinator will also assist you with claims involving other insurance plans but each plan is so different they may not be able to provide complete assistance in resolving all issues.

Please refer to <http://www.bluecrossma.com/nm/northeastern-university/> for details of the student plan, or call 1-888-648-0825 for Blue Cross Blue Shield of Massachusetts customer service.



## Academics

**How to register for a course:** <https://www.northeastern.edu/registrar/ref-udc-reg-gs.html#proc>.  
**Students are required to register themselves for courses.**

Current and continuing students register for courses online using the myNEU Web portal. The system allows students to add and drop courses, confirm course registration, find room assignments, and obtain final exam schedules. The system works in real-time. Your course add or drop will be processed immediately, and you can confirm your transaction before you log off.

To register, go to the myNEU Web portal. Log in using your myNEU username and myNEU password (or click on "How do I get a myNEU username and password?" if you have never used the system before).

1. Click on "Self-Service," then click on "Course Registration" (choose the pertinent semester).
2. Click on "Add/Drop Classes."
3. Select the semester.
4. Type the Course Registry Number (CRN) onto the worksheet at the bottom of the page.
5. Submit changes.
6. If you don't know the CRN number, click "Class Search" and enter search criteria. Select a class from the list by clicking the box to the left. Click "Register."

Class schedules listing the course numbers, course registry numbers, day, and time will be posted before registration on the Registrar's website (<http://www.neu.edu/registrar/schedules.html>). You may also check the Academic Programs Office Blackboard Course for course offerings for the entire academic year (course ID "NP.sp05").

### **How to register for Directed Study, Elective Advanced Clinical Experience, or Teaching Practicum Courses**

1. Find a faculty who is willing to sponsor you.
2. Meet with the faculty to develop the overview of the course and the course goal(s), objectives, and a timeline for completion.
3. Develop a formal contract between the faculty and student that should be signed by both parties and includes the information in step 2.
4. For Directed Study and Elective Advanced Clinical Experience Courses, the student needs to complete the University Form <https://www.northeastern.edu/registrar/forms.html#gs> and the Bouvé College of Health Sciences Directed Study form and attach a copy of the contract noted in step 3. This

form needs to be signed by the faculty member, the School of Nursing Graduate Director and the BCHS Graduate Director.

5. For the Teaching Practicum course, steps 1-3 should be completed, and a copy of the contract sent to the SON Graduate Director for review and to be filed in the SON Academic Programs Office. Graduate students who are teaching as part of their Graduate Assistantship may not use their assistantship teaching for Teaching Practicum credit. They may register with the faculty with whom they are doing their Assistantship, but the contract must include different teaching experiences.
6. Directed studies or advanced clinical experience courses may not be utilized to substitute for required courses. They are to be utilized only as electives.
7. Previous experiential studies may not be utilized to satisfy the requirements of any of the courses listed above. The student must register for the course prior to the beginning of the semester in which the experience occurs.
8. In general a minimum of 50 minutes of effort in reading/writing/ classroom activity is equated to one credit and 4 hours of clinical experience for one credit of clinical.
9. Once approved, the student may register for the course. For course registry numbers, contact the Academic Programs Office at 617-373-3521.

### **How to review your grades**

1. Visit the course's Blackboard page and click onto "View Grades" tab on the main page. This will only work if your instructor has set up an account with Blackboard.
2. At the end of every semester, the instructor will place your final grade on myNEU Web portal. Go to the "View Grades" tab.

### **Grade Requirements**

The School of Nursing requires nursing graduate students to earn a grade of B (3.00) or better in all graduate courses. Please refer to the Bouvé College of Health Sciences Graduate Policies and Regulations on-line at [www.northeastern.edu/bouve/gradstudent](http://www.northeastern.edu/bouve/gradstudent) for further information.

Direct entry (DE) nursing students must achieve the following to progress into the graduate portion of the program:

- B (3.0) or better GPA at end of pre-licensure coursework
- B (3.0) or better in all clinical didactic and practicum courses  
(Exceptions will be at the discretion of the Program Director.)
- B (3.0) or better in 5126, 5117 and 6306

Students must interview and be accepted into the specialty track and must meet with the Program Director at the end of their pre-licensure course work to develop a plan of study.

The Specialty Track Director must approve any change in the plan. Course and clinical placements cannot be guaranteed if student fails to follow their course plan.

