

Northeastern University Seattle Campus Guide



Northeastern University Mission

To educate students for a life of fulfillment and accomplishment.
To create and translate knowledge to meet global and societal needs.

Seattle Campus Mission

Northeastern University's Seattle Graduate Campus offers exceptional experiential academic online and hybrid programs, that transcend traditional models of education to guarantee learning is industry responsive, employer-aligned, and student centered. Our extensive employer, research and local/global community partnerships ensure students are "Networked for Life."

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Dear student,

Welcome to Northeastern University's Seattle Graduate Campus. Our mission is to give you the training you need to move ahead in your career and add value to your workplace and our community. The Student Handbook is a toolbox of sorts, intended to answer many of the questions you may have and direct you to resources and services you may want. Customer service and a quality educational experience are our top priorities. Do not hesitate to contact me or any of our staff to help in any way.

Tayloe Washburn
CEO & Regional Dean
Northeastern University-Seattle

Purpose and Scope of the Seattle Campus Resource 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 [Graduate Student Handbook](#), *College of Professional Studies Student Handbook*, *College of Business Administration Student Handbook*, *Bouve College of Health Sciences Graduate Policies and Procedures*, *Academic Operations Manual*, *Faculty Handbook*, *Benefits and Services 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. August 2013.

Seattle Campus Resources: Staff and Academic Support

Northeastern University-Seattle students have access to in-person services and resources on the Seattle campus; these include assistance with academic planning and course registration, as well as facilities for studying and meeting. Faculty members, as well as administrative staff, are available to work with students as needed. This is intended to provide assistance that complements the university's wide-range of student support available via phone, internet, and teleconference, enhancing the student experience with a personal touch.

SEATTLE CAMPUS STAFF



Tayloe Washburn
Dean & CEO



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Associate Dean –
Academics



Stephanie Pure
Senior Director, Community
& Business Relations



Gina Takasugi
Assistant Director,
Admissions Recruitment &
Student Services



Anne Maria Jacobson
Administrative Operations
Manager



Claire Lewis
Admissions Recruiter



Northeastern Co-op Student
Marketing & Social Media Manager

Northeastern University-Seattle Campus Guide

Link to the Seattle Campus webpage: <http://www.northeastern.edu/seattle/>

Link to Seattle Campus Team: <http://www.northeastern.edu/seattle/explore-northeastern/the-seattle-team/>

Role	Name	E-mail	Phone: 206-467-5481
Dean & CEO	Tayloe Washburn	t.washburn@neu.edu	X5486 206-419-3878 (cell)
Associate Academic Dean	Angela Walmsley	a.walmsley@neu.edu	X5485 314-255-5456 (cell)
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Admissions Recruiter	Claire Lewis	c.lewis@neu.edu	X5488 206-245-6556 (cell)
Community & Business Relations	Stephanie Pure	s.pure@neu.edu	X5484 206-291-5201 (cell)
Cooperative Education Advisor	Jennifer Youngblood	j.youngblood@neu.edu	X5493 206-419-8484 (cell)
Administrative Coordinator	Cynthia Gergi	c.gergi@neu.edu	X5492
Campus Assistant	Trina Murphy	kat.murphy@neu.edu	X5492
Marketing & Social Media Manager	(Co-op Student)	seattlesocial@neu.edu	X5487

Seattle Campus Resources: IT, Equipment, Facilities, Library

Wireless Internet

The Seattle Campus offers wireless internet access to students, faculty, as well as guests.

- Free and secure NUwave wireless internet is offered to all students of the university located on campus.
- While NUwave-Guest is available for connection as well, it offers no data encryption and is not the safest option for use.
- Students should connect to NUwave whenever they wish to access the internet wirelessly.
- If you have any questions, please call the NEU Help Desk at (617)-373-HELP.
- For more information link to the IT Services webpage:
http://www.northeastern.edu/infoservices/?page_id=1005

Laptops Available for Loan

The Northeastern University-Seattle campus has laptops and tablets available for loan to currently enrolled students.

- 3 Apple MacBook Pro models with OS X 10.6 (Snow Leopard)
- 3 Dell Latitude E6420 models with Windows 7
 - The standard NUnet image provides access to the Microsoft Office suite of products.
- 6 iPads
- All machines can join the NUwave and NUwave-guest wireless networks. Authentication is required for NUwave.

