

Florida Campus Student Services



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STUDENT SERVICES AT NORTHWOOD UNIVERSITY'S FLORIDA CAMPUS

The Student Services Staff welcomes you to the Florida campus of Northwood University! We are a team of professionals working closely with our students to insure that they have the most positive and impactful college experience possible.

The Division of Student Services encompasses a variety of areas at Northwood University, including:

- Career Services
- The EXCEL Student Development Program
- Health and Wellness services
- Leadership Development Programs
- Residential Life
- Student Involvement Programs/Student Organizations
- The Student Life Center and Intramurals
- Student Rights and Responsibilities

CAREER SERVICES

The Career Services Office, Florida Campus encourages your active participation in the career development **process** and is committed to helping you achieve your career goals. We assist all traditional and University College students as well as alumni with Career Counseling; Resume & Cover Letter Critique; Mock Interviews; Networking Opportunities; Professional Development Workshops; and Professional Resources. We also offer a Career Fair; Part-Time Position Expo; Alumni Mentoring; On-Campus Recruiting; Full-Time & Part-Time Positions listed on eRecruiting; and Internships listed on eRecruiting and Internships.com.

The **eRecruiting** Network is our online electronic job board, and is available to all students and alumni of Northwood. This network allows students to go online and research full-time and part-time positions along with internships that are in-state, and nationally- and internationally-based. The students have access to employers who post directly with Northwood and the entire eRecruiting Network through Experience.com. Each student has a profile, which is updated by that student. The profile includes various aspects such as saved job listings, employer contact names, direct job applications and the ability to upload resumes and cover letters for storage. Most importantly, if resumes and cover letters are published, employers can view them and contact the student directly.

We invite you to visit the Career Services Website at www.northwood.edu/fl

For additional information please contact the Director of Career Services at (561) 478-5506

EMPLOYERS ARE SEEKING "WELL-ROUNDED" STUDENTS. EXCEL AND BE ONE OF THEM.

THE EXCEL STUDENT DEVELOPMENT PROGRAM

Northwood's unique EXCEL Student Development Program is representative of the University's deep commitment to the development of successful business professionals who lead productive and fulfilling lives. Towards that end, the University expects each of its students to choose a minimum of 40 hours (5 credits) of EXCEL-credited programming to participate in for each year that they are enrolled at the University. The University's professional staff members offer a wide array of activities from which to choose each year. These activities fall into five EXCEL-credited categories:

- Professional Development (i.e. workshops, employment)
- Campus and Community Arts (i.e. performances, workshops)
- Community Service/Volunteerism (i.e. fundraisers, service activities)
- Leadership Development (i.e. workshops, leadership positions)
- Organizations and Activities (i.e. varsity sports, clubs & organizations, workshops)

Every student's participation in EXCEL-credited activities is recorded on a **Student Development Transcript**, which is the co-curricular equivalent of the student's academic transcript. Both transcripts are sent out to employers, scholarship committees, and graduate school admissions offices whenever a student requests a transcript. Together they demonstrate the student's commitment to becoming an educated and productive employee and community member.

By participating in the EXCEL Program, you give yourself a competitive edge by adding to your personal and professional growth and further developing your leadership, professional, interpersonal, and creative skills which are essential for success in the business world and bring greater fulfillment to your life. We look forward to showing you how the EXCEL Program can give you a definite edge over other college graduates, and help you become the person you want to be!

EXCEL Professional Development Program Examples:

- Bank of America site visit (2 hours)
- Resumes that Rock Workshop (2 hours)
- You're Hired! Interviews that Get the Job Workshop (1.5 hours)
- Business by the Book: ESPN (1.5 hours)
- Do's and Don'ts for First-Year Professionals Workshop (1 hour)

Total= 8 hours=1 EXCEL Credit

EXCEL Campus and Community Arts Program Examples:

- "Rent" at the Kravis Center (2 hours)
- David Copperfield at the Kravis Center (2 hours)
- Friday Night Film Critics: 2001 A Space Odyssey (2.5 hours)
- Pinstripe Players Performance: NU Revue Variety Show (1.5 hours)

Total=8 hours=1 EXCEL credit

EXCEL Community Service and Volunteerism Program

Examples:

- Paint Your Heart Out House Painting (4 hours)
- Susan G. Komen Race For The Cure Volunteer (4 hours)
- International Coastal Cleanup (4 hours)
- Marathon of the Palm Beaches Volunteer (4 hours)

