

ADDITIONAL INFORMATION

Bulletin Boards and Posting of Materials

General and electronic bulletin boards are located in various campus locations and are available for the use and benefit of the campus community. Material posted on campus bulletin boards is subject to approval by the Executive Vice President or their designee. Student requests for material to be posted on bulletin boards or in other locations on campus, other than the residence hall, must be approved by the Director of Student Activities or their designee. Material to be posted on residence hall bulletin boards that is intended for only the residents must be approved by the Director of Residence Life or their designee.

Bulletin boards are designed to provide a means to advertise campus or residence hall events, publicize services notices are expected to design and display their materials in a manner respectful of the diverse community that for students and inform students and employees of off-campus activities. All individuals and organizations posting exists at NEIT. Posted items must be educational or informative in nature or they are subject to removal.

No materials shall be posted on trees, windows, walls, doors, or glass panels either inside or outside NEIT buildings. The only exceptions are materials relating to fire, health, or safety (such materials must be approved for posting by the Director of Auxiliary Services), and materials posted on bulletin boards.

Cancellation of Classes

In case of storm emergencies, students should not call NEIT to find out if classes will be held. Information about the cancellation of classes due to weather or other reasons will be sent to students by the Emergency Notification System (ENS) via NEIT email, text (on a cell phone) and/or phone. The contact information that students have on record at NEIT will be used for the ENS notification; therefore, it is important to always have the most current contact information on file with the Registrar's Office. It is the students' responsibility to notify the Registrar's Office immediately in the event of a change of residence, mailing address, or telephone number. Students can also update this information on Web for Students.

Class cancellation information will also be sent to area radio and television stations (see the list below). NEIT cannot guarantee that the stations will post the information. It is important that students listen to and read all class announcements carefully, as there may be occasions when the cancellation does not affect all campuses, which would be the case if one campus were to lose electricity and the others do not.

When classes are held during inclement weather, students should use their own judgment and discretion with regard to attendance, as some students need to travel from outside the area to NEIT campuses and fieldwork sites. Students who choose to stay home in this circumstance should contact their instructors via email to let them know.

TELEVISION STATIONS:

WLNE-TV/ABC6 (<https://coastalabc.com/>)

WJAR-TV/NBC10 (<https://turnto10.com/>)

WPRI-TV/CBS12 (<https://www.wpri.com/>)

WNAC-FOX (<https://www.wpri.com/fox-providence/>)

RADIO STATIONS:

FM DIAL: 92.3 WPRO (<https://www.92profm.com/>)

Change of Address or Telephone Number

Students must notify the university immediately in the event of change of residence, mailing address, or telephone number. NEIT will not be liable for student's failure to notify us of such changes. Students may update their contact information on Web for Students by clicking Personal Information, and then Update Addresses and Phones. Forms are also available in the Registrar's Office or via email at registrarsoffice@neit.edu.

Class Times and Locations

Day classes may be scheduled at any time between the hours of 7:30 a.m. and 5:35 p.m. Monday through Friday. Evening classes may be scheduled at any time between the hours of 5:45 p.m. and 10:40 p.m. Monday through Friday. Saturday classes are scheduled from 8:30 a.m. to 1:30 p.m. (Saturday classes for the Occupational Therapy Master's program are typically scheduled from 8:00 a.m. to 5:20 p.m.).

The university cannot guarantee that a student enrolling for a particular section will retain that section throughout the entire program. Classes will be scheduled for, and student and administrative services will be available at the East Greenwich Campus, Post Road Campus or the Access Road Campus entirely at the university's discretion. It is the student's responsibility to seek out classes and services when and where they are offered.

Completing Degree Requirements on Time

It is in the best interest of students to complete their degree programs without interruption and to take their courses in the order in which they appear in the program's curriculum. Any deviation may result in extended time required to complete a degree as well as additional tuition and fees. An interruption in a student's education may also result in the following:

- The program degree requirements may change during the student's absence, and/or the age of the student's earned credits may expire, both resulting in the student having to take additional courses (and incur additional expense) upon their return.
- The academic entrance requirements, e.g., earned grades, GPA, Kaplan scores and assessment scores, may be different than when the student was last enrolled.
- There may be a wait list in place for the student's program at the time he/she wants to return, and re-enrollment may be contingent upon the student's academic competitive ranking.
- Courses the student needs may not be offered during the term in which the student wants to return or there may not be a seat available in the course(s) the student needs.
- There may be financial aid implications that could impact the student's ability to acquire federal aid upon their return.