Circulation Loan Policies

- Laptops circulate to currently enrolled Northeastern University students, faculty, and staff.
- Northeastern University ID (husky cards) or Driver's license must be presented for checkout.
- Laptops circulate **on campus only** for a **four (4) hour loan period** with one (1) renewal per day, unless there is a waiting list.
- Laptops do not circulate within one hour of posted closing times.

Circulation Replacement Costs:

- Patrons are responsible for replacing missing or damaged parts or the entire cost if lost or stolen while in your possession.
- Each item required to use the laptop will be priced separately.
- User assumes all liability for the device and will be charged current retail price for a replacement should damage occur.
- An additional \$20 processing fee will be added to all replacement costs.

Husky Cards

- Use: Debit for campus services, e.g. printing.
- Link to more information: <http://www.northeastern.edu/huskycard/>
- How to get a Husky Card on the Seattle Campus
 - Prior to the first on-campus meeting of any course campus staff are available to create Husky Cards for any new students.
 - Schedule an appointment with either the Administrative Operations Manager or the Assistant Director of Admissions Recruitment & Student Services.
 - You must present a photo ID to verify your identity.

Printing

- Printing is available on campus and requires a Husky ID card for access.

Room and Space Reservations

- Students can reserve space for individual study and small group meetings during weekday business hours (9:00 am to 5:00 pm). Please contact the Administrative Operations Manager to make arrangements ahead of time.
- Dependent on staff availability and a required minimum of two weeks advance notice, students enrolled in a current term, on-ground class may reserve space after business hours for small group meetings related to course work. This option is available between 5:00 pm and 7:00pm on evenings when classes are meeting or by special arrangement.
- Space on the Seattle Campus is also available for rental to outside groups. Please contact the Administrative Operations Manager for more information on pricing, capacity, availability, etc.

Due to security regulations, it is imperative that you only enter and exit the campus at the Northeastern University-Seattle entrance (please do not use any other side doors or the door for the Institute of Systems Biology).

Library Resources

- Northeastern University Library
 - Northeastern University Online Library - www.library.northeastern.edu
 - Portal for Seattle students- Choose “I’m a Seattle Student” on the library webpage.
- Seattle Resources
 - The Seattle Public Library
<http://www.spl.lib.wa.us>

Local Resources & Vendors

- Visit Seattle
 - <http://www.visitseattle.org/Home.aspx>
- Discover South Lake Union
 - <http://www.discover slu.com>

Seattle Campus: Additional Information

Campus Hours of Operation*:

- Monday 9am -7pm
- Tuesday 9am -7pm
- Wednesday 9am -7pm
- Thursday 9am - 5pm**
- Friday 9am - 5pm

*excluding class time

**Thursday regular hours will be extended to 7pm starting January 2014

Class Meetings:

- Week nights: 5:30 pm - 9:00 pm or as set by the professor
- Week-ends: 8 am -5 pm, or as set by the professor

We are a smoke-free campus.

Campus Closing Notification

Information about any campus closing, change of hours, or other emergency information will be posted on the *Seattle Campus* webpage in addition to social media platforms:

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

<http://www.facebook.com/NortheasternUniversitySeattle>

http://www.twitter.com/NU_Seattle

Emergency Procedures & Closest Medical and Behavioral Health Centers

See appendix

Parking

- Street Parking
 - There are multiple parking lots surrounding the Seattle Campus. Some parking lots have special night & weekend prices.
- Parkopedia
 - http://en.parkopedia.com/parking/south_lake_union_seattle/

Maps and Public Transportation

- Public Transportation
 - King County Metro Transit
 - <http://metro.kingcounty.gov>
 - South Lake Union Streetcar
 - <http://www.seattlestreetcar.org/slu.htm>

Important Northeastern University Resources

Library

Northeastern University Online Library - www.library.northeastern.edu

Academic Calendar - Link to Registrar webpage

<http://www.northeastern.edu/registrar/calendars.html>

Graduate Student Financial Services

Includes Student Billing and Financial Aid

<http://www.northeastern.edu/financialaid/graduate/index.html>

Information Technology Services

Link to NEU Information Services

http://www.northeastern.edu/infoServices/?page_id=33

Book Store

Link to NEU Book Store

<http://northeastern.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=17555&catalogId=10001&langId=-1>

Disability Resource Center

Link to NEU Disability Resource Center

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

OSCCR – Office of Student Conduct and Conflict Resolution

Link to NEU OSCCR

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

Northeastern University Graduate Student Handbook

Link to webpage: <http://www.northeastern.edu/gradhandbook/>

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 look forward to collaborative, creative relationships with each of you.
- We welcome your input, feedback, and suggestions for how we can provide an outstanding educational experience for all students.



