



Engelhart Hall  
Northwestern University  
Evanston, IL



# Welcome to Engelhart!

Located within blocks of the heart of campus and downtown Evanston and immediately adjacent to plentiful parking as well as public transportation, Engelhart Hall is ideally situated for busy graduate students and their families. The building has twin studio, one-bedroom single, one-bedroom, and two-bedroom apartments to accommodate single students and those with families.

Engelhart residents can take advantage of the building's many amenities including a residents' lounge, study rooms, children's play area, fax and copier center, coin-operated laundry, tenant storage, elevator service, community assistants and community programming, indoor parking (available at an additional charge), and a staff dedicated to providing a supportive environment for graduate students and their families.

As you continue with your graduate student life at Northwestern, we hope you enjoy your experience with the Engelhart community!





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# The Engelhart Experience

## Apartment Inventory

The Apartment Condition Inventory form (the green form that you were given when you moved in) is very important. Please complete the middle column of the sheet, front and back, sign and date the form and return it to the office within three days after you move in. Note any damages or repairs needed on this list. Any changes in the condition of the apartment walls, appliances, furniture or necessary excessive cleaning that is NOT noted on the form when you check-in may result in charges against your student account when you check-out.

Failure to return your Apartment Condition form may leave you liable for any and all damage at the end of your contract. RETURN YOUR FORM. Please note that twin studio apartment cleaning is the responsibility of both residents during your stay and when each of you check out of the building.

## Room Deposit

The room deposit is due before the housing contract is issued. Once you have been made a housing offer, you will receive an e-mail from University Housing and Food Service explaining what is necessary to secure your housing. When the deposit has been received, your housing contract will be e-mailed to you. This deposit is released to your student account after your arrival as a credit on your account.



## Keys and Security

Each resident is issued a Marlok key and an apartment/mailbox key. The Marlok allows access to Engelhart's entrances and the laundry room, and to underground parking, if applicable. The keys have been registered under your name and ID number for use until the last day of your housing lease. PLEASE KEEP YOUR KEYS WITH YOU AT ALL TIMES. DO NOT LOAN YOUR KEYS TO OTHERS!

If you lose or misplace keys, or otherwise require an additional set of keys for temporary use, please come to the housing office. We will issue a second set of keys for no more than 10 days without charge. Failure to return the replacement keys within 10 business days will result in a \$125.00 charge to your student account and a lock change on your apartment door.

## **Utilities**

The monthly rental rate includes all utilities (electricity, water, heat, internet access) except private telephone. Telephone service should be arranged following your arrival in Evanston (see below for details). Electrical service in the United States is 110 volts, 60 cycles.

## **Telephone Service**

Northwestern University Information Technology (NUIT) is pleased to provide your telecommunications service. Among the many benefits of NUIT telephone service:

- You may plug in and use your telephone for on-campus calls as soon as you check in. Connect your telephone to the outlet in your room marked with the purple phone icon.
- No installation fees or deposits are associated with NUIT services.
- Your telephone service includes:
  - Unlimited calls to other NUIT Network telephones on either NU campus.
  - Call-Waiting and Cancel Call-Waiting features.
  - On-campus network repair service. (NUIT does not repair telephones.)
  - Discounted long-distance service
  - Your Personal Billing Number (PBN) helps protect against fraudulent charges. Calling charges are appropriately billed to individuals, not rooms, eliminating the needs for roommates to divide up charges. There is no monthly charge and you are billed only for calls you make.

Your telephone number is printed on the top of your housing contact. Telephone numbers are permanently assigned to a specific room and may not be moved from one room, apartment or hall to another. NUIT has contracted PaeTec as its billing agent for Residence Hall Telephone Services. PaeTec specializes in providing billing services for university students. Each resident who receives PaeTec services is assigned a unique seven-digit Personal Billing Number (PBN). Call the customer service number from your phone to get it: 9-1-800-962-4772. PaeTec creates and maintains the Personal Billing Number. PaeTec provides a toll-free telephone number to a service center staffed with specially trained Customer Service Representatives to answer your questions about bills, credit lines, credit limits, PBN status, payments and service enrollment.