Students should speak with their Student Advisor or the Student Success Coordinator to seek assistance in overcoming any obstacles that may interfere with their ability to complete their degree on schedule. If a student must consider leaving for a term, prior to leaving the student should speak with their Student Advisor or the Student Success Coordinator to find out the re-enrollment requirements for their program, and with a staff member in both the Student Accounts and Financial Aid departments to discuss any possible financial implications associated with missing a term(s).

Computer Lab

An open computer lab is available at the following location for students who need to use a computer and a printer.

Campus Location: East Greenwich

Room S111 (Near the Public Safety Office)

To report an issue with a computer or a printer in the open computer lab, please immediately report the problem to the Technical Services Department by calling 401-780-4111 or 401-739-5000 extension 3511 or by emailing: HelpDesk@neit.edu.

Please be as thorough as possible in describing the problem. Always include your name, ID, and a way to reach you, so that we can respond to your report.

Under no circumstances should students attempt to correct the problem themselves, as this could result in a more significant problem with the printer or computer.

Consecutive Class Absences

The Federal Government requires universities that take student attendance to also monitor the attendance of students who receive Title IV financial aid funds (Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Stafford Loans, etc.) in order to determine, in a timely manner, when a student withdraws from the university. If a student receiving Title IV financial aid has not attended classes in 14 consecutive calendar days (including weekends and holidays) and has not indicated that he/she plans to return, NEIT is required to withdraw the student from the university.

Students must contact their Student Advisor or the Student Success Coordinator if they are unable to attend classes for any extended length of time. It is even more important for students who receive Title IV financial aid funds to contact their Student Advisor or the Student Success Coordinator immediately if they know they will not be able to attend classes, but plan to return. If a Student Advisor or the Student Success Coordinator has not been made aware that an absent student who receives Title IV financial aid plans to return to classes after 14 consecutive calendar days of no attendance, the Student Advisor or the Student Success Coordinator for Online Learning must notify the Registrar's Office to immediately withdraw the student from NEIT.

Department Chairs/Coordinators and Email Addresses

Contact information for department chairs/coordinators is available in the Student Portal at: <https://newenglandtech.sharepoint.com/sites/student-portal/SitePages/Department-Chairs.aspx>.

Emergency Contact Information

Students (except students in 100% online programs) are expected to designate an emergency contact person for the university to contact in case of a personal emergency (e.g., student is injured, becomes ill, is transported to the hospital, or where there is reason to believe that notification may reduce imminent risk to the student or others). For resident students under the age of 18 and not emancipated minors, NEIT is required to notify a custodial parent or guardian within 24 hours of the time a student is reported missing. Emergency Contact Information is considered confidential and will only be used for a personal emergency.

Students can enter/update their emergency contact information on the Student Website on Web for Students (enter "secure area" then click on Personal Information).

Identification Cards

NEIT provides all students with an identification card (ID card), given to commuter students during Registration and to resident students upon checking into the residence hall. The ID card serves as proof of an individual's status and is used throughout the campus for access to certain services, including the dining hall, fitness center, and library.

The ID card also serves as the building and room key for resident students.

All ID cards are the property of NEIT. Any transfer, alteration, falsification, or forgery of the card is prohibited, as is the fraudulent or illegal use of the card. ID cards can be possessed only by the person to whom the card was issued. Students should at no time give their ID cards to anyone, nor should they be in possession of an ID card that was not expressly issued to them by the university.

Students are required to carry their ID card with them at all times on campus and must produce it for any university official upon request.

Lost or Damaged Cards

Lost ID cards should be immediately reported, or returned if found, to the Department of Public Safety (East Greenwich Campus, room S111A), which is open 24 hours per day. Students who damage or lose their cards should contact the Department of Public Safety for a new ID card. The cost for a lost or intentionally damaged replacement card is \$25.00. Students should also be aware that the ID card contains a microchip that can be damaged by close contact to magnetic items and by punching a hole in the card.

Residence Hall Use

To maintain the safety of the residence hall community, residents are required to show their ID card to the Public Safety Officer or Desk Assistant who is seated at the entrance of the residence hall.

For lockouts, refer to the Lockout Policy in the Residence Life section of this Student Handbook.

Students whose status changes from residential to commuter are prohibited from using an ID card bearing a residential student designation to gain entry into a residence hall by representing themselves as a residential student.

Loss or Breakage of NEIT Equipment or Tools

Loss or breakage of university equipment or tools by the student is the responsibility of the student. The replacement cost may be added to the student's tuition bill.

Personal Property

Any personal property brought onto NEIT premises is the sole responsibility of its owner. Students should take appropriate precautions and should not leave their personal property unattended. NEIT assumes no responsibility for loss or damage to personal property on NEIT premises whether due to theft, fire or any other cause.