Northeastern

Equal Opportunity Policy

Northeastern University is committed to providing equal opportunity to its students and employees, and to eliminating discrimination when it occurs. In furtherance of this commitment Northeastern University strictly prohibits discrimination or harassment on the basis of race, color, religion, religious creed, genetics, sex, gender identity, sexual orientation, age, national origin, ancestry, veteran or disability status. All forms of discrimination or harassment within the University community are unacceptable and will be sanctioned appropriately. Further, University policy and applicable law prohibit retaliation against those who, in good faith, bring or cooperate in complaints of discrimination or harassment. The University's nondiscrimination policies and related grievance procedures are available online at <http://www.northeastern.edu/diversity/policies/index.html> and in the Office of Institutional Diversity and Equity which is located in 125 Richards Hall. Inquiries regarding the University's nondiscrimination policies may be directed to:

Office of Institutional Diversity and Equity
360 Huntington Avenue, 125 Richards Hall
Boston, MA 02115
Phone: (617) 373-2133
Fax: (617) 373-4146
E-mail: m.phillips@neu.edu

Students or employees may also contact the following agencies directly with their concerns:

- The Regional Director, Office for Civil Rights, United States Department of Education, J.W. McCormack Building, The Regional Director, Office for Civil Rights, United States Department of Education, U.S. Department of Education 5 Post Office Square, 8th Floor, Boston, MA 02109--4557;
- Massachusetts Commission Against Discrimination (MCAD), One Ashburton Place, Boston, Massachusetts 02108-1518;
- Equal Employment Opportunity Commission, One Congress Street, 10th Floor, Room 1001, Boston, Massachusetts 02114.

A handwritten signature in black ink, appearing to read "Joe Aoun".

Joseph E. Aoun
President

March 2013

HOW TO REMOTELY PRINT TO NU PRINTERS

(As of 4/18/13)

1. **Download the Virtual Print Client software from myNEU Software Downloads** (see below)

2. **When you are ready to print:**

Select the HP black and white queue (HP BW Printer Remote) from the list of available printers.

After choosing your settings, a dialogue will ask you for your myneu username and to give each print job a name; that name will appear on the card swipe screen when you go to the printer.

How to Install or update the Virtual Print Client Software on your Computer

CAUTION: If you are updating your Virtual Print Client software, you must uninstall the previous version before installing the update.

NOTE: You must be a local administrator on your computer to install software.

To download Virtual Print Client software on your own computer:

- Go to myNEU, Self-Service tab.
- In the Study and Course Resources click on Software Downloads link. NOTE: Faculty and staff go to myNEU, Services and Links tab, Faculty/Staff Services to find the Software Downloads link.
- Select the Virtual Print Client software for your computer from myNEU.
 - If you selected the Windows version, you need to choose the 32-bit or 64-bit versions to match your computer's operating system.
 - Right-click on "computer" and select "properties"
 - Under "System" look for "System type"
 - It should say either 32-bit or 64-bit

If you selected the Mac version, there is only one option.

- Accept the terms and conditions.
- Click on Download.

To install the software on a Windows computer:

- Click the downloaded package.

- Click the Install button to begin the installation.
- If you receive any Tamper Protection Alert messages related to Pharos installation, click the Close button.
- When the installation has completed, click Finish.
- Verify the printer has been installed by going to Start -> Devices and Printers. You should see: HP BW Printer Remote.

To install the software on a Mac:

- The software will be downloaded under the name Popup.pkg.
- Double click on Popup.pkg to install the printers.
- When the Popup installer window opens, click on Continue and follow the instructions. NOTE: To start the installation you may be asked to enter your Mac username and password. This is NOT your myNEU username and password.
- When the installation is completed, click Close.
- Verify the printer has been installed by going to System Preferences -> Printers and Faxes. You should see: HP BW Printer Remote
- Once you have installed the software, reboot and you are ready to print.

How to UNInstall the Virtual Print Client Software on your Computer, before updating the software

Before installing a new version of the Virtual Print Client software, you must uninstall the previous version.