All calls to phones on the NU network are free. To connect to a phone outside this network, dial 9 + phone number—after 3 short beeps, key in your PBN.

Log-in to PaeTec's website at [www.campuslink.paetec.com](http://www.campuslink.paetec.com) using your Account Number and PBN. From this website, you can:

- Check your billing status
- Check phone rates for calls made to numbers within or outside the US
- Pay your bill electronically via direct debit or credit card

When away from campus and you want to make a call billed to your account, simply dial 1-800-466-1116 from any phone in the US. Follow the prompt and enter your 4 digit location identifier (2620 for Northwestern) followed by your Personal Billing Number (PBN).

## **Computer Service**

Each student in Engelhart who has a personal computer will be able to connect to the NUNet computer network, thereby reaching a wide range of resources, including NUInfo, the Internet and more. One outlet for a personal computer is provided for each phone line in each apartment unit. Connect an RJ-45 jack to the green port to connect to the internet.

If you have a laptop and Ethernet card, call NU's Technology Support Services (467-ITSS) for general computing support. Wireless internet service (Wi-Fi) is also available in the basement and in the first-floor lounge.

## **Cable TV**

Basic cable TV is available in each apartment and can be accessed by connecting any cable-ready TV to the coaxial cable port in your room. Cable plan changes per room are not possible since Engelhart has secured a specific contract for all the residents in the building.

## **Air Conditioning and Heating**

Each apartment has a heating and air conditioning unit near the window. You may select "heat", "cool", and "off". If you select "heat", the room temperature will change according to the setting you select using the thermostat (located on the wall near the door) and the air-conditioner will not provide cooled air. Conversely, if you select "cool", the heater will not work and be sure to turn on the air conditioning unit and select desired fan speed and cool air levels. Neither heat nor cool air will operate in the "off" position. Both the heater and air conditioner work best when windows are closed. If you have any questions, please come to the front desk and we will assist you.

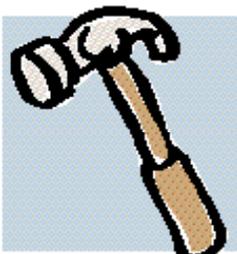
## **Storage Assignments**

Storage cages are located in the basement. Residents are assigned lockers based on apartment number. Residents are responsible for placing a padlock on the door to their locker and for sharing the combination or keys with other residents in that storage space.



The University assumes no responsibility for any damage to or theft of belongings placed in storage. Additional bike parking/storage is provided in the basement garage.

## **Maintenance Request**



If something in your apartment is broken, damaged, or will not work (e.g., leaking faucet, clogged sink, no cool air from air-conditioner, no heat from register), contact the office. We complete a service ticket and the item will be attended to as quickly as possible.

The housekeeping staff does not clean occupied apartments. They will replace bulbs in lighting fixtures provided by the University and conduct minor repairs.

Please contact a Community Assistant during the evenings and weekends if an electrical breaker/fuse blows, a toilet overflows, a window breaks, or for some other serious matter. The staff member will assist you in determining which emergency services are required and contact the necessary personnel for you.

Thank you for your prompt and clear reporting of problems in your apartment. Please understand that some things take longer to fix than others. If a concern is not met within a week, please report the problem again to the Front desk-staff. No concern is too small. Please see any of the office staff with your concern!

## **Pest Control**

Apartments are exterminated as needed for control of ants, spiders, water bugs or other insects. The common areas are serviced every two weeks. If you require exterminator services in the interim, please contact the office. Please dispose of your garbage properly and frequently. Trash chutes are located on every floor.

## **Parking**

For residents interested in convenient parking in Engelhart's underground garage, please complete an application in the Housing Office. For the current monthly rate for underground parking, please check with the housing office.

Alternatively, there are several University Parking lots nearby which students may use. You may purchase a University parking permit for a yearly fee from the University Police. This pass is good for one year and allows you to park in "R" lots only, since you are considered a resident on-campus. You will need to bring your student ID, driver's license, vehicle registration, and the contract for your apartment to university police (1819 Hinman Ave.) to obtain the permit.