Total=16 hours = 2 EXCEL credits

EXCEL Leadership Development Examples:

- CASH Club President (8+ hours= 1 credit)
- Outstanding Business Leaders Student Host (8+ hours=1 credit)

Total = 2 EXCEL credits

EXCEL Organizations and Activities Program Examples:

- Learn to Snorkel (4 hours)
- Lion Country Safari Trip (4 hours)
- Northwood Nights Member (8+ hours=1 credit)

Total = 2 EXCEL credits

For more information about Northwood's unique EXCEL Student Development Program, please contact the Student Services Office at (561) 478-5551.

HEALTH AND WELLNESS SERVICES

The Campus Health Clinic and Wellness Center is located in the Stauffer Residential Complex (Apartment 1102) and is available to assist you in the event of minor injury or illness. The Center is staffed by a Registered Nurse, with a consulting physician coming to the center one afternoon each week. Confidential mental health counseling is also available from our Personal Counselor who is on the premises one day per week. Referrals can also be made for local physicians, dentists, and other health care personnel through the Health and Wellness Center.

Northwood provides an accident and sickness insurance plan for all students. However, **this is not a primary insurance and the coverage is very limited.** Students are advised to obtain coverage either independently or through their parents' insurance policies.

All information kept at our Health and Wellness Center is confidential.

For additional information about our Health and Wellness Services, please contact the Student Services Office at (561) 478-5551.

LEADERSHIP DEVELOPMENT PROGRAMS (L.E.A.D.)

As Northwood University students and future business professionals, we take the development of your leadership skills very seriously. **Our Leadership Education And Development Program (L.E.A.D.)** will provide you with the skills, techniques, and strategies necessary to be a strong and confident business leader. The L.E.A.D. Program has several components:

Jumpstart Leadership Program

The Jumpstart Leadership Program is held on the final day of Orientation and is designed to give new students an opportunity to meet current student leaders, practice teamwork and team-building skills, and develop lasting friendships with other new students.

Emerging Leaders Program – PSY 109

The Emerging Leaders Program is a set of two 10-week leadership courses taken during the fall and winter terms. During these courses, students will learn more about their own leadership skills and abilities, and how to best apply them in actual leadership positions.

Rising Leaders Program—PSY 109

The Rising Leaders program is a 10-week leadership course offered during spring term, intended for all students interested in continuing to build their leadership skills. Students will participate in team-building, personal assessment, group discussion, self-reflection and skill-building activities.