To uninstall the Virtual Print Client Software on a Windows computer:

- Go to the Control Panel.
- Click Add/Remove Programs (Windows XP) or Programs and Features (Windows 7).
- Select the Virtual Print Client software.
- On the Select Option window, click Run Uninstaller and follow the prompts.

To uninstall the Virtual Print Client Software on a Mac:

- Navigate to /library/application support/pharos/utilities using the Go -> Go to Folder option within Finder.
- Select the Pharos Popup and remove the file.

NOTE: After uninstalling on either type of computer, reboot the computer. Then you may go to myNEU Software Downloads to install the updated version.

South Lake Union Area Quick Reference Guide

Campus Address: 401 Terry Avenue N., Seattle, WA 98109. The NU entrance is on the corner of Terry Ave N & Republican St. **Please use this entrance only.**

Transportation tips:

- Area parking garage rates on the weekends and after 5:00 p.m. are \$2; Such as 320 Westlake and 321 Terry (both accessed off Harrison between Terry and Westlake) you will find 2 more garages one block East on Harrison as well offering discounted parking.
- Street parking is free after 6pm and on Sundays.
- We have covered bike racks available. You will need to ask a Northeastern University -Seattle staff member to open the gate for you to access the rack area.
- If you take the South Lake Union Streetcar, use the Thomas/Terry stop and walk 1.5 blocks north on Terry www.seattlestreetcar.org/slu.htm
- For Metro bus riders go to tripplanner.kingcounty.gov

Local Food Spots – South Lake Union has great places to eat and all are a quick walk from the campus.

Coffee/Tea/Snacks

- *Uptown Espresso*, 500 Westlake Ave N www.velvetfoam.com
- *Starbucks*, 442 Terry Ave N & 330 Westlake Ave N
- *Top Pot Doughnuts*, 590 Terry Ave N www.toppotdoughnuts.com
- *Custom Smoothie*, 428 Westlake Ave N www.customsmoothie.com

Quick Food

- *VeggieGrill*, 520 Terry Ave N www.veggiegrill.com
- *Blue Moon Burgers*, 920 Republican St www.bluemoonburgers.com
- *Specialty's*, 520 Terry Ave N www.specialtys.com
- *Jimmy John's*, 370 Westlake Ave N www.jimmyjohns.com
- *Whole Foods*, 2210 Westlake Ave N.
www.wholefoodsmarket.com/stores/westlake

Casual Restaurants

- *Portage Bay Café*, 391 Terry Ave N www.portagebaycafe.com
- *Brave Horse Tavern*, 310 Terry Ave N www.bravehorsetavern.com

- *Cactus*, 350 Terry Ave N www.cactusrestaurants.com
- *Serious Pie & Serious Biscuit*, 401 Westlake Ave N
www.seriouspiwestlake.com

Finer Dining

- *Shanik*, 500 Terry Ave N www.shankikrestaurant.com
- *Cuoco*, 310 Terry Ave N www.cuoco-seattle.com
- *Flying Fish*, 300 Westlake Ave www.flyingfishrestaurant.com

Necessities

- Swedish Medical Center, corner of Republican and Boren
- Bartell Pharmacy, 590 Terry Ave N.
- ATMs, Chase, Bank of America, KeyBank, Wells Fargo are all located near our campus.

*Please note not all restaurants are open on weekends.

Student Discounts

Many retailers, restaurants and fast food establishments offer student discounts when you show your NU Husky ID as well as these places we've showcased here. It certainly doesn't hurt to ask your favorite places if they might offer a student discount.

Apparel:

Most retailers are unclear about whether deals can be stacked on top of other sales, and you'll have to ask, but it's always worth a shot.

- **Ann Taylor:** 20% off full price purchases
- **Banana Republic:** 15% off full price purchases
- **Club Monaco:** 20% off full price and sale merchandise
- **Polo Ralph Lauren:** 15% off off your purchase
- **J. Crew:** 15% off when present ID in store

Movies:

Going to the movies is a fun night out, now you can save on admission.

- **AMC Theatres:** Discounted tickets every Thursday
- **Landmark Theaters:** Student discounts available Sunday through Thursday

Shipping and Transportation:

For your traveling and shipping needs, check out these options.

- **FedEx:** Show your student ID card and save 30% on a document with **FedEx Envelop/Pak** and 20% on a package with **FedEx IP** service.
- **Student Advantage Card:** If you spend \$20 (plus shipping and handling) to get the card, students get a 15% discount on the best available adult rail fare all year long on
- **Amtrak,** a 20% discount on
- **Greyhound** unrestricted walk-up fares (or online) to thousands of destinations nationwide, save 40% percent on package shipping sent through **Greyhound PackageXpress** (shipments within the US only) and save on entertainment, clothing, books and more.

