

# Northeastern University

College of Professional Studies



student **REFERENCE** 2017-2018  
**GUIDE**

Northeastern University  
College of Professional Studies  
Office of Academic Advising  
50 Nightingale Hall  
360 Huntington Avenue  
Boston, MA 02115

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The College of Professional Studies Student Reference Guide contains information current as of the date of its release; however, such information is not intended to be, and should not be regarded to be contractual, and is subject to change at the discretion of Northeastern University.

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## ABOUT THIS STUDENT REFERENCE GUIDE

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You have made a very important decision to pursue your studies at Northeastern University College of Professional Studies. We are very excited that you are joining this family whose members come from and reside all over the world.

Here, at the Office of Academic Advising, you are our priority. We are your partner as you embark on your academic endeavors to achieve success at CPS.

To start, we want to provide you with this Student Reference Guide. This is a tool intended to help new students prepare for their first term of enrollment as well as provide information that students can reference throughout their time at Northeastern University and beyond.

As you will see, this Guide includes checklists you may reference during different points in your academic career. As one of your first steps to enrolling at CPS, please review the sections relevant to *Prior to Your First Course* and *During Your Degree*. It is very important that you review and understand the information. If you have questions, here are your primary contacts:

- ▶ Admissions and College application: *Admissions Counselor*
- ▶ Financial aid and tuition: *Financial Aid Counselor*
- ▶ General academic advising inquiries: *Undergraduate* or *Graduate* Learner Services Team
- ▶ Academic advising and degree completion: *Career and Academic Coach*

All of us in the Office of Academic Advising are looking forward to our partnership.

## WELCOME

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Congratulations on your acceptance to the Northeastern University College of Professional Studies, and welcome!

At CPS, we ensure that Northeastern University's more than 100-year tradition of providing students with a high-quality, world-class education is continuing, re-imagined for a new day.

We are committed to engaging graduate and undergraduate students in rigorous and relevant degree programs that many of our students pursue while working. We educate students for a global economy and workforce. We develop new pathways to higher education for international students and partner with universities around the globe on teaching and higher education best practices. We have achieved international recognition as a leader in providing programs for working professionals.

The College is not focused or limited to traditional disciplines but rather focused on you, the student: your needs, your interests, and your academic and career goals. This allows us to provide an education that is uniquely aligned with your geography, career path, schedule, and aspirations. We have developed a rich curriculum that corresponds to thriving fields such as education, management, health care, and information technology. Our degrees are specifically designed to reflect the needs of today's industry.

We pioneered distance learning decades ago, using microwave technology to beam classes to engineering students, so finding new ways to connect students and learning is in our DNA. We were among the first to create online courses and are now at the forefront of this powerful teaching and learning method. Online learning at Northeastern University College of Professional Studies provides you with access to 35 areas of study leading to degrees and professional certificate programs and invites you to learn with classmates from 85 countries. Our students learn in physical classrooms, too, from Boston to Hong Kong.

Our faculty are accomplished academics and industry professionals teaching at the intersection of study and work. Our strength lies in this diversity of program offerings, students, and faculty. And, the power of a Northeastern education is demonstrated in the thousands of alumni now leading companies, organizations, schools and universities, starting businesses, changing policies, and making the world better.

We want what you will bring. Your desire to grow, your professional and personal experience and your enterprising spirit will enhance the learning environment, enriching it for your classmates, for you and for your professors. We invite you to discover what we have to offer as you join our global community of students.

Sincerely,

The Office of Academic Advising  
College of Professional Studies

## ABOUT THE COLLEGE OF PROFESSIONAL STUDIES (CPS)

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Northeastern University is a nationally-ranked and regionally-accredited private research university made up of nine colleges, including the College of Professional Studies. CPS draws upon Northeastern University's long history and experience of excellence in education.

The College of Professional Studies is committed to providing career-focused educational programs that are designed to accommodate the complex lives of motivated adult learners including international students, transfer students, and working professionals. Offered in a variety of innovative formats, our courses are taught by accomplished scholars and practitioners who have real-world experience. The result is an educational experience founded on proven scholarship, strengthened with practical application, and sustained by academic excellence.

## ADMISSION TO CPS

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If you have been offered admission to the College of Professional Studies, there are a few simple but important steps to follow which can help you get off to a great start and be prepared for your educational journey with us.

### CONFIRM YOUR ENROLLMENT

1. Once you have been accepted and have decided to attend CPS, visit the *Accepted Students* page and use the drop down menu to select the student type that applies to you (Domestic, International On-Campus, or International Online)
2. Follow the instructions on the next page to confirm your plan to attend CPS via the *application portal*

### ACTIVATE YOUR MYNEU ACCOUNT

All Northeastern University students have *access to myNEU*, the portal and entry point for your student account, Husky e-mail, courses, and much more. Log in often to ensure you keep up to date with news, resources, and communications from offices across campus and to complete online coursework.

### REVIEW THE CPS QUICK START GUIDE

The CPS *Quick Start Guide* is a useful starting point for getting acquainted with the primary offices and resources available to you as a Northeastern University student.

### EXPLORE THE STUDENT REFERENCE GUIDE

This Student Reference Guide has a wealth of useful information about Northeastern University, as well as details about the College of Professional Studies that can help you make the most of your time as a student here. Browse through it before you begin your degree program and refer back to it throughout your education at CPS any time you need to locate office contact information, want to familiarize yourself with common academic policies, or are curious about where to find answers to more specific questions.



## OFFICE OF ACADEMIC ADVISING

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Our mission is to provide comprehensive services to enable students to take ownership of their education and to make sound decisions and judgments that will further their academic and professional success.

### LOCATION

*Office of Academic Advising (OAA)*  
*50 Nightingale Hall*

### CONTACT

1.617.373.2400 (phone); 1.877.668.7727 (toll-free) ❖ *OAA website*  
General undergraduate student inquiries: *cps-undergradadvisor@northeastern.edu*  
General graduate student inquiries: *cps-gradadvisor@northeastern.edu*

### OFFICE SUITE HOURS IN EST

Monday through Thursday: 8:30 a.m. – 7:00 p.m. (advising available 9:00 a.m. – 7:00 p.m.)  
Friday: 8:30 a.m. – 5:00 p.m. (advising available 9:00 a.m. – 5:00 p.m.)  
Saturday: 8:30 a.m. – 1:30 p.m. (no advising available)

### ADVISING HOURS (APPOINTMENTS) IN EST

Monday through Thursday: 9:00 a.m. – 7:00 p.m.  
Friday: 9:00 a.m. – 5:00 p.m.

### ADVISING HOURS (WALK-INS) IN EST

Monday through Friday: 2:00 p.m. – 4:00 p.m.

### LEARNER SERVICES HOURS (CALL/EMAIL) IN EST

Monday through Friday: 8:30 a.m. – 5:00 p.m.

The Office of Academic Advising uses an appointment-based model of advising. Outside of the daily walk-in availability, you will be directed to make an appointment with your Career and Academic Coach. During walk-in hours, students can have an express (up to 15-minute) meeting with the Career and Academic Coach on duty. To avoid waiting and to ensure that you will be able to meet with the Advisor for your program, it is best to *make an appointment in advance with your Career and Academic Coach.*

### BOOK AN APPOINTMENT WITH YOUR CAREER AND ACADEMIC COACH

You can schedule an appointment with your Career and Academic Coach via your myNEU account using the *appointment portal*. To learn how to use the Appointment Calendar, Information Technology Services has *training videos for students.*

## MYNEU AND NU ONLINE

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### Activate your myNEU Account

Your myNEU account is your student electronic portal to access your student e-mail account, register for and/or drop courses, confirm course registration, access online classes, view billing information, check your financial aid application status, apply for a parking permit, view your grades and academic history, and apply to graduate.