RESIDENTIAL LIFE

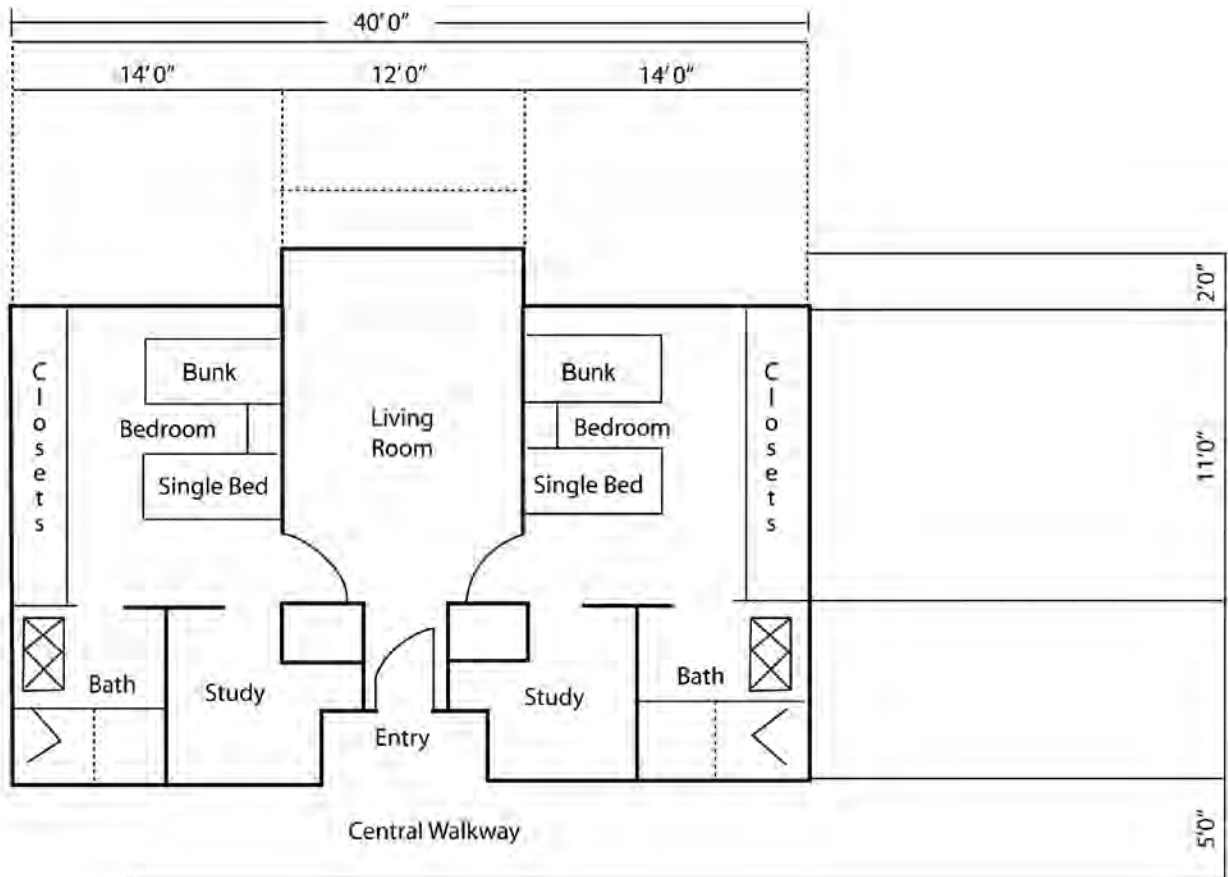
Living on campus is a very important aspect of each student's college experience. The people you will meet and activities you will participate in will help enhance your overall experience at the University.

How is the Stauffer Residential Complex Staffed?

A full-time, professional staff member lives in the complex, as do 12 Northwood student Resident Assistants (R.A.'s) who are trained to assist students. There are 3 staff members on duty in the complex each night and throughout the weekends, so help is always just a phone call away!

How are the rooms set up?

All residential students live in apartment-style housing with a living room, two bedrooms, two bathrooms, and two study rooms. Normal occupancy is considered to be three students per room and six students per apartment. If space is available, juniors and seniors may reside 2-to-a-room at no additional cost, and freshmen and sophomores may do likewise for an additional \$250 per term.



Florida Campus Floor Plan

What do I need to bring with me?

Each living room has a couch, chairs, end tables, floor lamp, and a telephone. Each bedroom has 3 closets with built-in shelves, 3 extra-long twin beds, a lamp, and a dresser. Each study room has chairs, built-in study counters, and internet hook-ups for students' personal computers. Each student will receive a student log in and email by the start of the term, and will also need to register their computer with our information technology department before logging on to the server.

You should bring sheets (**twin extra long**), comforter, pillow, towels, blanket, a mattress pad, and a trash can. When you receive your housing assignment, you will be given contact information about your roommates and suitemates so you can contact them to determine who will bring other items such as computers, stereo, TV/DVD, microwave oven, George Foreman grills, small refrigerator (no larger than 4.0 cubic feet), alarm clock, etc. **Please do not bring electrical items with exposed coils (such as hotplates), oil popcorn poppers, or charcoal or gas grills.**

Can I bring a car to campus?

All students are permitted to have a vehicle on campus. If you bring a vehicle you will need to register it with the business office as soon as you arrive on campus, and they will issue you a parking permit which is good for one year. Motorcycles and mini bikes are not permitted to be parked in the apartment or in the courtyards of the residence hall, and must be registered, as they are motorized vehicles.

Can I have a phone in my room?

The University provides a phone in the living room and free local phone service. Students can make local calls, credit card and calling card calls, and receive calls on this phone line. Students will be given the opportunity to sign up for long distance service with the company the University uses when they arrive on campus, but they may use any long distance phone company they choose. Additional phone lines can be installed in student bedrooms at the students' expense by contacting BellSouth directly.

Is cable TV available?

Each apartment has basic cable television service which includes over 60 channels. Students must provide their own televisions and coaxial cables for connection.