## **Bike Parking**

Residents are responsible for their bicycles at all times. Bicycles may not be left or stored in any hallway or stairwell, as these would be serious safety hazards to all residents. Parking for bikes is provided in both the north and south sides behind the building. However, you are welcome to keep the bike in your apartment. Strollers should also be stored in your apartment; it is a safety hazard to leave strollers in the hallway.



There is also bike parking in the garage. Please be sure to lock your bike when you place it in the garage or if you choose to use the bike rack outside. Northwestern University is a prime target for bike theft, so please keep your bike in or near the buildings and invest in a strong lock. You should also register your bike with the University Police, 1-3254.

## **Building Safety**

Although Engelhart is designed to be secure through the use of the Marlok key system and dead-bolt locks, the ultimate responsibility of building security rests with the residents. Please do not allow unfamiliar people to follow you through the entry doors. Immediately report any suspicious activity to the University Police (1-3456), then inform the Graduate Office staff and/or Community Assistant on duty.

There are blue emergency call boxes throughout campus, including one outside Engelhart Hall. You can reach NU police at any time by dialing 911 for emergencies and 456 for non-emergencies from these phones or any phone in the NU network.

The possession or use of firearms, ammunition, BB guns, air rifles, firecrackers, explosives, slingshots, or other weapons of any description, for any purpose, is prohibited.

## **Fire Alarm Procedures**

If your smoke alarm is going off because something you're cooking is burning, the first thing to do is remove the food from the stove or oven. Next, **DO NOT** open your door to the hallway because this will cause a building wide smoke alarm. Instead, **OPEN ALL THE WINDOWS IN YOUR APARTMENT** and fan the smoke out the window. Your alarm should stop ringing within a minute or two.

If there is a fire in your apartment, exit your apartment immediately, close the door behind you, and pull one of the red, building wide fire alarms near the stair wells. This will automatically notify the Evanston Fire Dept. and NU Police.

If you hear a neighbor's apartment smoke alarm, knock on the door and ask the resident if everything is ok. If no one is home call the Community Assistant on duty immediately.

Finally, if a building wide fire alarm occurs, exit the building immediately at any of the exits. Do not use the elevators in case of a power failure. **DO NOT IGNORE FIRE ALARMS!**

## **Renter's Insurance**

The University is not responsible for loss, damage, or theft of personal property, therefore, we highly recommend you purchase renter's insurance. Contact your insurance representative for details. Lost or stolen property should be reported to the University Police Department (491-3456).

## **FACILITIES**

Engelhart Hall has several areas available for common use by all the residents to enhance the on-campus living experience. To ensure the satisfaction and continued enjoyment of these facilities by everyone, residents are encouraged to be considerate and mindful of others.

## **Study Rooms:**

The northeast study room on the first floor is designated for group use. No reservation is required, however there is a limit of three hours for group meetings. In all cases, a group has priority over an individual student.

The northwest study room on the first floor is designated 24 hour QUIET STUDY ONLY. No group work is to be conducted in that room.

The study areas are provided for all to use. Please be conscious of others using the facilities around you. Whether studying or watching television, please maintain appropriate levels of noise. Also make sure to respect the space and other residents by cleaning up after yourself.

## **First Floor Lounge and Basement Conference Room:**

The first-floor lounge has a large seating area, a television set, DVD player, VCR, and tables and chairs for study. A fax machine and copy machine are also available in the southwest room of the lounge. To send an outgoing fax from the 1st floor lounge, your PBN (discussed on p. 7) is needed for billing purposes. Incoming faxes may be received by the front desk as needed (details on p.14). The Lounge is open 24 hours to all residents and their guests. However, it is not open for visitors to use without their resident hosts. Visitors must be escorted at all times. As people often use rooms in the first-floor lounge for private studying, please minimize any loud noises or activities in the lounge area. Altern-

-natively, the enclosed room in the basement may be used for such events. Reservation of this room may be made at the front desk.