Printing

Printers are available for student use in the Library, open labs and some classrooms.

Each term, students will each be allocated \$15.00 worth of printed copies at no charge, which is the equivalent of 187 black and white 8 1/2 X 11 prints. (See below for information about larger size and two-sided prints.)

Print Costs:

8-1/2 x 11 black and white	08 cents per copy
8-1/2 x 11 color	25 cents per copy

Two sided prints (black and white or color) will be considered 2 copies

8-1/2 x 14 black and white	10 cents per copy
8-1/2 x 14 color	32 cents per copy
11x17 black and white	15 cents per copy
11x17 color	50 cents per copy

Two sided prints (black and white or color) will be considered 2 copies

Large plotters used in certain academic programs will have the cost based on per inch. The cost per square inch is:

Black and white	0008 per square inch
Color	0028 per square inch

Any printing funds remaining at the end of a term will be added to the \$15 allocation for the upcoming term as long as the student is continuously enrolled at NEIT. Once a student is no longer enrolled at NEIT, the value of unused copies is not subject to a refund. To check your balance or to add funds for additional printing, go to the deposit center located on each campus.

- East Greenwich Campus, next to vending machines in S117
- Access Road Campus, in main lobby
- Post Road Campus, next to Security Office in the student lounge

Reporting Student Injuries

For insurance purposes, any student injured on campus or at an off-campus program site (e.g., clinical site, recreational sports location such as a YMCA, externship) is required to complete an accident report form with New England Institute of Technology's Human Resources Representative within 48 hours. The Human Resources Representative is located in the Fiscal Office on the third floor of the East Greenwich Building.

Student Email

New England Institute of Technology provides email accounts to all enrolled students. Students can access their email by clicking on the email link on the Student Homepage at <https://students.neit.edu>. NEIT will utilize this email service to provide important and necessary information to its students.

All students are advised to check their NEIT email accounts on a daily basis.

Your NEIT email account may be the primary (and, in some cases, only) means by which information, some of which is time sensitive, will be provided to you. Examples of information sent via email may include

financial aid award information, changes in class meeting times and locations, and communications from your course staff. Any student needing assistance in accessing their email may contact the Help Desk at HelpDesk@neit.edu or instructors. Students must use only their NEIT email account when communicating via email with faculty and by calling 401-467- 7744, ext. 3511.

Student Project Vehicles and Personal Property

Any student bringing a vehicle onto NEIT property to be worked on in either the Automotive or Auto Body facility must provide evidence that the vehicle is validly registered and carries liability insurance. All vehicles and personal property must be removed from NEIT facilities and parking lots no later than the last day of each academic term. Any vehicle or personal property left on NEIT premises after the last day of the academic term will be removed at the owner's expense.

Student Rights and Responsibilities

University policies, rules and procedures setting forth student rights and responsibilities are published in the NEIT catalog and in the Student Handbook. It is the student's responsibility to review these publications.

Transportation Services**Student Transportation Services Intercampus Shuttle**

NEIT shuttle service between the East Greenwich, Post Road and Access Road campuses is provided primarily for resident students. Commuter students who are in need of transportation between the NEIT campuses should contact the Department of Public Safety for more information at 401-739-5000, ext. 4705 or visit Public Safety Dispatch, in room S111A on the East Greenwich campus.

Public Transportation

A Rhode Island Public Transport Authority (RIPTA) bus stops at the East Greenwich Campus at door SC4 (rear of the building). The bus route number is 16, "Bald Hill/NEIT/Quonset." To review the schedule, go to RIPTA Schedule.

Student Activities Transportation

- Transportation is available to NEIT students for certain off-campus field trips, recreational events, and intramural programs. Students may contact Student Activities for more information.
- The schedules for all NEIT shuttles are posted on the Student Website.
- Transportation services are offered only while classes are in session. Shuttle service is not available during vacations, break periods or Intersession.
- Students are responsible for returning to the shuttle by the scheduled departure time to return to campus. If a student misses the shuttle, it is the student's responsibility to arrange for transportation back to campus at his/ her own expense.
- Students must show a valid NEIT Student ID Card to board the shuttle.
- Guests are not allowed to ride on the NEIT shuttle.
- Students must adhere to all NEIT policies while riding the NEIT shuttle. Courtesy to the driver and fellow riders is expected at all times.
- The following are not allowed on NEIT shuttles: smoking, alcohol, and open food or drink containers.
- Students are advised not to walk or run into the street when the shuttle is in traffic. Students should not bang on or attempt to board a moving bus, nor should they block or attempt to open the bus door.