#### TO ACTIVATE YOUR MYNEU ACCOUNT

1. Go to [myneu.neu.edu](http://myneu.neu.edu)
2. Click on *How do I get a myNEU username and password?*
3. Click *Activate Account*

If you have trouble accessing your myNEU account, please contact the Services Desk at 1.617.373.4357 (HELP), at [help@northeastern.edu](mailto:help@northeastern.edu), or at the InfoCommons located inside *Snell Library* on the main Boston campus.

### Access NU Online

After your myNEU account is active, login to NU Online and complete the New Student Online Orientation. To access NU Online, login to myNEU and click on the Northeastern University Online Blackboard link.

## NEW STUDENT ORIENTATION

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New students taking courses on-ground receive an invitation to the on-ground orientation. The purpose of New Student Orientation is to provide information and tools for each student's success from the point of program entry to degree completion. This is a chance to familiarize yourself with the campus; get your Husky ID; learn about the various resources that are available to you; meet various college and university representatives, including your Career and Academic Coach; and ensure you have all the information you need to make a smooth and successful transition into CPS.

All new students are expected to attend the on-ground orientation. If you cannot attend the on-ground orientation, please be sure to review thoroughly all components of this Student Reference Guide and to explore the New Admitted Student Site located at <http://www.orientation.cps.northeastern.edu/>

### Access and Check Your HuskyMail

All students are responsible for regularly checking their Northeastern email accounts (HuskyMail). Official university correspondence is sent to HuskyMail accounts only. Students can forward their HuskyMail to a secondary email account (Gmail, Yahoo, etc.).

#### FORWARDING YOUR HUSKYMMAIL

1. Login to your HuskyMail account through *myNEU*
2. Click *Settings* in the upper right corner
3. Go to the *Forwarding and POP/IMAP* tab

4. Select *Forward a copy of incoming mail to*
5. Enter your desired e-mail address to receive your forwarded HuskyMail
6. Select the action that you would like messages to take after being forwarded

## Register for Courses

1. Log into your *myNEU* account
2. Click on the *Self-Service* tab
3. Click on *Course Registration*
4. Click on *Add/Drop Courses*
5. Select the correct CPS Term (for example, Fall 2016 CPS Quarter or Fall 2016 CPS Semester)
6. Add the CRN (five-digit code; available on online course descriptions) of each course you want into the boxes on the *Add Classes Worksheet*
7. Click *Submit Changes*

## Order Your Books

All students are expected to have textbooks and required readings by the first day of class. You may search for course textbook requirements in the course syllabus or on the *Northeastern University Bookstore website*. The Northeastern University Bookstore is located in *4 EU Hall* on the main Boston campus.

## Complete the I Am Here (IAH) Process

All students are required every academic term and session (first and/or second half of a term) to verify their intent to enroll through their myNEU accounts during the first week of class. This verification process is called “I Am Here.” Students who fail to complete this process will be automatically dropped from their class(es).

The link for “I Am Here” becomes available to students on the first day of the academic term (for those enrolled in full-term and first-half classes) and on the first day of the second-half session (for those enrolled in second-half classes).

### COMPLETING I AM HERE

1. Log into your *myNEU* account and click on the link to open the pop-up window
2. Follow through the series of screens where you can confirm that you will be attending classes during that particular term
3. This is also your opportunity to make schedule adjustments

Please ensure you *complete the “I Am Here” process* and do not log out of the system early. If you do not receive a pop-up message confirming completion of the process, then you have not reached the end of the procedure, and must start again. Please print or save a copy of the confirmation page for your records. For problems with the “I Am Here” process, contact *registrar@northeastern.edu*.

If you add a course to your enrollment after the first day of class, and you have already completed the "I Am Here" process, you will not be required to do so again. Your act of registering for the course after the term starts will serve as confirmation of your intent to enroll in this course. Should you change your mind about enrolling in this added course, you will need to drop it yourself. Please always be mindful of registration deadlines.

## Review the College Catalog

Access the College Catalog for policies on Undergraduate and Graduate Programs via the *Registrar's website*.

## Review the Academic Calendar

Access the *Registrar's Academic Calendar* for important dates and deadlines, e.g., registration and holidays.

## NEW STUDENT ONLINE / NEW TO ONLINE COURSES

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### How do online courses work?

Students are encouraged to learn more about NU Online by exploring these *tips for being a successful online learner* and by viewing this *online class demonstration*.

## NEW STUDENT ON-GROUND / NEW TO BOSTON

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### Obtain Your Husky Card (student identification card)

Husky Cards allow access to a wide range of campus events and facilities including the library, computer labs, and the Marino Recreation Center. There are two methods to obtain a Husky Card:

#### IN PERSON

Bring a photo ID (state license or passport) to the *Husky Card Office* in *4 Speare Commons*.

#### ONLINE

From your HuskyMail account, email your NU ID number and mailing address to *huskycard@northeastern.edu*. This address must match the mailing address that is listed in myNEU. You can then upload a photo through myNEU, which will be reviewed by the Husky Card Services Office for approval. Once approved, you will receive an email confirmation. Please allow one to two weeks to receive your Husky Card by postal mail.

Note that your NU ID number is not on the series of numbers listed on the front of your Husky Card. To find your NU ID, login to your myNEU account and click on the *Self-Service* tab. Your NU ID number will be located at the top of the left-hand column.

### Purchase On-Campus Parking Permit or MBTA Pass

CPS students can purchase an annual parking permit, which is valid for the academic year, via myNEU under the **Community** tab or in person at **354 Richards Hall**. You may contact the Commuting Services office via phone at 1.617.373.7010 or via email at [parking@northeastern.edu](mailto:parking@northeastern.edu). Student parking fees are assessed to the student's tuition account.

You can purchase mass transit (subway and bus) MBTA passes via myNEU or with a Northeastern student ID card at the Cashier's Office located in **248 Richards Hall**.

## Massachusetts Health Insurance Requirement

By Massachusetts law, all full and part-time students enrolled in a Massachusetts institution of higher learning are required to participate in a qualifying student health insurance program (QSHIP) or in a health benefit plan with comparable coverage (Massachusetts law, (G. L. c. 15A: B. 18.)). Students who meet these requirements will be billed for the Health Plan and the University Health and Counseling Fee.

If a student has comparable coverage through a domestic insurance provider, s/he may decline this plan. Eligible students can complete the online waiver via myNEU to decline the plan and have the fees removed from the tuition bill. Deadlines apply.

Students studying online are not automatically registered for the Northeastern University Student Health Plan (NUSHP). Visit the [University Health and Counseling Services website](#) for coverage information, and the [NUSHP website](#) for costs, deadlines, and more.

## NEW INTERNATIONAL STUDENTS ON A STUDENT VISA

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There are many steps that need to be completed prior to moving to and while living in Boston during your studies. Be sure to review the [Pre-Arrival Guide](#).

Please familiarize yourself with the Office of Global Services (OGS) website. For information on everything from signing up for and attending a mandatory orientation to maintaining lawful student status, it is an essential resource.

### LOCATION

*Office of Global Services (OGS)*  
*405 Ell Hall*

### CONTACT

+1.617.373.2310 (phone); +1.617.373.8788 (fax)  
[ogs@northeastern.edu](mailto:ogs@northeastern.edu) ❖ [OGS website](#)

### OFFICE SUITE HOURS IN EST

Monday through Thursday: 8:30 a.m. – 7:00 p.m.  
Friday: 8:30 a.m. – 5:00 p.m.