## **Laundry Room:**

The laundry room is located in the basement and washers and dryers are available for use 24 hours a day. Change can be obtained from the change machine in the laundry room. Your Wildcard may also be used to operate the laundry machines. If you experience a problem with a machine not functioning correctly, please inform the Front desk so that we may contact the appropriate personnel to initiate the repairs as soon as possible. For problems with Wildcard charges, contact the Wildcard office at the basement of the Norris University Center. For non-Wildcard refunds, contact MacGray at 800-621-8178.

### ***Laundry Room Tips***

- Please be careful not to overload the machines with clothes or detergent.
- Never leave your clothes unattended.
- Please remove your clothes from the machines as soon as the process is finished in order to keep them free for other residents to use.
- Please be careful not to spill detergent on the floor. If this does occur, quickly wipe up the detergent in order to avoid injuries.
- Please remove all personal items, papers, and garbage from the laundry room before your departure.

## **Vending Machines**

Pop and snack machines are also located in the basement. If you have problems or require a refund from the vending machine, please call the Wildcard Office at 1-7569.

## **Garbage Rooms**

There is one garbage room on each floor. It is located south of the elevators on each floor through a door behind the brick wall. Deposit garbage in closed bags only. Diapers and other unsanitary items should be taken downstairs and placed directly into the garbage bins in the underground garage. Please place recycling items in their proper bins. If there is a problem with the trash bins or the garbage chute, please contact the housing office immediately.

Engelhart residents are asked to recycle newspapers, magazines, cardboard, office paper and green, brown, and clear glass in addition to aluminum cans. The recycling bins can be found in the garbage rooms on each floor. Around campus you will also notice bright blue paper recycling bins. Please use the bins and recycle. Every little bit counts!

## **Public Phone, ATM, Etc.**

A campus phone is located in the lobby and can be used to make outgoing calls with your PBN (page 7). About a half block north of Engelhart Hall is a convenience store called Hanan's. They have public phones and an ATM. The White Hen Pantry, located on Emerson Street just east of Engelhart, also has a cash machine.

There are public restrooms and a drinking fountain in the first-floor lounge. Vending machines and an additional public restroom and drinking fountain are located on the basement level of the building.

## **Pets/Smoking**

For the health and safety of all residents, animals/pets are not permitted in Engelhart Hall. In addition, there is no smoking in Engelhart, in either the common areas or inside the apartments. We thank you for your cooperation.

## **Items for Check-out**

As a courtesy to Engelhart residents, the following items are available for check out by residents from the Housing office. All rentals are free but require a valid photo ID. Those keeping items for longer than the specified time limit may be charged \$10 a day to their student account up to the cost of the item.

- Vacuum cleaners: half-hour usage is allotted per rental.
- Bike pump: half-hour usage is allotted per rental on this, as well.
- Cots: These are for Engelhart residents use only and MAY NOT leave the building. There is a limit to the number of days a student can use a cot. We regret that reservations for cots cannot be made in advance. To reserve a cot, please see the front desk. You may also request cots from the Community Assistant on duty (see p.16) after office hours.
- Moving Carts: Carts are available and will be stored in the basement adjacent to the laundry room. Please return the carts to this area when finished using them. Do not leave them in the hallway. Smaller wheeled carts are available for check-out whenever the office is open.
- A movie library featuring VHS and DVDs of well-loved hits and popular movies, including international hits, are available for rental from the front desk for up to 2 days. A valid photo ID is needed for rental. A \$1 late fee will be charged per movie per day
- Different board games (Taboo, Guesstures, Monopoly, etc) are also available for rental.

## **Visitors**

Residents should notify all visitors of the following procedures:

- Visitors must call the person they are visiting from the phone located in the front entrance. An alphabetical list of residents and their access code number is posted in the glass case to the left of the phone.
- Upon answering the visitor's call from the lobby, press "4" on your phone while the other party is still on the line. This will buzz them through the front door.
- Residents are responsible for their guests while they are in the building. Office personnel will not allow visitors access to the building without approval.

## **Contract Regulations**

### **Transferring Rooms**

If you wish to transfer to another room/apartment, please visit the office to complete a Transfer Request Form. As vacancies occur, the transfer may be approved, subject to the assignment priorities. A transfer must be completed within three days after the room/apartment becomes available. Transfers in no way extend the contract period. Multiple transfers may result in a fee being assessed to your account.