What will my mailing address be?

Your mailing address will be:

Your Name
Apartment # _____
Northwood University
2600 N. Military Trail
West Palm Beach, FL 33409

Is housing available during vacation periods?

The residential complex closes after Fall and Winter terms and during the holidays in December and early January. The University may offer on-campus housing during school breaks for an additional fee to students who must remain on-campus and express that need to the Director of Residential Life at least two weeks prior to the closing of the complex. *There will be no housing available for students during the December-January Holiday break.* Students will not be required to remove their personal belongings during any break period as long as they are enrolled for the next term. All residents who are not staying on campus for the summer will be required to remove their belongings during the summer months as no storage space is available on-campus.

What are the starting and ending dates for the Fall, Winter, and Spring Terms?

For the 2008-09 academic year, the dates are as follows:

- Saturday, August 30: Move-in day for new students; orientation begins
- Friday, November 14: Residential Complex closes for Fall term
- Sunday, November 30: Residential Complex re-opens for Winter term
- Saturday, December 20: Holiday break begins; complex closes
- Sunday, January 4: Residential Complex re-opens
- Friday, February 27: Residential Complex closes for Winter term
- Sunday, March 8: Residential Complex re-opens for Spring Term
- Tuesday, May 19: Last day of finals for Spring term
- Wednesday, May 20: Graduation Day; Complex closes for the summer

When Will I Select A Meal Plan?

When your bill for Fall term is mailed to you from our Business Office, you will then select your meal plan from among several available options.

Please direct all questions concerning residential life to the Residential Life Office at (561) 681-7958.

STUDENT INVOLVEMENT PROGRAMS AND STUDENT ORGANIZATIONS

If you ask a recent college graduate what advice they have for students heading to college, we're certain they will all say, "Get Involved!" Getting involved in student activities and campus life is very rewarding, and a lot of fun. A great way to start getting involved at Northwood University is through our many campus organizations.

Accounting Society:

This organization provides benefits to students by increasing knowledge of the accounting discipline and an awareness of the responsibilities students will face after graduation as accountants.

Studio 561 Advertising Club:

Studio 561 gives students their first taste of the fun, fast-paced world of advertising. Members have the opportunity to research, develop, create, and present an advertising campaign for a national advertiser.

Auto Show:

Each year, Northwood hosts an Auto Show. Students participate with a wide variety of manufacturers in showing their new models to the public.

Campus Crusade for Christ:

The purpose of Campus Crusade for Christ is to provide an avenue for Christian and non-Christian students to discuss issues facing them from a Christian perspective and how they will overcome these issues.

Circle K International:

CKI is a service-oriented club that provides students with the opportunity to be in an organization that promotes service, leadership, and fellowship. Participants will have the opportunity to network with fellow Kiwanians and will be active volunteering in the community.

Class Councils:

The Freshman, Sophomore, Junior, and Senior Class Councils provide SGA with their respective classes' perspective on issues, ideas, programs, and activities. The group serves to unite the Senior, Junior, Sophomore, and Freshman classes through social events and community service activities.

Club of Academic Shareholders (CASH) Club:

CASH members learn investing principles by discussing, studying, analyzing, and actually purchasing equities.

Delta Epsilon Chi (DECA):

The purpose of Delta Epsilon Chi is to provide learning opportunities to career-oriented students through goal-oriented activities. The focus of these activities is to develop a greater understanding and appreciation of Marketing, Management, Merchandising, and Entrepreneurship through competing in state and national competitions.

Hospitality Organization of Students (HOST) Club:

The HOST Club provides practical experience by catering and hosting functions. Students gain experience in planning, ordering, food preparation, serving, and other areas essential to Hotel and Restaurant Management.

International Club:

The International Club is designed to bring those of an international heritage closer together and to provide opportunities for them to share their customs and traditions with the entire Northwood community.

Northwood Nights Programming Board:

As the major programming body of the University, NU Nights is responsible for planning and promoting campus entertainment throughout the year, including events such as Survivor-NU style, dodgeball tournaments, talent shows, hypnotists, poker tournaments, concerts, magicians, movie nights, trips to Universal, and lots of other exciting events.

NUletter:

The NUletter is a monthly publication that helps inform the students, faculty, and staff of Northwood about what's going on around the Florida campus and in West Palm Beach. NUletter members have the opportunity to write articles and editorials, contribute photographs, design lay-out, and distribute the publication around campus.