## MOVING TO BOSTON

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### How can I find housing?

Students at Northeastern University College of Professional Studies are not eligible for on-campus housing. There are, however, a number of *housing resources* you may refer to if you are seeking housing in the Boston area.

### May I use Northeastern athletic facilities?

Northeastern University has multiple athletic facilities including the *Marino Center*, *Cabot Center*, and *Squashbusters Center*. All students who pay the Campus Recreation fee and who are registered for classes have access to these facilities. For more information, visit the *Campus Recreation website*.

### What kind of on-campus public safety resources exist?

The men and women of the *Northeastern University Public Safety Division* are dedicated to maintaining the campus as a safe and pleasant place in which to live, work, and study. The *Personal Safety Escort Service* provides for the safe escort of students across campus or to their homes if located within a 1.5 mile radius of the campus. The Division also coordinates a variety of crime victim support services as well as violence prevention and personal safety classes and programs.

### Campus Emergency Notifications - NU Alert System

Remember to keep your personal and family phone numbers and email addresses up-to-date on myNEU in order to receive campus emergency messages via the NU Alert System.

1. Log into the *myNEU* student portal
2. Select the *Self Service* tab
3. Under *Registrar*, select the *Emergency Contact Info* tab and follow the directions shown

## FINANCING YOUR EDUCATION

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### Paying Your Tuition

Billing is managed online through your myNEU account. The first e-bill is posted one to two weeks prior to the start of the term. Second-session courses are billed one to two weeks prior to the start of the second-half session. Payments can be made online via NUPAY on myNEU.

For information on funding options, including a monthly payment plan that allows you to divide your education costs into manageable, convenient monthly installments, please contact the *Office of Student Financial Services*.

#### LOCATION

*Student Accounts* (for inquiries about billing, payments, and third-party funding)  
*354 Richards Hall*

**CONTACT**

1.617.373.2270 (phone); 1.617.373.8222 (fax)

[studentaccounts@northeastern.edu](mailto:studentaccounts@northeastern.edu) ❖ [SFS website](#)

**Financial Aid**

Regardless of your family income, consider applying for financial aid. Many factors are taken into consideration, including financial need, academic promise, and filing deadlines, when determining financial awards. It is the intent of the university to meet as much of a student's financial need as available funds will allow. The only way to know if you will be eligible for grants, loans, and scholarships is to apply for aid. CPS students must complete and file the **FAFSA** (Free Application for Federal Student Aid) at least three weeks prior to the start of the term.

**LOCATION**

**Financial Aid** (for financial aid queries and document mailing)

**354 Richards Hall**

**CONTACT**

1.617.373.2897 (CPS phone); 1.617.373.8735 (fax)

[sfs@northeastern.edu](mailto:sfs@northeastern.edu) □ [SFS website](#)

CPS Students are awarded financial aid throughout the academic year once all aid application materials are received.

**How do I maintain financial aid eligibility?**

If you are a financial aid recipient, you need to make sure that you meet **Satisfactory Academic Progress (SAP)** as well as a minimum Grade Point Average (GPA) and are enrolled for at least six quarter hours in order to maintain your aid eligibility. For more information about SAP and eligibility requirements, please consult your **Financial Aid Counselor**. Please also visit the **CPS Financial Aid website** for more information.

**Payment Methods**

Full payment of tuition and other related charges are due prior to the start of the term as specified on the original bill. A past due balance may result in prevention of registration or grade release. Payments will be accepted for billable charges only. The university is not able to process payments for more than the balance due on the student's account.

For balances not covered by federal/state financial aid awards to eligible students, here are payment method options:

- ▶ E-check
- ▶ Payment by foreign currency
- ▶ Wire transfer
- ▶ Check
- ▶ Credit card
- ▶ Monthly payment plan
- ▶ External scholarships
- ▶ Tuition paid by employers or third party
- ▶ Tuition reimbursement

## CALENDAR SYSTEM AND COURSE DELIVERY

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There are two academic calendars at CPS. Undergraduate students follow a semester system, while graduate students follow a quarter system. These calendars have different term start/end dates and deadlines, so be mindful of this as you search for information about course registration, billing, and other important dates during your education.

### How does the semester calendar system work?

For undergraduate students, the academic year at CPS is divided into three 15-week terms: Fall, Spring, and Summer Semesters. Each semester is subdivided into two 7 ½-week halves (first and second sessions). Courses are offered for either a full semester or an intensive half-session. Certain courses only run as full-term offerings, while others may only run in a half-session; both course lengths involve the same amount of work and earn the same amount of credit.

### How does the quarter calendar system work?

For graduate students, the academic year at CPS is divided into three 12-week terms (Fall, Winter, and Spring Quarters), and one 8-week term (Summer Quarter). Each Fall, Winter, and Spring Quarter is subdivided into two 6-week halves (first and second sessions). Courses are offered for either a full quarter or an intensive half-session. During the Summer Quarter, courses are offered for a full 8-week term, a 6-week session, or two 4-week sessions. Certain courses only run as full-term offerings, while others may only run in a half-session; both course lengths involve the same amount of work and earn the same amount of credit.

### How many credits is each course worth?

Credit is a generic description; it is more precise to think of Semester Hours (SH) for undergraduate students or Quarter Hours (QH) for graduate students. These carry different values due to the different amount of time spent in a course. Undergraduate course values are typically 3 SH. Graduate course values are typically 3 or 4 QH.

### How is course content delivered?

#### ON-CAMPUS (ON-GROUND)

*On-ground classes* meet every week on campus for face-to-face student-instructor contact.

#### BLENDED

*Blended classes* meet on campus approximately 2 hours and 10 minutes per week (or 3 hours and 10 minutes for summer classes); online course content and discussions equivalent to the remainder of the course contact time augment the in-class instruction.

#### ONLINE

*Online classes* feature lectures, lessons, and exercises that are completed online over the course of the term. Most instruction is asynchronous. View *this demo* of an online course.

#### HYBRID

*Hybrid classes* combine on-campus and online instruction. Classes do not meet on campus every week; instead, they meet during selected weeks of the term as determined by the instructor. The majority of course instruction is held on campus; the rest is delivered online.



## When do classes meet?

Most CPS on-ground courses are offered weeknights starting at 5:50 p.m. or Saturday mornings. Occasionally, there will be afternoon classes offered. When hybrid and blended courses meet in person, they share the same start times as on-ground courses. Online courses are asynchronous (students can log on anytime from anywhere). Unless otherwise specified by the instructor, online students work at their own pace to meet set deadlines and requirements for the courses as outlined in the syllabus.

## Where can I find the Academic Calendar?

The *Academic Calendar* is available via the *CPS Student Resources web page*. It lists academic term start and end dates, holidays, and deadlines.

# TRANSFER CREDITS

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## What types of transfer credit are accepted?

We accept transfer credit from several sources. Please see the *Undergraduate* and *Graduate Catalogs* for complete details on policies and visit the Office of Admissions *Transfer Credit web page* for a summary of policies and processes.

### NORTHEASTERN UNIVERSITY COURSEWORK

Credit previously earned from another college at Northeastern University may be accepted as transfer credit and is subject to *specific limits*.

### ACCREDITED INSTITUTION COURSEWORK

Credit previously earned from an accredited college or university other than Northeastern may be accepted as transfer credit and is subject to *specific limits*.