- **Victoria Clipper:** Go to Victoria, British Columbia with a 25% discount off any fare at the time of the booking. Don't forget your passport!

Attractions:

Note that most museums are free the first Thursday of every month. Following are other local attractions that offer discounts:

- **Woodland Park Zoo** has a new level of membership exclusively for college students. For \$25 a year, college students get unlimited admission to Woodland Park Zoo (That's a savings of \$17 a year).
- **Seattle Opera** offers "Student Rush". Students with a valid ID get \$20 tickets on any available seat starting two hours before each performance.
- **Jet City Improv** has discount student tickets at \$12 (normally \$15)
- **Underground Tour** has student rates \$14 (normally \$17)
- **The Paramount Theatre** gives a 50% discount to purchase remaining tickets to Paramount Presents shows 45 minutes prior to each performance. Student Rush Tickets may be purchased only in person at the Paramount Box Office, and all students must show a valid student ID or proof of enrollment to obtain the discount.

Technology:

There are some great deals in the technology sector for students. Be sure to check out their websites or visit company stores for more information.

- **Apple Store for Education** provides special education pricing on their products as well as software.
- **Amazon** offers free six months of Two-Day shipping and half-off subscription to Prime. Prime includes free access to streaming movies and TV shows and allows free borrowing of Kindle books. Prime is usually around \$80 a year.
- **Microsoft** has a 10% discount on Surface, software and accessories and large discounts on PCs.

APPENDIX

EMERGENCY PROCEDURES – *Seattle Graduate Campus*

FLOOR OR BUILDING EVACUATION

1. The building alarm system will be activated.
2. Begin evacuation immediately by exiting the building through one of three main doors on the main floor (the Northeastern University Seattle Campus is on the main floor – street level).
3. Take your purse/wallet/keys and proceed to the nearest exit quickly. DO NOT RUN. Please exit to the right side of the door leaving room for evacuation crews to enter.
4. Assist physically challenged to the main campus entrance door. The Fire Department will dispatch firefighters throughout the building to evacuate the physically challenged.
5. Assembly Points:
Uptown Espresso – on the corner of Republican Street and Westlake Ave - approximately one block west of campus.
6. Remain in Evacuation Assembly Point until you are given further instructions.

Fire, Medical, and Severe Weather Emergency Conditions

1. Do not panic.
2. If appropriate and feasible call 911. The building address is 401 Terry Ave N.
3. Fire
 - Activate fire alarm by pulling the fire alarm pull station
 - Follow procedures for evacuation
4. Medical
 - Call 911 and provide the following information
 - i. Type of emergency (bleeding, short of breath, unconscious, etc.)
 - ii. Location, 401 Terry Ave North
 - iii. Your phone number if they need to call you back
 - iv. Stay on the line until they hang up
 - Do not move the victim
5. Severe Weather
 - Move away from building perimeter and exterior glass
 - Take cover and hold in inner core areas of your floor
 - Under no circumstances should you leave the building until directed by a staff leader.

Nearby Medical Facilities

Virginia Mason Medical Center (1.2 miles) 925 Seneca Street
Emergency Services Seattle, WA
Sports Medicine (206) 624-1144

www.virginiamason.org/

Swedish Medical Center (2.2 miles) 500 17th Avenue
Emergency Services Seattle, WA
(206) 320-2404

www.swedish.org/

Harborview Medical Center - UW Medicine (2.3 miles) 325 9th Avenue
Level I Trauma Center
Seattle, WA
Mental Health and, Substance Abuse Services (206) 731-3000

<http://www.uwmedicine.org/Patient-Care/Locations/HMC/Pages/default.aspx>

Northwest Hospital (7.2 miles) 1550 North 115th Street
Emergency Services Seattle, WA
Sports Medicine (206) 364-0500
Sleep Medicine

<http://www.uwmedicine.org/Patient-Care/Locations/nwh/Pages/default.aspx>

UW Medical Center	(4.3 miles)	1959 NE
Pacific		
Emergency Services		Seattle, WA
Orthopedics and Sports Medicine		(206) 598-
3300		