### **Non-attendance in School**

Residents are required to furnish proof of intent to continue in school and must have prior written approval from the Graduate Housing Coordinator, Carol Wharton, to remain in University Housing.

### **Termination of Contract**

When you are checking out of Engelhart you must fill out a forwarding address form prior to your departure so that mail can be forwarded on to your new address (only first-class mail can be forwarded). You must submit this form along with your keys when you are checking out. You also need to clean the apartment properly to make sure you do not receive additional charges on your student account. If the office is closed, you can leave the keys in your mailbox along with the change of address form.

Residents leaving the University are required to deliver written notification of intention to terminate their contract to the University Housing Office at least thirty (30) days in advance of termination. If you are not leaving the University, your contract may only be terminated at the end of the stated period on the contract.

# The Engelhart Community

What sets Engelhart Hall apart from other traditional apartment buildings are the efficient and friendly staff and student community assistants that are there to assist graduate students and their families, and to make their stay in Evanston as enjoyable as possible. We are proud of the Engelhart team and look forward to having you as part of our community.

## Graduate Housing Office and Services

**Staff:**                      **Jeff Aaberg**                      **Gabe Schechter**  
   **Carol Wharton**                      **Bridget Fogelberg**

**Open Hours:**

Monday - Friday 8:30 a.m. - 5:00 p.m.

Monday - Thursday (evening hours) 5:00 p.m. - 8:00 p.m.

Saturday 10 a.m. - 2p.m.

Also, please note that the office will be closed on official University holidays, and there will be no evening office hours during academic breaks.

**Phone Number:** The Housing Office telephone number is 847-491-5127.

**Fax Number:** The Housing Office fax number is 847-467-2748. Students may receive faxes. **Full names and room number** need to be included on the fax cover sheet so that the fax can be delivered to your mailbox upon arrival.

**Mail Delivery:** The front desk handles incoming mail deliveries by the U.S. Postal Service, as well as other couriers. If you receive a package, large envelope, or other piece of special mail, you will be notified via a slip placed in your mailbox. You may retrieve your package whenever the desk is open. The Norris University Center sells stamps and accepts outgoing mail.

**Newspaper Delivery:** Newspaper subscriptions are delivered to the first-floor lobby. Engelhart is not responsible for any lost, misplaced, or stolen newspapers.

## **Community Assistants (CA's)**

The student Community Assistants or CA's are there to help you when the graduate housing office is unavailable. They can help you with repairs, lock outs, and other details. Community Assistants are University Residential Life Staff who live in the building to assist residents in time of crisis or emergency. They are also here to interact with and to educate residents through programming and events planning.

You can contact a Community Assistant by calling them in their rooms or by paging them. The Community Assistant staff uses a monthly duty schedule posted throughout the building. If you need assistance, always try to call the staff on duty first.

To page a Community Assistant, you must dial the pager number (847) 491-2011 (1-2011 from a campus phone). After dialing the pager number, you will hear a long beep. Once the beep has ceased, please enter the phone number of where you can be reached followed by the pound key (#). You will then hear a series of short beeps indicating the call is over. This will allow the Community Assistant to contact you and arrange a location for a meeting if you are locked out or in need. Please don't hesitate to contact the staff, they are here to help.

## **Engelhart Community Resources:**

### ***Website -***

Information about the latest events in Engelhart including pics, current and old issues of the newsletter, CA bios, etc. are posted online at [www.northwestern.edu/reslife/gradreslife](http://www.northwestern.edu/reslife/gradreslife).

### ***Listserve -***

The Engelhart listserve is a mailing list to all Engelhart residents about announcements, university information and activities. To subscribe, send an e-mail to "listserv@listserv.it.northwestern.edu" without anything in the subject line. In the body of the e-mail, write "SUBSCRIBE engelhart Firstname Lastname". You will receive an e-mail from the listserv administrator if you successfully subscribed. The listserve is an invaluable resource for hearing about upcoming events not only in Engelhart but around campus, too. E-mails are sent weekly, on average, so as not to clutter your inbox.