### COLLEGE-LEVEL PROFICIENCY EXAMINATIONS

Undergraduate credit may be awarded for sufficient scores on some standardized exams:

- ▶ *College-Level Examination Program (CLEP)* via the College Board
- ▶ *Advanced Placement (AP) exams* via the College Board
- ▶ *DANTES (DSST)* exams via the U.S. Department of Defense

For details about how exams correlate to CPS courses, review the *CLEP* and *DANTES* equivalency guides.

### ASSESSMENT OF PRIOR LEARNING (APL)

For a modest fee, undergraduate credit may be possible through the Assessment of Prior Learning portfolio review process, which allows for life and work experience to be linked to specific CPS courses. Review the *APL guide* for details on requirements and procedures.

### MILITARY EXPERIENCE AND TRAINING

Credit earned while in training or serving as a member of the U.S. military may be accepted as transfer credit and is subject to *specific limits*. Special evaluation may be necessary.

## How do I know if I have been awarded transfer credits?

### UNDERGRADUATE

Transfer credit is reviewed and processed once all official transcripts and/or college-level proficiency examinations are received from each prior institution. It takes approximately 2-4 weeks for an award to be processed. The Admissions Office will send all transfer credit awards to your Husky email.

- ▶ The transfer credit award will state which credits have been accepted and the equivalent courses
- ▶ The transfer credit award will be followed by a *degree audit*
- ▶ The degree audit will show you how your transfer credits fit into your program and which courses you have to complete

### GRADUATE/DOCTORAL

Initiate a transfer credit request by submitting official transcripts, course descriptions, and syllabi for the courses you hope to transfer into CPS. Please use the graduate transfer credit form on the *Academic Forms web page*.

### ALL STUDENTS

If you do not receive a transfer credit award before you register for courses, be sure to register for a course that you know you have not previously completed. For more information, refer to the transfer credit policy in the *College Catalog*.

## YOUR CAREER AND ACADEMIC COACH

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Each student enrolled in a certificate or degree program has a designated Career and Academic Coach. To find your Advisor's contact information, log into your myNEU account; or visit the CPS website, click on *Student Resources*, and then click on *Find My Advisor* (under the Academic & Student Support Services section).

### What is my Academic Program Curriculum?

The curriculum for your particular academic program can be found by checking your *degree audit*. To discuss your curriculum and academic program further, please contact your designated *Career and Academic Coach*.

### When should I register for courses?

As soon as enrollment opens, you should register. Check the *Academic Calendar* for registration dates each term.

### How do I choose which courses to take?

Undergraduate students should reference their manual degree audit from their *Career and Academic Coach*. Graduate students have access to their degree audit online via myNEU. Please note that, even if a curriculum changes, you are obliged to follow the version that was in place when you started your program (you can also petition to follow the new version, if that is your preference). The exception is that if you return to a program after a voluntary absence of one or more years, you are obliged to follow the curriculum that is in place at the time of your re-entry or re-application.

## How many classes should I take each term?

Please consult with your designated *Financial Aid Counselor* or *Career and Academic Coach* regarding your specific course registration requirements. In general, full-time enrollment for an undergraduate student is 12 semester hours (SH) taken across a 15-week semester. A full-time course load for a graduate (non-doctoral) student is 8 or 9 (depending on program) quarter hours (QH) taken across a 12-week quarter. International students have specific guidelines that they must follow in accordance with federal regulations.

## How do I add and/or drop courses?

Add or drop courses through myNEU according to *add/drop deadlines*. Students who wish to add a course that has already begun should consult with the instructor to determine the feasibility of catching up and succeeding in the course. It is the right of any instructor to refuse permission for a student to add a class that is already in progress.

Students who drop a course before the add/drop deadline will not be charged for the course and will not have a W (withdrawal) recorded on their transcripts. Once the add/drop deadline has passed, students may withdraw from a course up until the Saturday before the session/term ends. A “W” (withdrawal) grade will be noted on the student’s transcript and the student is responsible for 100 percent of the tuition charges and applicable fees.

## How do I know which courses I have left to complete?

Use your *degree audit*, which lists courses you have completed and those you have left to complete. You should always check with your assigned *Career and Academic Coach* if you have questions about your progress in the program.

## ABOUT YOUR ACADEMIC PROGRAM

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### How do I know which courses are required in my program?

You can find your curriculum information in your degree audit. Please be sure to use the curriculum intended for the academic year/term that you began your studies. You are strongly encouraged to review your degree audit each term.

### What is a Degree Audit?

A degree audit itemizes academic course requirements that you need to fulfill to complete your certificate or degree. It shows courses you have taken and those you still need to take.

#### UNDERGRADUATE

Undergraduate students should reference their manual degree audit from their *Career and Academic Coach*. To request a manual audit, complete and submit the Request for Degree Audit form on the *Student Resources web page*, allowing 2-4 weeks for completion.

#### GRADUATE

Graduate students have access to their degree audit online via myNEU.

## Academic Grading System

Grades are officially recorded by letters with a corresponding point value on a 4.000 scale.

| Letter Grade | A     | A-    | B+    | B     | B-    | C+    | C     | C-    | D+*   | D*    | D-*   | F     |
|--------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| GPA          | 4.000 | 3.667 | 3.333 | 3.000 | 2.667 | 2.333 | 2.000 | 1.667 | 1.333 | 1.000 | 0.667 | 0.000 |

\*Not a grading option for graduate or doctoral courses.

## How do I know how well I am doing in my program?

Log into your myNEU account to check your grades after you complete a course. Grades are viewable the Wednesday after the session/term ends. If you have questions about a grade, speak with your instructor.

### FACT

The Faculty-Advisor Communication Tool (FACT) is a system by which faculty and Career and Academic Coaches correspond regarding specific students. Instructors may submit a FACT report to inform advisors of concerns they have regarding students' academic progress. If you receive a FACT notification, consult with your instructor and/or Advisor as appropriate.

## What is the minimum Grade Point Average (GPA) I need?

To remain in good academic standing, undergraduate students must maintain a minimum cumulative GPA of 2.0. Graduate/Doctoral students must maintain a minimum cumulative GPA of 3.0.

## ACADEMIC PROGRESS

All CPS students are expected to maintain a required cumulative Grade Point Average (GPA). Undergraduate students are required to maintain a minimum cumulative GPA of 2.0 and graduate and doctoral students are required to maintain a minimum cumulative GPA of 3.0.

### ACADEMIC PROBATION AND DISMISSAL

Failure to maintain the minimum grade requirement will result in academic probation or dismissal. Please see chart below for details. To view the academic standing policy, please refer to the *College Catalog*.

|                                                | Undergraduate                                                           | Graduate/Doctoral <sup>^</sup>                                          |
|------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Academic Warning<br>(Academic Probation 1*)    | Cumulative GPA below 2.0 after attempting<br>12 SH out of good standing | Cumulative GPA below 3.0 after attempting<br>6 QH out of good standing  |
| Academic Probation<br>(Academic Probation 2**) | Cumulative GPA below 2.0 after attempting<br>24 SH out of good standing | Cumulative GPA below 3.0 after attempting<br>12 QH out of good standing |
| Academic Dismissal***                          | Cumulative GPA below 2.0 after attempting<br>36 SH out of good standing | Cumulative GPA below 3.0 after attempting<br>18 QH out of good standing |

A student must make consistent satisfactory academic progress toward her/his program. A student who attempts but does not complete credits and earns one or more I, IP, NE, W, or F grades for two or more consecutive terms may be placed on academic probation which may then result in academic dismissal. Notation of Academic Probation appears on the internal record, but not on the permanent transcript.