**Letter grades will be assigned as follows:**

A 93-100%

A- 90-92%

B+ 87-89%

B 83-86%

**Please note: A grade of B or better must be achieved to pass a course.**

B- 80-82%

C+ 77-79%

C 73-76%

C- 70-72%

F≤ 69%

**Class Cancellations**

Decisions regarding early closures and cancellation of evening classes due to inclement weather are made as early in the day as possible, usually by 3:00 pm at the latest. You can call the main university number to get a recording 617-373-2000, or listen to several radio stations including WBZ (1030 AM) and WRKO (680 AM) for information. If an announcement is made in the morning that Northeastern is closed, then the university will remain closed for the entire day and evening.

**Bookstore**

The Northeastern Campus Bookstore is located in the lower level of the Curry Student Center. Hours of operation are Monday through Thursday from 8:00 am to 8:00 pm, Friday from 8:00 am to 6:00 pm, Saturday from 8:30 am to 4:00 pm, and Sunday from 12:00 pm to 4:00 pm. To contact the bookstore by phone, call 617-373-2286. The website is [www.northeastern.bkstore.com](http://www.northeastern.bkstore.com). The bookstore is affiliated with Barnes and Noble bookstores.

**Associations**

The Graduate and Professional Student Association (GPSA) is the official voice of the graduate student community. It serves all graduate and professional students enrolled in the graduate colleges of Northeastern University. The GPSA actively pursues the goal of improving graduate student life by listening to those it represents. The GPSA holds general assembly meetings twice a month, and in addition to funding graduate student groups, has conference, travel, and research assistance funding available on an application basis. For additional information please visit their website at <http://www.northeastern.edu/gsg/>.

## Blackboard

<https://www.northeastern.edu/its/services/blackboard/>

### What Is Blackboard?

Blackboard is Northeastern's online learning management system, a framework for an instructor to set up a course site and post material to it that students enrolled in that course can access.

Additional features of this service include:

- Enabling communication through discussion boards and chat
- Faculty administration and grading of assignments and tests
- Integration with myFiles, TRACE course evaluation, FACT and lecture capture

Northeastern University Blackboard, or NEU Blackboard, supported by Information Technology Services

- Hosted through <http://blackboard.neu.edu>
- Phone: 617.373.4357 (xHELP)
- Email: [help@northeastern.edu](mailto:help@northeastern.edu)
- 

For immediate response to your tech support needs, please contact the Service Desk at 617.373.4357 (xHELP) or [help@northeastern.edu](mailto:help@northeastern.edu). For college-specific Blackboard training and help, contact the support numbers above.

### ON CAMPUS:

- Live Online Help at <https://www.northeastern.edu/its/>
- **The HELP Desk**, located in the InfoCommons at **184 Snell Library**, which is open 24 hours a day, 7 days a week during the school year, can assist you with Blackboard questions.
- You can also call the **HELP Desk at 617-373-4357 (xHELP)** to ask questions. The more specifics you can offer the Help Desk staff about the problem you're encountering, the better able they'll be to assist you.

## Computer Labs & Printing

[https://www.northeastern.edu/its/service\\_cat/labs-printing/](https://www.northeastern.edu/its/service_cat/labs-printing/)

### Computer Labs

Information Technology Services manages several computer labs on the Boston campus which Northeastern students, faculty and staff may use. ITS-managed computer labs offer access to the university's extensive library of software applications and to printers where you may use your [Northeastern Printing Plan](#) credits. Lab computers have the print drivers already installed, so you just need to print to the queue you want, then swipe your Husky Card at the associated swipe-to-print station. Students, faculty and staff can log into an ITS-managed computer lab machine with their myNEU accounts.

[InfoCommons](#)

[InfoCommons 2 \(IC2\)](#)

[Digital Media Commons \(DMC\)](#)

[Digital Scholarship Commons \(DSC\)](#)

[54 Dodge](#)

[Discovery Lab](#)

[Equipment Available for Checkout](#)

### InfoCommons

The largest of the ITS-managed computer labs on the Boston campus, InfoCommons is home to more than 170 computers (about half Windows, half Mac), and several printers and scanners. Nearby is the Help & Information Desk where ITS Service Desk employees provide technical assistance, and can help you check out audio-visual equipment and technology-related peripherals.

#### **Location:**

First floor Snell Library

#### **First floor printing queues:**

Black and White 8.5×11

Black and White 11×17

Color 8.5×11 Color 11×17

#### **Hours:**

InfoCommons is open all hours that the Library building is open-24/7 except during intersession or for maintenance. For details, visit the [Library's hours page](#).

## **Northeastern Printing Plan**

The Northeastern Printing Plan annually provides a limited amount of free printing to students, faculty and staff. At the start of the academic year members of the Northeastern community receive a \$120 credit on their Husky Cards that can be used at various color and black & white printers across campus. The annual credit does not rollover from year to year, and when your balance hits \$0.00 the printing system will default to using Husky Dollars. All jobs sent to the printing queues are available to print for 24 hours. Cost is determined on a per page basis, and varies depending on the type of printer used and the size of the paper.