### ***Newsletter -***

The Engelhart newsletter comes out several times during the academic year and features fun and witty articles close to students' hearts, not to mention occasional contests and mind-boggling games. Photos and articles from past events as well as announcements about future activities at Engelhart are also included. Contributions by residents are more than welcome!

## Communicating With Your Roommate

Although the nature of most roommate relationships is temporary, sharing space with another person, for however a brief or long time, is an opportunity for establishing an enriching and valuable relationship. It can also be a source of conflicts and misunderstandings if roommates haven't taken the time to discuss individual needs and expectations.

Here are some tips to start the conversation:

Try to communicate some of your personal preferences, habits, and characteristics. For example: How I feel about my possessions, what's OK for you to borrow or use and what I prefer you don't touch, my study habits, how important it is to me for the kitchen and bathroom to be neat and clean, how are we going to distribute and use the common spaces, how we are going to deal with visitors to our apartment, etc.

Listen to your roommate's responses carefully. Try to communicate understanding of what you hear, even if you find yourself disagreeing. To some extent, you may find this an exercise in working at trying to be non-judgmental and accepting of differences, so that your roommate feels free to express things openly.

Try to paraphrase what your roommate has shared from time to time to check whether you understood his/her real meaning.

## *Intercultural communication: Bridging differences*

Communication with your roommate could be a little more challenging if she/he belongs to a different culture. Let's consider some other points summarized from material in Steven A. Beebe, Susan J. Beebe, and Mark V. Redmond, *Interpersonal Communication: Relating to Others*.

- Seek information about the culture. Knowledge is power. Prejudice stems from ignorance. Basic idea here: do your homework, don't make assumptions.
- Be other-oriented. As Dorothy said in the Wizard of Oz, we're not in Kansas anymore. You can no longer rely on the assumptions of your own cultural heritage. This is not to tear down the value of your own culture; it is to make you aware of the richness that is available to you in other viewpoints. This also does not mean to try to be something you are not. It does mean allowing the other to be whoever s/he is rather than who you think that person should be.
- Ask questions. Be prepared to share information about yourself, and be sensitive in the way you ask (you don't want to be perceived as prying). But open communication helps in reducing the uncertainty that is present in any relationship.
- Develop mindfulness. This is another way of saying, be aware. Acknowledge that there is a connection between thoughts and deeds, and become aware of your own thinking and assumptions. Be conscious. Be active, not reactive. Be aware of your own self-talk.
- Develop flexibility. As Darwin said: It is not the strongest of the species that survive, not the most intelligent, but the most responsive to change
- Tolerate ambiguity. Communicating with someone from another culture produces uncertainty, which can be uncomfortable. Learn to tolerate the discomfort until you come out on the other side.
- Avoid negative judgments. Resist thinking that your culture has all the answers. It has its strengths; so do other cultures.

## *Insider Tips*

### **Important NU Resources**

Finding your way around the NU campus and its many resources can be a little daunting. So, here's a short list of some common tools you should know to help make things a little easier. First off, everything listed here can be found at: <http://www.gradconnections.northwestern.edu>. This is an immensely helpful starting point whenever you want to look for something that you need both from Northwestern or Evanston, in general.

1. **CAESAR (Computer Assisted Electronic Student Access Route)**: register for classes, update personal information, student account and view your unofficial transcript at: <http://www.northwestern.edu/caesar/>

2. **Webmail**: access your e-mail from any internet connection at [www.northwestern.edu/webmail](http://www.northwestern.edu/webmail)

3. **PH** – If you're looking for someone's phone number or e-mail, go to <http://directory.northwestern.edu> to look up a person's directory information at NU

4. **Plan-It Purple**: NU's online calendar is filled with all kinds of events happening at Northwestern – a good place to browse through for (often free) ideas on fun and entertainment at NU. Go to: <http://aquavite.northwestern.edu/cal/pp/>