<http://www.uwmedicine.org/Patient-Care/Locations/UWMC/Pages/default.aspx>

Nearby Behavioral Health Facilities

Metropolitan Park East - Group Health Cooperative	(0.8 miles)	1730
Minor Avenue #1400		
Assessment and Evaluation		Seattle, WA
Chemical Dependency Counseling		(206) 287-
2500		
Medication Management		
Individual and Group Psychotherapy		

www.ghc.org/locations/facmaps/metpark.jhtml

Sound Mental Health	(1.9 miles)	1600
East Olive Street		
Assessment and treatment		Seattle, WA
Medication Management		(206) 302-
2200		
Crisis Response		

www.smh.org/

Swedish Medical Center	(2.2 miles)	500 17th
Avenue		
Counseling Services		Seattle, WA
Inpatient Treatment		(206) 320-
2404 Detox/Addiction Services		

<http://www.swedish.org/Services/Behavioral-Health#axzz2A1sRnpOQ>

Associated Behavioral Health

(7.8 miles)

4700

42nd Avenue SW #480

Alcohol / Drug Assessment

Seattle, WA

Domestic Violence Counseling

(206)

935-1282

Medication Management

www.abhc.com/

Crime Statistics

	Reported to					
	University Officials			Local Police		
	2010	2011	2012	2010	2011	2012
Murder & Non-Neglected Manslaughter						
• On campus Non-residential Facilities	-	-	-	-	-	-
○ Total on Campus	-	-	-	-	-	-
• Non-Campus Buildings / Property	-	-	-	-	-	-
• Public Property	-	-	-	-	-	-
Negligent Manslaughter	-	-	-	-	-	-
• On Campus Non-Residential Facilities	-	-	-	-	-	-
○ Total On Campus	-	-	-	-	-	-
• Non-Campus Buildings / Property	-	-	-	-	-	-
• Public Property	-	-	-	-	-	-
Rape / Sexual Assault – Forcible	-	-	-	-	-	-
• On campus Non-residential Facilities	-	-	-	-	-	-
○ Total on Campus	-	-	-	-	-	-
• Non-Campus Buildings / Property	-	-	-	-	-	-
• Public Property	-	-	-	-	-	-
Rape / Sexual Assault – Nonforcible	-	-	-	-	-	-
• On campus Non-residential Facilities	-	-	-	-	-	-
○ Total on Campus	-	-	-	-	-	-
• Non-Campus Buildings / Property	-	-	-	-	-	-
• Public Property	-	-	-	-	-	-
Robbery	-	-	-	-	-	-
• On campus Non-residential Facilities	-	-	-	-	-	-
○ Total on Campus	-	-	-	-	-	-
• Non-Campus Buildings / Property	-	-	-	-	-	-
• Public Property	-	-	-	-	-	-
Aggravated Assault	-	-	-	-	-	-
• On campus Non-residential Facilities	-	-	-	-	-	-
○ Total on Campus	-	-	-	-	-	-
• Non-Campus Buildings / Property	-	-	-	-	-	-
• Public Property	-	-	-	-	-	-
Burglary	-	-	-	-	-	-
• On campus Non-residential Facilities	-	-	-	-	-	-
○ Total on Campus	-	-	-	-	-	-
• Non-Campus Buildings / Property	-	-	-	-	-	-
• Public Property	-	-	-	-	-	-
Motor Vehicle Theft	-	-	-	-	-	-
• On campus Non-residential Facilities	-	-	-	-	-	-
○ Total on Campus	-	-	-	-	-	-
• Non-Campus Buildings / Property	-	-	-	-	-	-
• Public Property	-	-	-	-	-	-
Arson	-	-	-	-	-	-
• On campus Non-residential Facilities	-	-	-	-	-	-
○ Total on Campus	-	-	-	-	-	-
• Non-Campus Buildings / Property	-	-	-	-	-	-
• Public Property	-	-	-	-	-	-

*Northeastern University does not have residential facilities at the Seattle campus.

Northeastern University Seattle



**Safety,
Security and
Fire Safety**

*Annual
Information
Report
2013-2014*

www.neu.edu/publicsafety

The Director's Message

Northeastern University-Seattle has become an integral part of the City of Seattle. While Seattle presents unlimited opportunities to experience the advantages of life in a world class city, we must keep in mind that the potential for crime does exist. Each of us must assume a personal responsibility by taking precautions to prevent ourselves from becoming a victim.