### **Printers Locations:**

- Snell Library
  - First floor – InfoCommons (4 locations – look for the lime green)
  - First floor – Snell Library Classroom Wing
  - Second Floor – Digital Media Commons
- Curry Student Center – ground, first (2 locations), and third floors
- Dodge Hall – 54 Dodge (an ITS-managed computer lab)
- Ryder Hall
- Davenport A lobby
- Davenport B lobby
- East Village
- Hayden Hall outside of the Registrars Office
- International Village lobby
- Kerr Hall lobby
- Marino Center by the gym turnstiles
- Ryder Hall atrium
- Shillman lobby
- Smith Hall lobby
- Speare Hall lobby
- Stetson East lobby
- Stetson West lobby
- West Village E lobby
- West Village G lobby
- White Hall lobby
- Willis Hall lobby
- Boston Financial District Campus – Broad Street
- Charlotte Campus – Resource Room and Tech Lounge
- Seattle Campus

## Northeastern University Libraries

<http://library.northeastern.edu/>

The Northeastern University Libraries support the mission of the University by working in partnership with the University community to develop and disseminate new scholarship. The Library fosters intellectual and professional growth, enriches the research, teaching, and learning environment, and promotes the effective use of knowledge by managing and delivering information resources and services to library users.

**Snell Library** is Northeastern's main library. The University is also served by the [Northeastern University School of Law Library](#).

**Main telephone:** 617-373-8778

Access to Snell Library: 617-373-8778

Borrowing, fines, interlibrary loan: 617-373-8778

Does the library have a book/DVD/journal: 617-373-8778

Equipment and software: 617-373-4357

Giving, events and tours: 617-373-5001

Research help: 617-373-2356

### 24/7 Access

- Snell Library is generally open for study 24 hours a day, seven days a week, to current Northeastern students, faculty and staff.
- Technology support staff are available when the building is open.
- A current, valid faculty, staff or student Husky ID is required for entry, and to remain in the building, after regular service hours.

Regular Service Hours are hours when library staff are available.

Sunday	10am-11 pm
Mon-Thurs	8am-11pm
Friday	8am-9pm
Saturday	9am-5pm

Individual Department Hours

**3D Printing Studio**

[Recording Studio](#)

[Research Help](#) (Drop-in hours)

[School of Law Library](#) at Northeastern

[University Archives and Special Collections](#)

## Writing Center

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

The Northeastern Writing Center is located in 412 Holmes Hall. Hours of operation are Monday through Thursday: 9am – 8pm, and Friday: 9am-5pm. To contact the center by phone, call 617-373-4549. Appointments can also be made in 136 Snell Library Monday through Friday: 11am – 4pm. To contact this location, call 617-373-2086.

Who do we tutor?

- Undergraduate/graduate students from all academic disciplines
- Speakers of other languages and native speakers of English
- Weak writers, average writers, and strong writers

How can we help?

- Brainstorming, idea generation
- Planning, outlining, organizing
- Reading with and against the grain
- Researching, critiquing
- Developing thesis/arguments
- Drafting, revising
- Coaching on grammar, punctuation, and style

What services do we offer?

- In-person tutoring
- Online tutoring
- Classroom visits

Who are we?

- Northeastern University writing instructors
- Graduate students in composition theory, literature, or technical/professional writing

### Plagiarism Policy

Northeastern University is committed to the principles of intellectual honesty and integrity and to respecting intellectual property. All members of the Northeastern community are expected to maintain complete honesty in all academic work, presenting only that which is their own work on tests and assignments.

In the spirit of the University's Academic Honesty and Integrity Policy, the Writing Programs Committee takes seriously the principle of intentionality that underwrites that policy. Once an instructor finds evidence of plagiarism, she/he is bound by the Policy to respond. We aim for a



consistent response to the problem of academic dishonesty, and where possible would like to approach plagiarism assuming that the student has made an error that must be addressed.

If the instructor determines that the plagiarism is intentional, the student is sent to the Office of Student Conduct and Conflict Resolution at 202 Ell Hall, x4390, [www.osccr.neu.edu](http://www.osccr.neu.edu). Such intentional plagiarism would include:

- Un-credited uses of published outside sources (print or internet)
- Use of another student's paper in part or its entirety
- Handing in a paper obtained from a paper mill (or paying for or otherwise receiving a paper written by another)
- Handing in the same paper for more than one course without the explicit permission of the instructor

A more difficult case of academic dishonesty or plagiarism concerns the theft of ideas. In a writing class, when students are reading each other's drafts, engaging in class discussion, and listening to the instructor, it's often difficult to identify a single "source." Meaning is being made collaboratively, even inter-textually, through give-and-take. It's worth citing the classroom space as a place of inspiration. Students should, when appropriate, cite each other (paraphrase and direct quotation, of verbal or written material), write an acknowledgments page, and/or cite class discussion as a source.