Phi Beta Lambda (PBL):

PBL provides opportunities for business majors to enter state and national competitions, invites guest speakers to campus to discuss various aspects of business, and helps students to develop business-related career competencies.

Pinstripe Players Theatrical Troupe:

The Pinstripe Players present three theatrical productions each year; each of which features an "open auditions" process where everyone who auditions is cast in the show. They also sponsor acting, improv, and other theatre-oriented workshops as well as trips to see Broadway shows touring in the area.

Residential Life Advisory Board (RLAB):

RLAB's purpose is to build community within the residence hall, solicit feedback from residents, get residents involved in the upkeep within the residence hall, and plan activities for residential students.

Seahawk Volunteers:

This group of students volunteers their time to benefit others, through a variety of community service activities which they sponsor throughout the year. For students interested in making a positive difference in the lives of others and in the community of West Palm Beach, this is a great organization to join!

Spirit Groups:

The following groups promote spirit and crowd participation at Northwood University events.

- Seahawk Spirit Squad
- Blue Storm Dance Team
- Mascot Squad

Sport and Entertainment Association (SEA):

SEA provides the opportunity for students to get involved in the Sport and Entertainment Industry by traveling to professional conferences, attending sporting events, sponsoring a music festival, and networking with industry leaders.

Student Government Association (SGA):

SGA has representatives to confer with Student Services and Campus Administrative Leaders throughout the academic year at monthly meetings.

For more information on getting involved in campus life at Northwood University, please contact the Director of Student Involvement and Leadership Development Programs at (561) 478-5558.

STUDENT LIFE CENTER AND INTRAMURALS

The Countess De Hoernle Student Life Center is a sport & recreation complex which opened in April 2006. The Student Life Center offers many recreational and leisure opportunities for the students, faculty and staff of Northwood University. The Student Life Center is also home to the Seahawk Men's and Women's Basketball & Women's Volleyball Programs. The Student Life Center has many amenities including: an Arena/Gymnasium, Athletic Training Facility, Board Meeting Rooms, Bookstore, Classrooms, Concession Stand, Fitness Center, Locker Room Facilities, Aerobic Room, Staff offices, and Student Lounge & Café.

Fitness Center Machines & Equipment:

Chest Press	Flat/Incline/Decline Bench
Shoulder Press	Treadmills
Abdominal Crunch	Ellipticals
Multi-Hip Flexor	Bikes
Leg Curl	Stairmaster
Leg Extension	Rowing machines
Barbells 20 – 110 lbs	Dumbbells 3 – 80 lbs
Medicine Balls	Preacher Curl
Punching Bag	Bosu Ball

Intramural Sports with seasons lasting 3-5 weeks:

Fall Sports:	Flag Football (Co-Ed)
Winter Sports:	Dodge ball (Co-Ed)
Spring Sports:	Basketball (Co-Ed), Softball (Co-Ed)

Recreation Events:

Sports Trivia Bowl	Foul Shooting Contest
Ultimate Frisbee	Badminton
NU Sports Fest	& much more

For more information, contact the Director of the SLC and Intramurals at (561) 478-5544.

STUDENT RIGHTS AND RESPONSIBILITIES

As in any community, there are standards of conduct in place which insure a safe and comfortable living and learning environment. All students agree to follow the University's policies, and positively contribute to the academic and social life of the campus.

Our University's basic values are civility, mutual respect, personal responsibility, consideration, and cooperation. Based on these values, Northwood University prohibits the following behaviors:

- Use of alcohol by individuals under 21 years of age
- Use of illegal drugs
- Harassment and personal or physical abuse of any kind
- Destruction of, or theft of, personal or university property
- Littering on campus
- Disrespect and lack of consideration for others
- Use or possession of weapons or fireworks/explosives
- Tampering with fire alarms or fire safety equipment
- Smoking inside any university building
- Disorderly conduct
- Actions which endanger the individual or fellow community members
- Being loud after quiet hours, so as to disturb others
- Having unapproved guests after visitation hours

Additional expectations and standards are outlined in the Student Handbook, which is distributed at Orientation.

For more information about the Division of Student Services and its programs, please contact Dean of Students Greta Henglein via e-mail at henglein@northwood.edu or via phone at (561) 478-5551.



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