The information provided in this pamphlet is designed to inform, advise and alert the campus community of the policies and procedures related to crime awareness and the procedures for reporting crime.

Sincerely,

D. Joseph Griffin
Director of Public Safety

Reporting Crimes and other Emergencies

Mr. Tayloe Washburn, CEO and Regional Dean at Northeastern University-Seattle has been designated as the Campus Security Authority to whom crimes or other incidents of concern should be reported on campus. Contact him at 206.467.5481

Seattle Police Department
Emergency: 9-1-1
Non-emergency 206.625.5011

Crime Reporting

Numerous efforts are made to advise members of the campus community on a timely basis about campus crime and crime-related problems. Northeastern participates in the FBI's Uniform Crime Reporting Program, providing monthly reports of crimes reported on campus for inclusion in the annual publication of the U.S. Department of Justice entitled *Crime in the United States*.

Domestic or Dating Violence and Stalking

Domestic Violence is described as the attempt to cause physical harm or physical or mental abuse to a current or former spouse of the abuser, current or former boyfriend or girlfriend or to a person who shares a child with the abuser, or who lives with the abuser as a spouse, or

anyone who is a blood relative. Domestic violence also includes forcing a person, as listed above, to engage in a sexual act by threat or duress. Dating Violence is described as physical or mental abuse to another who is or was in a social or substantial, intimate dating relationship. Stalking is defined as a series of willful and malicious threatening acts toward another with intent to cause fear or emotional distress

Sexual Assault

Sexual assaults are classified as forcible or non-forcible sex offenses under the Uniform Crime Reporting System established by the Federal Bureau of Investigation. **RAPE** is defined as the natural or unnatural penetration of another without consent. **INDECENT ASSAULT and BATTERY** is defined as the intentional sexual touching of a woman's breast or the buttocks or genitals of a man or woman. **Consent** is defined as a voluntary agreement to engage in sexual activity proposed by another and requires a mutual understanding and communication by words or actions. Persons who are unconscious intoxicated, mentally impaired, or who are under the lawful age do not have the ability to give consent. **Contact your local police for more detailed information, assistance or referrals concerning Domestic Violence, Stalking or Sexual Assaults.**

Emergency and Timely Notification

In the event of a serious incident which poses an immediate threat to members of Northeastern University-Seattle, the University, under the direction of Mr. Tayloe Washburn, the designated Campus Security Authority, will confirm that an emergency exists and will then notify members of Northeastern University-Seattle as quickly and timely as possible of the threat by either NU Alert, e-mail, text message, or voice mail message.

Bias Crime Definition

Bias motivated incidents are defined as any incident in which Theft, Intimidation, Assault, and Destruction of Property are a result of Race, Gender, Religion, National Origin, Sexual Orientation, Ethnicity, Gender Identity or Disability. Northeastern University takes these types of incidents very seriously. All Bias motivated incidents are to be reported immediately to the Designated Campus Security Authority (Regional Dean at Northeastern University-Seattle).

Fire Safety

Fire Safety is an important concern in the safe operation of the satellite campus location for both the university and its neighbors. Faculty, students and staff are reminded to use caution as you conduct your activities. Learn the location of fire alarm boxes, fire extinguishers and evacuation routes.

Crime Prevention Tips

The following are some crime prevention steps that can be taken to reduce the chance of becoming a victim:

- Stay alert and know your surroundings. Trust your instincts.
- Don't flash large amounts of cash or jewelry
- Have your keys ready before you reach your vehicle, office, apartment, or home
- Don't leave property unattended, for even a moment, it makes a quick and easy target
- If you use a laptop, or tablet, whether university property or your own, record the serial numbers, make, model and value information in a safe place for future use. Activate tracking software in Apple devices, consider tracking software, such as LoJack for Laptops or similar products for Windows based devices
- When online, never provide bank, social security or other personal information that is not necessary to complete a transaction.
- Never post personal information or photos that could be used for identity theft

Important Phone Numbers

Northeastern University-Seattle
Administration: 206.467.5481
Toll-Free: 855.476.3691

Seattle Police Department
Business: 206.684.8917
Emergency: 9-1-1
Non-emergency 206.625.5011

Seattle Police Non-Emergency On-line Crime Reporting:
<http://www.seattle.gov/police/report/default.htm>

Northeastern University
Public Safety Division Headquarters
100 Columbus Place, Boston, MA 02115
617.373.2696 / www.neu.edu/publicsafety