^Doctoral students must satisfy program specific progression standards, which may differ from information provided above, to remain in good academic standing. Please check with your program if you are unsure about these standards.

\*Financial aid recipients are encouraged to consult with their *Financial Aid Counselor* with questions about the impact their academic progress/standing may have on their financial aid award.

\*\*Students on academic probation are required to consult with their *Career and Academic Coach*.

\*\*\*International students must consult immediately with the *Office of Global Services* regarding their status.

A student may appeal a dismissal decision to the College's Academic Standing Committee if s/he can provide documented evidence supporting an appeal. A student will be dropped from any courses in progress at the time of dismissal. If a dismissed student submits an appeal which results in a reversal of the dismissal, the student will need to wait until the subsequent academic term to resume his or her studies.

## Reinstatement After Dismissal

A student who is dismissed from CPS is not eligible to register again for CPS courses unless s/he is approved to be reinstated. A student may apply for reinstatement after a minimum of one academic year if s/he can provide documented evidence supporting the application (e.g., completed course(s) with a grade of B or higher at another accredited college during the one plus year absence).

The application must be made in writing by submitting a completed *Request for Reinstatement* form and providing supporting documentation to the *Office of Academic Advising*.

If reinstatement to the College is approved, a student is expected to meet the most current requirements for program admissions and curriculum. A student approved for reinstatement but who does not meet the admissions requirements for the intended program (or if the intended program is no longer available) may apply to another program.

## ACADEMIC INTEGRITY

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In the Northeastern University College of Professional Studies we take academic integrity very seriously. It mirrors our commitment to promoting students' independent and original scholarship, and honesty and integrity are critical in today's professional world. Avoiding plagiarism (using work or ideas that are not your own without proper attribution) is at the core of our *Academic Integrity Policy*, and you will find references to it on your syllabi; however, there are also other areas, outlined by the *Office of Student Conduct and Conflict Resolution (OSCCR)*, with which you should be familiar as you progress through your studies.

We offer students many opportunities to learn more about academic integrity, as well as how to cite sources properly and avoid plagiarism and other academic integrity violations.

## Interactive Academic Integrity Checklist

You can use the Interactive Academic Integrity Checklist both to read about common violations and to make sure you're in the clear before you hand in assignments. There is a computer browser version and a mobile device version.

### BROWSER

[nuonline.adobeconnect.com/academicintegritychecklist](http://nuonline.adobeconnect.com/academicintegritychecklist)

### MOBILE

[nuonline.adobeconnect.com/academicintegritychecklist\\_mobile](http://nuonline.adobeconnect.com/academicintegritychecklist_mobile)

Learn more about avoiding plagiarism and using the library for research via the [Snell Library tutorial page](#). Additionally, if you would like to make sure your citations are correct, you can schedule an appointment with the Northeastern Writing Center, the International Tutoring Center, or Smarthinking.

## ACADEMIC AND STUDENT SUPPORT NETWORK

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Tutoring can benefit skilled professionals and beginning students alike. Whether you are struggling with organic chemistry, working on a long paper, or putting the finishing touches on a presentation, Northeastern University offers many opportunities for you to enhance your academic work and professional skills through free one-on-one academic support on and off campus.

### Smarthinking

Smarthinking is a free, online, one-on-one tutoring service that provides subject-specific help as well as writing support to students. E-Structors provide guidance during live whiteboard sessions and give feedback to submitted questions and writing assignments. You can submit your writing for any subject and have it reviewed by an e-structor and returned to you, usually within 24 hours. Review the [instructions on how to access Smarthinking](#) for more information.

### Northeastern Writing Center

The [Northeastern Writing Center](#) (located in [412 Holmes Hall](#)) offers one-to-one feedback in person and online at all stages in the writing process from brainstorming and outlining, to draft revision, editing, and final submission. Writing Center consultants work with undergraduate and graduate students from all academic disciplines; speakers of other languages as well as native speakers of English; and weak, average, and strong writers.

### Northeastern Math Center

The [Northeastern Math Center](#) offers math tutoring on an individual basis (for undergraduates only) in algebra, pre-calculus, and calculus. Students can sign up in [540B Nightingale Hall](#) or via myNEU for an appointment.

### Global Student Success

[Global Student Success \(GSS\)](#) is committed to fostering the acculturation of international students to the Northeastern community, and promoting internationalization across the institution. GSS supports international students through cross-cultural, linguistic, and academic support services. They also partner with faculty, staff, and administrators to integrate global dimensions and cross-cultural understanding into the Northeastern experience.

## LOCATION

*Global Student Success Office*  
*10 Belvidere, 101 Belvidere Street, Boston, MA 02115*

## CONTACT

1.617.373.2455  
*globalss@northeastern.edu* ❖ *GSS website*

## INTERNATIONAL TUTORING CENTER (ITC)

The ITC offers both ESL tutoring and language and culture workshops. Services are available in-person and online.

- ▶ ESL Tutoring. The ITC provides high-quality English language instruction for international students through 50-minute individual and group tutoring appointments. Sessions focus on areas including academic writing, listening, speaking, reading, and TOEFL preparation.
- ▶ Language and Culture Workshops. The workshops cover English language skills, American culture, and general tips for academic success.

## LISTENING AND SPEAKING CLASSES

These courses offer listening and speaking practice for students to improve their pronunciation, listening comprehension and speaking skills. In the General Practice class, students work as a team to present strategies to start a business. In the Business Case class, students read and discuss short business cases and give individual leadership presentations. CPS students register via myNEU. All others come to the first day of class.

## Disability Resource Center

The Disability Resource Center serves Northeastern students who have documented disabilities as defined by the Americans with Disabilities Act as Amended (ADAAA) of 2008. Staff members regularly work with students who have a variety of types of disabilities such as AD(H)D, Asperger's Syndrome and related disorders, chronic and degenerative disorders, hearing loss, learning disabilities, mobility impairments, psychiatric disorders, traumatic or acquired brain injury, and vision impairment.

## LOCATION

*Disability Resource Center*  
*20 Dodge Hall*

## CONTACT

1.617.373.2675 (voice); 1.617.373.2730 (TTY)  
*drc@northeastern.edu* ❖ *DRC website*

## Behavioral Health support

The Behavioral Health Team at *University Health and Counseling Services (UHCS)* provides eligible students with a variety of services including scheduled and emergency assessment, short-term individual therapy, group counseling, psychopharmacology treatment, and referrals.

## LOCATION

*University Health and Counseling Services  
Forsyth Building, Suite 135*

## CONTACT

1.617.373.2772

*uhcs@northeastern.edu ❖ UHCS website*

## WeCare

WeCare is a program that assists students experiencing unexpected challenges maintaining their academic progress. WeCare works with the student to coordinate among university offices and to offer appropriate on-and off-campus referrals to support successfully resolving issues.

## LOCATION

*WeCare Office  
104 Ell Hall*

## CONTACT

1.617.373.4384

*wecare@northeastern.edu ❖ WeCare website*

## Center for Spirituality, Dialogue, and Service

The Center seeks to advance campus religious/spiritual programming, interfaith and intercultural dialogue, and civic engagement for global citizenship. It offers a number of programs to support the overlap of spirituality and wellness.

## LOCATION

*The Center for Spirituality, Dialogue and Service Office  
203 Ell Hall*

## CONTACT

1.617.373.2728

*csds@northeastern.edu ❖ Center for Spirituality, Dialogue, and Service website*

## PROFESSIONAL AND CAREER DEVELOPMENT

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### What kinds of co-op and internship opportunities are available?