5. **Shuttle schedules**: shuttles are available for going around the Evanston campus and between the Evanston and Chicago campuses. The Shop-n-Ride shuttle goes to the groceries and Old Orchard mall on Sundays and the Weekend shuttle brings you to downtown Chicago on late Friday and Saturday nights. Shuttles operate only during the academic year except for the intercampus shuttle which runs throughout the year. For schedules and maps: <http://www.univsvcs.northwestern.edu/Parking/trans.html>

6. **Wildcard Advantage**: Did you know that the NU Wildcard can not only be used as a debit card (if linked to a US Bank account) but also as your ticket to discounts at various establishments? NU students get perks all around Evanston including discounts at restaurants, theaters, etc! For a complete list of retailers that offer such discounts, go to: <http://usev.gensvcs.northwestern.edu/wildcardadv/>

7. **Interactive Campus Maps**: Can't find the building you're looking for? Visit <http://www.northwestern.edu/campus/maps.html> to help you find any building in the Evanston and Chicago campuses. You can also conveniently print out PDF's of campus maps to take with you.

8. **Sports facilities**: Northwestern offers a full selection of indoor and outdoor recreational activities including a swimming pool, indoor track, indoor courts, weight rooms, sailing, and classes. Go to: <http://www.northwestern.edu/fitness-recreation> for more information.

## **Getting Around Evanston and Chicago**

Northwestern's shuttles can only take you so far and if you don't have your own car, don't despair! There are several ways to get around Evanston and Chicago—from public transport to bikes, rental cars and taxis. Here are some tips on how to get to where you want to go.

**1. Public transportation**— One of the perks of living in Engelhart is that you're just a few steps away from the purple line of the El, the elevated train that can take you to downtown Chicago and nearby suburbs. The CTA's website: [www.transitchicago.com](http://www.transitchicago.com), has an excellent link called the "Trip Planner". Just type in where you want to go from where and what time, and it'll tell you which trains or buses to take! For more detailed help, you can call the toll-free number: 1-888-YOURCTA (968-7282). Other public transportation aside from the El and CTA buses include Pace buses (suburban service) and the Metra (Chicagoland commuter trains).

**2. Bikes** - One of the easiest ways to get around Evanston and the NU campus is by bike. No parking permits required, no expensive gasoline prices and best of all—it's good exercise! Just be sure you buy a sturdy bike lock to make sure your bike doesn't get stolen. The University Police sell recommended locks to students at cost. See them for details. You can usually buy 2nd-hand bikes from the online classifieds at NU (link found on [hereandnow.northwestern.edu](http://hereandnow.northwestern.edu)) or by keeping your eyes open for ads on bulletin boards around the campus

**3. Cabs** — Taking a cab is a fast, but usually more expensive way, to get around. Evanston cab companies include the following:

Three-O-Three Cab, 1-800-CALL303 (a toll-free call)

Norshore Cab, 1-800-244-9200 (a toll-free call)

**4. Car rentals** - There are a lot of car rental companies in Evanston (Budget, Hertz, Avis, Enterprise, etc.). Check around to see which rates suit your needs best.

## **ID's and Licenses**

1. **Passport** - For your safety keep a copy of your passport and also of your American Visa and I-94 at home in Engelhart and a copy with your parents or guardians.
2. **Driver's License or State ID** It's possible for those who have a J or H visa to get an Illinois Driver's License or State ID. For more information check [www.ilsos.net](http://www.ilsos.net). At <http://www.ilsos.net/publications/rr/rrtoc.html>, you will find the "Rules of the Road" which is the manual for obtaining the Illinois Driver's License.

## **Practical Essentials**

Engelhart is in a prime location, just steps away from downtown Evanston, the main Northwestern campus, and Lake Michigan. Most of the basic necessities can be satisfied by the many retailers that abound in Evanston. To give you a head start on where to go for groceries and other essentials, here's a short list of places you can try. This list is by no means exhaustive and there are a lot more options than the ones included here.

### **I. Groceries:**

#### **Close to Engelhart:**

1. Whole Foods  
1700 Chicago Ave.
2. CVS Pharmacy  
1711 Sherman Ave.
3. White Hen Pantry (convenience store)  
(open 24 hrs– just east of Engelhart)
4. D & D Finer Foods (mini-grocery)  
825 Noyes St.