- NEIT shuttle drivers reserve the right to deny transport to any passenger if, in the sole judgment of the driver, the passenger's behavior is a danger to the vehicle, the driver, or other passengers.

Vehicles on Campus Permit Required

All students' cars parked on NEIT campuses must be properly registered, insured, and have an NEIT parking permit affixed to the outside lower left corner of the windshield (driver's side). All cars without valid parking permits or permits not properly displayed may be cited or towed at the owner/operator's expense, and the student may lose the privilege of having a car on campus.

To obtain an NEIT parking permit, students must provide an NEIT Student I.D. and the vehicle registration certificate to the Department of Public Safety. Permits are issued during orientation or can be picked up at the Public Safety Office at the East Greenwich campus, in room S111A.

Students may receive a permit for only one vehicle. If there are circumstances that require a student to temporarily have more than one vehicle on campus at the same time, the student must receive written permission from the Director of Public Safety or their designee.

All-terrain vehicles (ATV), dirt bikes, motor scooters and motorized tricycles, and motorized off-highway vehicles designed to travel on four low-pressure or non-pneumatic tires, are not permitted on campus. Violations of this policy may result in the vehicle being towed at the owner's expense and the student may face disciplinary action.

Parking / Driving Rules

Vehicles must be parked within lane markers and should not block the exit of any other vehicle whether the other car is legally parked or not. Motorcycles must park in designated areas only. Students are not allowed to park in reserved parking spaces, including parking for Admissions and visitors. Parking in disability parking spaces is only allowed with a visible state disability parking placard issued by the state. Parking is not permitted in crosswalks or fire lanes. Any infractions of the university's parking regulations will result in a parking fine and any vehicle parked in any of the university's parking lots without a permit may be towed at the owner's expense.

Students who have more than one parking infraction may face disciplinary action, and the student may lose the privilege of having a car on campus.

Any vehicle or personal property brought onto NEIT premises is the sole responsibility of its owner. NEIT assumes no responsibility for loss or damage to vehicles or personal property on NEIT premises whether due to fire, theft or any other cause.

Reckless driving on NEIT property or near the university's entrances/exits is dangerous and prohibited and will be strictly enforced by the Department of Public Safety. Violators may lose the privilege of having a car on campus and may face additional disciplinary action.

Parking Bans

Parking bans for designated NEIT parking lots are essential for efficient and timely snow removal and to ensure adequate parking for guests who are attending NEIT events. When a ban is scheduled to go into effect, resident students will be notified by text or email and told to which lot they need to move their vehicles and the length of time they need to keep their vehicles in that parking lot. Violation of the parking ban may result in

a fine and/or towing of the vehicle at the owner/operator's expense, and the student may lose the privilege of having a car on campus.

Guest Parking

Resident students who are planning to have a guest visit campus with a car must apply for a Guest Parking Pass with Public Safety. The guest must show Public Safety their license and registration. Once authorized and the guest pass is issued, the Guest Pass must be visibly displayed on the dashboard while the car is parked on campus.

Any violations of this policy will result in fines or possible loss of privileges for the host.

Parking bans for designated NEIT parking lots are essential for efficient and timely snow removal and to ensure adequate parking for guests who are attending NEIT events. When a ban is scheduled to go into effect, resident students will usually be notified by text or email and told to which lot they need to move their vehicles and the length of time they need to keep their vehicles in that parking lot. Violation of the parking ban may result in a fine, towing of the vehicle at the owner/operator's expense, and/or disciplinary action.

Leaving Vehicles on Campus

Students cannot leave their vehicles on campus during break periods or during Intersession without the written permission of the Director of Public Safety or their designee. Vehicles that remain in the parking lot without authorization may be towed at the owner/operator's expense.

Vehicles abandoned for more than two consecutive days may be towed at the owner's expense.

Working on Vehicles

Students are prohibited from working on vehicles while parked on NEIT property other than as required in the labs of NEIT's automotive courses. This includes performing mechanical/electronic repairs as well as repairs to the exterior of vehicles. Students who violate this policy may face disciplinary action, which may include losing the privilege of having a car on campus and, if applicable, may be charged for any damage to NEIT property, including for paint and oil stains.

Parking Maps

See Maps in the University Catalog.

Vending Machines

Vending Machines are located as follows:

- East Greenwich Building – S117, across from the Library
- Center for the Technologies (Post Road Campus) – Game room on first floor
- Automotive Building (Access Road Campus) -Student Lounge
- Electrical/Marine Technology Building (Access Road Campus) – Hallway outside of room A6
- High Performance/Criminal Justice (Access Road Campus) – Lounge Area at front entrance to unit 3