At Northeastern, students earn more than just an education—they gain relevant, real-world skills and experience. Our signature experiential learning model combines academics with professional practice, allowing students to put their ideas into action and graduate with firsthand industry knowledge. These programs are an optional component of most degree programs. Students must qualify to participate.

- ▶ **Full-Time Co-op Opportunities** — All our academic programs offer the opportunity to participate full-time co-ops or internships. Students on co-op work in a paid position in their field of study for three to six months.



- ▶ **Experiential Network (XN)** — If you need a more flexible experiential option or you want to better prepare yourself for a potential co-op opportunity, you can work virtually with a sponsoring business or nonprofit organization on a short-term project.
- ▶ **Experiential Learning at Work** — If you are a working professional already you can collaborate with your current employer to develop a customized project that addresses a key business need at your company to gain more experience.

Both co-ops and internships are accompanied by a required Personal and Career Development course (undergraduate students take COP 3940 for 3 SH of credit; graduate students take COP 6940 for 3 QH of credit). Co-ops are 12-24 weeks in length (maximum two terms), are paid, offer negotiable salaries, and are 35-40 hours per week. Internships are 12-24 weeks in length (maximum two terms), are paid or unpaid positions, and are 10-20 hours per week.

#### CONTACT

[cpscoop@northeastern.edu](mailto:cpscoop@northeastern.edu) ❖ [Internships and Co-ops website](#)

## Where can I find career advice?

Your Career and Academic Coach can help you build and execute on your plan meet your professional goals. Whether you are just starting out in your career, making a change, or advancing in your profession - our team of coaches, workshops, and tools can help you achieve professional advancement in a changing world of work. Our Career and Academic Coaching team can guide you to the appropriate resources to explore career options and to plan and carry out successful internship or job searches. In partnership with Career Development we offer opportunities to meet with employers and access to a range of resources. To make an appointment with your assigned Career and Academic Coach, please do so through your myneu account.

#### LOCATION

*Department of Academic Advising  
50 Nightingale Hall*

#### CONTACT

[cpscarercoach@neu.edu](mailto:cpscarercoach@neu.edu) ❖ [www.northeastern.edu/careercoaching](http://www.northeastern.edu/careercoaching)

## REGISTRAR

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The Office of the University Registrar is a central location for official academic records such as transcripts and course enrollment verifications and maintains the Academic Calendar and College Catalogs. The office can also assist with course registration and “I Am Here” process difficulties. Students can contact the Registrar by calling 617.373.2300 or e-mailing [registrar@northeastern.edu](mailto:registrar@northeastern.edu). Additional information can be found on the [Registrar’s website](#).

## TECHNICAL ASSISTANCE

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For technical issues pertaining to an online course, you can get immediate 24/7 support from NU Online by calling 1.855.836.3520. Support via e-mail is also available within one business day at [NUOnline@northeastern.edu](mailto:NUOnline@northeastern.edu). For questions related to course-specific functions (timed out exams, access issues, etc.), contact your instructor.

## ON CAMPUS RESOURCES

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>OFFICE OF ACADEMIC ADVISING<br/>1.617.373.2400<br/><a href="mailto:cps-undergradadvisor@northeastern.edu">cps-undergradadvisor@northeastern.edu</a><br/><a href="mailto:cps-gradadvisor@northeastern.edu">cps-gradadvisor@northeastern.edu</a><br/><a href="http://www.cps.neu.edu/student-resources/OAA.php">www.cps.neu.edu/student-resources/OAA.php</a></p>                                                                                                                 | <p>CENTER FOR THE ADVANCEMENT OF VETERANS AND SERVICEMEMBERS<br/>1.617.373.2392<br/><a href="mailto:nuvets@northeastern.edu">nuvets@northeastern.edu</a><br/><a href="http://www.northeastern.edu/military">www.northeastern.edu/military</a></p> |
| <p>STUDENT FINANCIAL SERVICES (FINANCIAL AID)<br/>1.617.373.2897<br/><a href="mailto:sfs@northeastern.edu">sfs@northeastern.edu</a><br/><a href="http://www.northeastern.edu/financialaid">www.northeastern.edu/financialaid</a></p>                                                                                                                                                                                                                                               | <p>DISABILITY RESOURCE CENTER<br/>1.617.373.2675<br/><a href="mailto:drc@northeastern.edu">drc@northeastern.edu</a><br/><a href="http://www.northeastern.edu/drc">www.northeastern.edu/drc</a></p>                                                |
| <p>STUDENT FINANCIAL SERVICES (BILLING AND PAYMENTS)<br/>1.617.373.2270<br/><a href="mailto:studentaccounts@northeastern.edu">studentaccounts@northeastern.edu</a><br/><a href="http://www.northeastern.edu/financialaid">www.northeastern.edu/financialaid</a></p>                                                                                                                                                                                                                | <p>UNIVERSITY HEALTH AND COUNSELING SERVICES<br/>1.617.373.2772<br/><a href="mailto:uhcs@northeastern.edu">uhcs@northeastern.edu</a><br/><a href="http://www.northeastern.edu/uhcs">www.northeastern.edu/uhcs</a></p>                             |
| <p>OFFICE OF THE UNIVERSITY REGISTRAR<br/>1.617.373.2000<br/><a href="mailto:registrar@northeastern.edu">registrar@northeastern.edu</a><br/><a href="http://www.northeastern.edu/registrar">www.northeastern.edu/registrar</a></p>                                                                                                                                                                                                                                                 | <p>INFORMATION TECHNOLOGY SERVICES (TECHNICAL SUPPORT)<br/>1.617.373.4357<br/><a href="mailto:help@northeastern.edu">help@northeastern.edu</a><br/><a href="http://www.northeastern.edu/its">www.northeastern.edu/its</a></p>                     |
| <p>CAREER AND EXPERIENTIAL LEARNING SUPPORT<br/>1.617.373.2400, Option 4<br/><a href="http://www.northeastern.edu/careercoaching">www.northeastern.edu/careercoaching</a><br/><a href="mailto:Cpscareercoach@northeastern.edu">Cpscareercoach@northeastern.edu</a><br/><a href="http://www.cps.neu.edu/degree-programs/internships-co-ops">www.cps.neu.edu/degree-programs/internships-co-ops</a><br/><a href="mailto:Projects@northeastern.edu">Projects@northeastern.edu</a></p> | <p>SNOW EMERGENCIES<br/>1.617.373.2000<br/><a href="http://www.northeastern.edu/emergency">www.northeastern.edu/emergency</a></p>                                                                                                                 |
| <p>OFFICE OF GLOBAL SERVICES (INTERNATIONAL STUDENTS)<br/>1.617.373.2310<br/><a href="mailto:ogs@northeastern.edu">ogs@northeastern.edu</a><br/><a href="http://www.northeastern.edu/ogs">www.northeastern.edu/ogs</a></p>                                                                                                                                                                                                                                                         | <p>DEPARTMENT OF PUBLIC SAFETY (POLICE / FIRE / MEDICAL)<br/>Emergency: 1.617.373.3333<br/>Non-emergency: 1.617.373.2121<br/><a href="http://www.northeastern.edu/nupd">www.northeastern.edu/nupd</a></p>                                         |

## AFTER YOUR FIRST TERM, UNTIL YOU GRADUATE

- ▶ Meet your deadlines: registration, insurance waiver, financial aid, bills, graduation.
- ▶ Complete the *I Am Here (IAH)* process in the first week of each session of each academic term. Students who fail to complete this process will be automatically dropped from their courses.
- ▶ Check your grades after you complete a course through your myNEU account. Grades are viewable the Wednesday after the session/term ends. If you have questions about the grades you earned, speak with your instructors.
- ▶ Communicate regularly with your instructors about your progress in specific courses.
- ▶ Use your *degree audit* to select courses. Contact your *Career and Academic Coach* with questions.