## Disability Resource Center

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

20 Dodge Hall  
360 Huntington Avenue  
Boston, MA 02115

Phone: 617-373-2675  
TTY: Contact DRC via Relay 711  
Fax: 617-373-7800

### Regular Hours

**Monday–Thursday** 8:00am–6:00pm

For meetings after 6:00pm, please contact the office in advance.

**Friday** 8:00am–5:00pm

Northeastern University and the DRC are committed to providing services that will enable students who qualify under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act to participate fully in the activities of the University. Under the ADA guidelines a person with a disability is one with a physical, mental, emotional, or chronic health impairment that *substantially limits* one or more major life activity such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Students with disabilities who are transitioning to postsecondary education can learn more about their rights and responsibilities on the U.S. Department of Education, Office for Civil Rights website: <http://www.ed.gov/about/offices/list/ocr/transition.html>.

You can request printed material on this subject at: U.S. Department of Education, Office for Civil Rights, Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities, Washington, D.C., 20202.

Students must contact the DRC to determine appropriate accommodations and formally open a file. The DRC recommends that students contact the office at least three months before arrival on campus. This will allow enough time to assemble the required diagnostic documentation, register, and set up services.

To begin the registration process students must submit acceptable documentation to the DRC. Once it is determined that the documentation demonstrates a substantially limiting disability the student becomes eligible for services; they then meet with an assigned DRC specialist to activate services.

## **Campus Safety and Security**

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

Public Safety Division Administration: 617-373-2696

Police – Routine Business/Information: 617-373-2121

**Police, Fire, Medical Emergency: 617-373-3333**

### **Emergency Procedures**

Blue-light campus phones are located throughout the Northeastern campus. These phones are distinguished by the blue light on top and have “Northeastern University Campus Emergency Phone” lettered on the door of the weatherproof box. They may be used to contact the University Police to report emergencies or for other nonemergency assistance.

### **Personal Safety Escort Service**

Call 617.373.2121 to schedule an escort pick-up. You will need to provide your name, NU ID number, and location. Escorts will usually arrive within 10-15 minutes. If your escort has not arrived after 15 minutes, please call again. Escorts are provided 24 hours a day from one point on campus to another

### **Special Night Time Off-Campus Escort Service – REDEYE**

During the Fall, Winter and Spring semesters, a special nighttime off campus safety escort, the **REDEYE**, is provided from dusk to dawn for those students who reside within **ONE AND A HALF MILES** of the center of campus. Every night from 7:00PM until 6:00AM, the **REDEYE** runs every 20 minutes, and the van picks up at the Snell Library and the Ruggles Public Safety Substation on Forsyth Street. During December and January Intersession and the Summer semester the **REDEYE** will run on the half hour. Please contact Northeastern Public Safety for updates <http://www.northeastern.edu/publicsafety/>.

## **Campus Activities**

[www.northeastern.edu/campusrec/](http://www.northeastern.edu/campusrec/)

Full-time Northeastern students, in good standing, have access to the Marino Recreation Center, Cabot Center, and the Badger & Rosen SquashBusters Center. Part-time students, in good standing, will have access during any academic quarter in which they are enrolled and attending classes. A valid NU Husky identification card must be presented in order to enter all facilities. Admittance will be denied to anyone without one.

The following facilities are available in the Marino Center:

- 3 Basketball courts
- 3 Volleyball courts
- 1 Roller Hockey/Futsal court
- 6 Badminton courts
- 3-lane suspended jogging track
- Selectorized weight equipment
- Free weight room with a variety of benches, free weight machines, and free weights
- Aerobic & martial arts studios
- Cardiovascular equipment

The following facilities are available in the Cabot Center:

- 2 Racquetball/volleyball courts
- 2 Indoor volleyball courts
- Indoor track and soccer field
- 25-yard indoor swimming pool

The following facilities are available in the Badger & Rosen SquashBusters Facility:

- 8 Squash courts
- Selectorized weight equipment
- Free weight room with a variety of benches, free weight machines, and free weights
- Aerobic & martial arts studio
- Cardiovascular equipment

Ice skating is also offered in Matthews Arena

Please call the Campus Recreation Hotline at 617-373-2667 for specific facility hours. Additionally there are trainers, intramurals, and numerous lessons available.