- ▶ Check your Husky email account regularly – all formal university e-communication is sent to students' Husky email accounts only.
- ▶ Take advantage of programs, services, and events whenever possible: workshops, webinars, library services, tutoring, health programs, job fairs, sports events, etc. The Office of Academic Advising and the Department of Career Development offer workshops throughout the year.
- ▶ Be resourceful: Be familiar with available resources and use them.
- ▶ Contact your *Career and Academic Coach* if you have questions or need support.
- ▶ Expand your network: connect with classmates, instructors, alumni, and others.
- ▶ Complete the *graduation application process* when you are near degree completion.

## STUDENTS SEEKING MULTIPLE CERTIFICATES / DEGREES

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### Undergraduate

An undergraduate student can be enrolled in one undergraduate program at a time.

Undergraduate students seeking more than one certificate or degree after having completed a program should note that undergraduate credits earned toward:

1. a certificate earned at CPS may be used to satisfy the requirements of an Associate or Bachelor degree, if the contents are determined to be applicable per the program director
2. a certificate earned at CPS may be used to satisfy the requirements of a second certificate with a cap of 9 SH, if the contents are determined to be applicable per the program director
3. an Associate degree earned at CPS may be used to satisfy the requirements of a Bachelor degree, if the contents are determined to be applicable per the program director
4. an Associate degree earned at CPS may be used to satisfy the requirements of a second Associate degree with a cap of 50 percent of the requirements for the second degree, if the contents are determined to be applicable per the program director
5. a Bachelor degree earned at CPS may be used to satisfy the requirements of a second Bachelor degree with a cap of 50 percent of the requirements for the second degree, if the contents are determined to be applicable per the program director

### Graduate (Non-Doctoral)

A graduate (non-doctoral) student can be enrolled in just one graduate program at a time.

Graduate (non-doctoral) students seeking more than one certificate or degree after having completed a program should note that graduate credits earned toward:

1. a degree may not be used to satisfy the requirements of another degree program

2. a degree earned at CPS may be used to satisfy the requirements of a graduate certificate with a cap of 50 percent of the required credits of a graduate certificate, if the contents are determined to be applicable per the program director and if the credits were earned within seven years of pursuit of the certificate
  - ▶ If the same course is required in the degree and certificate programs and the student has exceeded the maximum number of credits that can be applied in the certificate program, he or she will request a course waiver to be permitted to take another course instead of repeating the course
3. a certificate earned at CPS may be used to satisfy the requirements of a graduate degree, if the contents are determined to be applicable per the program director and if the credits were earned within seven years of pursuit of the degree
4. a certificate earned at CPS may be used to satisfy the requirements of a second certificate with a cap of one course of no more than 4 credits, if the contents are determined to be applicable per the program director and if the credits were earned within seven years of pursuit of the certificate
  - ▶ If the same course is required in both certificate programs and the student has exceeded the maximum number of credits that can be applied in the second certificate program, he or she will request a course waiver to be permitted to take another course instead of repeating the course

A graduate (non-doctoral) degree student who wishes to pursue a graduate certificate concurrently may seek admission in the certificate program by the end of his or her first term of matriculation in the degree program. Courses that satisfy requirements for both the degree and certificate will count for each.

When the certificate is identical to a concentration in a degree program, only the certificate credential will be earned; the student's transcript will not indicate completion of a concentration

## Doctoral

A doctoral student can be enrolled in one program at a time. There are no exceptions.

## CERTIFICATE COMPLETION

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If you are currently enrolled as a Certificate student, please only enroll in courses that are clearly identified as a part of that curriculum. Certificate students do not need to complete prerequisite courses for the classes that comprise their curriculum.

### Certificate to Full Degree

At any point prior to completing a certificate, if a student decides that she or he would like to complete the full degree program, the student may apply to the degree program. All credits earned as part of the certificate may be used to satisfy degree requirements, if deemed appropriate by the degree program designee.

### Certificate Completion Form

The College of Professional Studies issues certificates around the same time degrees are conferred. Students must submit a completed *Request for Certificate Completion* form in order to have their academic record audited to receive their certificates. Certificates will be mailed one month after they are issued to the address provided on the form.

Refer to the chart below for certificate completion timelines:

| If you complete your certificate requirements in the | Your certificate will be issued in the    | You must submit this completed form by the end of the |
|------------------------------------------------------|-------------------------------------------|-------------------------------------------------------|
| Fall term                                            | Winter (Graduate); Spring (Undergraduate) | Fall term                                             |
| Winter term (Graduate only)                          | Spring                                    | Winter term                                           |
| Spring term                                          | Fall                                      | Spring term                                           |
| Summer term                                          | Fall                                      | Summer term                                           |

## GRADUATION

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### Graduation Ceremony

The Northeastern University College of Professional Studies hosts one graduation ceremony each year in May.

### Apply to Graduate

The Apply to Graduate form accessed through your myNEU account is required and provides the College, the *Office of the Registrar*, and the Commencement Office with the critical information needed to serve you. Failure to complete the application or late application will affect your access to graduation ceremony guest tickets, printing of your diploma, participation in the ceremony, and inclusion in the printed ceremony program.

#### STEPS TO APPLY TO GRADUATE

Review a degree audit from your *Career and Academic Coach* (undergraduate students) or via myNEU (graduate students) to ensure you have met all curricular and GPA requirements to graduate.

Confirm your expected graduation date (EGD) via your myNEU account. A correct EGD is required to access the graduation application. If your EGD is not correct, contact your *Career and Academic Coach*.

Once your correct EGD is in the system, you may apply to graduate by logging into myNEU. Under the *Self-Service* tab in your myNEU account, you will find the *Commencement* box located at the bottom left corner of the screen. Choose the *Apply to Graduate* option and complete the questionnaire.

Once the application is completed and submitted, you will not be able to make changes. If you need to update your degree information (degree, major, conferral date, etc.) please email [cps-graduation@northeastern.edu](mailto:cps-graduation@northeastern.edu). Changes to your diploma name, ceremony information (RSVP, gown size/type etc.) or address information must be submitted to [cps-graduation@northeastern.edu](mailto:cps-graduation@northeastern.edu).

## DEGREE CONFERRAL

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The College of Professional Studies confers degrees three to four times a year, depending on degree level. Degree conferral refers to the official recognition of degree completion by Northeastern University. It may take up to a month for the conferral to appear on an official transcript. Students who complete their degree requirements in the following term will qualify to have their degree conferred in the corresponding conferral month:

### UNDERGRADUATE

| Completion Term | Conferral |
|-----------------|-----------|
| Fall Semester   | December  |
| Spring Semester | May       |
| Summer Semester | September |

### GRADUATE

| Completion Term | Conferral |
|-----------------|-----------|
| Fall Quarter    | December  |
| Winter Quarter  | April     |
| Spring Quarter  | July      |
| Summer Quarter  | September |

## Diploma

Diplomas state Northeastern University, College of Professional Studies, and degree level (Bachelor of Science, Master of Science, etc.). The major will be printed on diplomas for only non-specified degrees (Associate in Science, Bachelor of Science, Master of Science, Master of Arts, PhD).

If applicable, concentrations (for graduate students) and minors (for undergraduate students) appear on the official transcript but not on the diploma.

Changes made to your name after the diploma has been printed may be subject to a \$50 fee and may not be corrected until after graduation. Any changes submitted after the program deadline will not be noted in the graduation program. For more information on graduation, please visit our [Graduation Resource web page](#).

## SERVICES AVAILABLE TO GRADUATES

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### Office of Alumni Relations

You are a student for a few short years, but an alumnus/a for life. You continue to be a valued member of the community, and the [Office of Alumni Relations](#) invites you to participate in various programs, events, and benefits that will enable you to stay in touch with the University and fellow alumni. The [Alumni Center at Columbus Place](#) has

been designed to keep you connected with campus—from informal get-togethers with your former classmates in our comfortable lounge to a range of events focused on networking, education, and fun.

As an alumnus/a, you are eligible for a variety of benefits including

- ▶ discounts on Husky merchandise at the *Northeastern Bookstore*
- ▶ auto and home insurance
- ▶ continuing education courses
- ▶ access to campus libraries, career services, and fitness and recreational facilities
- ▶ alumni connections and volunteer opportunities

Make sure you update your information after graduation to help us keep you informed of all the latest alumni news and events. You can do this through the Alumni website or by calling. In addition, you can keep in touch with fellow Huskies through the easy-to-use alumni online community available on the Husky Nation channel of myNEU. Stay connected, visit the Alumni Center, and tell us how we can serve you better. Go Huskies!

#### LOCATION

*Office of Alumni Relations*  
716 Columbus Avenue, Boston, MA 02115

#### CONTACT

1.617.373.2656 (phone); 1.888.NUALUMNI (toll-free); 1.617.373.8522 (fax)  
*alumni@northeastern.edu* ❖ *Office of Alumni Relations website*

## Office of Academic Advising

Whether you are a new graduate looking for your first job, or a working professional seeking to change, your Career and Academic Coach can help. As an alumnus/a, you can gain valuable, free career-management assistance from the following

- ▶ Individual appointments (in person or over the phone) for help with job-search strategies, interviewing techniques, career transition, and other topics
- ▶ Assistance with networking
- ▶ Career-related workshops
- ▶ Daily walk-in hours for resumé critiques and cover letter reviews
- ▶ Access to *NUcareers*, a database of career and cooperative education job opportunities

#### LOCATION

*Department of Academic Advising*  
50 Nightingale Hall

#### CONTACT

11.617.373.2400, Option 4  
*cpscarercoach@northeastern.edu* ❖ *www.northeastern.edu/careercoaching*

## Alumni Scholarships

Northeastern is proud to give students of all ages the knowledge to transform the world in which we live. As our alumni, you are eligible for two special scholarships, and don't worry, we didn't forget about your children and potential future Huskies – they are eligible for scholarship options too!

### DOUBLE HUSKY SCHOLARSHIP

Qualified graduates with a Northeastern Bachelor's degree are eligible for up to a 25 percent tuition reduction on more than 100 full and part-time Master's degree programs, Career Advancement and Global Advancement Certificates, as well as study abroad and online programs. For more information on the scholarship and to check your eligibility, visit the [Double Husky website](#).

### EUGENE M. REPPUCCI JR. SCHOLARSHIP FOR SONS AND DAUGHTERS OF ALUMNI

This scholarship was established in 1994 by the Northeastern University Alumni Association. Financial need, academic achievement, and community service are used as criteria for these scholarships. A full year of study must be completed at Northeastern University prior to applying for this scholarship. Awards begin at \$1,000 for a full academic year. For application details, visit the [Alumni Scholarships web page](#).

## Campus Recreation

Alumni enjoy the flexibility of purchasing membership to the university's recreational facilities or paying a specified alumni guest fee per visit. Payment must be made at the Marino Center: credit card, check or cash. A valid Alumni Association membership card and government-issued photo identification must be presented at each visit.

### LOCATION

[Campus Recreation](#)  
[140 Marino Center](#)

### CONTACT

1.617.373.4433 (voice); 1.617.373.2885 (TTY)  
[Email form](#) ❖ [Campus Recreation website](#)



## CHECKLISTS

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### Checklist – Prior to Your First Class: All Students

- Confirm your enrollment* in a degree program at CPS
- Activate *myNEU* account
- Sign up for and attend an *on-ground orientation* and/or an *online orientation*
- Review Reference Guide
- Access and check your *HuskyMail*
- Obtain your *HuskyCard* (Student ID)
- Review and save a copy of your *program curriculum*
- Register* for your first course(s); use the *Course Schedule Grid* to help you plan
- Review syllabus for each course and *order books*
- Review *Academic Calendar* and note important future dates/potential conflicts
- Finalize financials* with help from your *Financial Aid Counselor*
- Plan out your schedule: time for assignments, studying, and non-academic commitments

### Checklist – Prior to Your First Class: Online Students

- Review *online course demo*
- Ensure full access to your specific courses in *NU Online*
- Ensure computer and internet connection is sufficient for online courses*

### Checklist – Prior to Your First Class: On-Ground Students

- Confirm transportation and *obtain parking pass and/or MBTA pass*
- Print out a hard copy of the *campus map*
- Apply for a *health insurance waiver*, as needed

### Checklist – Prior to Your First Class: International Students

- Review entire *Pre-Arrival Guide*
- Prepare and bring with you all documents needed to arrive in the U.S.

### Checklist – Your First Weeks of Class: All Students

- Contact your *Career and Academic Coach* and introduce yourself
- Complete “I Am Here” process* in the first week of class
- Find a time to meet with your *Career and Academic Coach* and discuss items such as your program curriculum, academic support services, and tips for successful students

## COURSE SCHEDULE GRID

| TERM                     | Full-Term | First Half (A Session) | Second Half (B Session) |
|--------------------------|-----------|------------------------|-------------------------|
| MONDAY                   |           |                        |                         |
| Course Number            |           |                        |                         |
| CRN                      |           |                        |                         |
| Format / Time / Location |           |                        |                         |
| TUESDAY                  |           |                        |                         |
| Course Number            |           |                        |                         |
| CRN                      |           |                        |                         |
| Format / Time / Location |           |                        |                         |
| WEDNESDAY                |           |                        |                         |
| Course Number            |           |                        |                         |
| CRN                      |           |                        |                         |
| Format / Time / Location |           |                        |                         |
| THURSDAY                 |           |                        |                         |
| Course Number            |           |                        |                         |
| CRN                      |           |                        |                         |
| Format / Time / Location |           |                        |                         |
| FRIDAY                   |           |                        |                         |
| Course Number            |           |                        |                         |
| CRN                      |           |                        |                         |
| Format / Time / Location |           |                        |                         |
| SATURDAY                 |           |                        |                         |
| Course Number            |           |                        |                         |
| CRN                      |           |                        |                         |
| Format / Time / Location |           |                        |                         |
| ONLINE                   |           |                        |                         |
| Course Number            |           |                        |                         |
| CRN                      |           |                        |                         |
| ONLINE                   |           |                        |                         |
| Course Number            |           |                        |                         |
| CRN                      |           |                        |                         |
| ONLINE                   |           |                        |                         |
| Course Number            |           |                        |                         |
| CRN                      |           |                        |                         |





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50 Nightingale Hall ♦ 360 Huntington Avenue ♦ Boston MA 02115  
[www.northeastern.edu/cps](http://www.northeastern.edu/cps) ♦ 1.617.373.2400