#### **Other groceries in the area:**

1. Marketplace— international grocery  
4949 Oakton Ave., Skokie
2. Aldi - very cheap groceries  
4949 Oakton Ave., Skokie

#### **Accessible by Shop-n-Ride:**

1. Jewel on Green Bay Rd  
2722 Green Bay Rd.
2. Dominicks  
2748 Green Bay Rd.

#### **Accessible by public transport:**

1. Jewel-Osco  
1128 Chicago Ave.
2. People's Market  
1111 Chicago Ave.

#### **Price club (membership required):**

1. Sam's Club- (847) 491-9000  
2450 Main St.

### **II. Banks:**

- 1.) LaSalle Bank, 1336 Chicago Avenue    Phone: (847)332-1100
- 2.) Citibank, 817 Church Street            Phone: (847)869-3401
- 3.) Chase Bank, 1603 Orrington Avenue    Phone: (847)491-6000

Registered students can cash checks at the cashier's office at 621 Clark St. or at the office in Norris Center. There are also several ATMs on campus: two at Norris Center, in Tech, at SPAC, and on University Place in front of Shepard Hall. Because of a deal NU struck with US Bank, all ATMs are associated with US Bank, and it is the only bank whose accounts can be linked to the Wildcard. It costs a fee to withdraw from the ATMs unless it is a US Bank account.

### **III. Post Office**

1. US Post Office-1101 Davis St.    Phone: 847-328-6288  
Hours: Week Days 8:00 a.m.-6:00 p.m., Saturday 7:00 a.m.-3:00 p.m.

2. Norris University Center - postal service station on ground floor

#### **IV. Shopping Centers**

1. Old Orchard mall— 34 Old Orchard Center, Skokie, IL  
Big chain stores like Macy's plus other smaller shops
2. Lincolnwood Town Center – 3303 W. Touhy Avenue, Lincolnwood, IL  
Carson Pirie Scott plus smaller retailers and restaurants
3. Howard shopping center – 2209 Howard St. Evanston, IL  
Target, Best Buy, Jewel

#### **V. Restaurants**

There are so many restaurants to choose from, it's hard to know where to begin! Go to this link to view a compilation of Evanston restaurants complete with business hours, map, menu and student reviews: <http://restaurant.asg.northwestern.edu/>

Here are some sure favorites to get you started:

Joy Yee's (pan-Asian) 519-521 Davis St.	Chipotle (huge burritos!) 711 Church St.
Flat Top Grill (create-your-own stirfry) 707 Church St.	Giordano's (deep dish pizza) 500 Davis St.

#### **VI. Schools**

School districts:

[1. Evanston/Skokie Community Consolidated School District 65](http://www.d65.k12.il.us/)

<http://www.d65.k12.il.us/>

[2. District 202 - Evanston Township High School](http://www.eths.k12.il.us/index_homeboth.asp)

[http://www.eths.k12.il.us/index\\_homeboth.asp](http://www.eths.k12.il.us/index_homeboth.asp)

Additional Schools and Child Care:

[Education Listing from the Public Library](http://www.evanston.lib.il.us/community/education.html)

<http://www.evanston.lib.il.us/community/education.html>

#### **VII. Fun events to watch out for**

Chicago's mayor's office has a complete list of the fun things to do in Chicago all year! Most of it's free and all of it's really fun! So, whenever you're feeling bored or if you're wondering when the next fun thing will be, wonder no more and simply go to this website: [www.cityofchicago.org/specialevents](http://www.cityofchicago.org/specialevents). You'll see a calendar of events from January to December for the year. Evanston, of course, has its own fun activities as well as do the nearby suburbs. The trick is watching out for those special events so that you don't miss them. We'll try to keep you updated with either the Engelhart listserv, newsletter or posters around the building. If you hear about something we've missed, please let us know so that we can share it with the other residents.

## **Emergency Contact Numbers**

### **Police, Fire, and Medical Emergency Numbers**

#### **On Campus 911**

Off Campus 847-491-3456 or 911

Chicago 312-503-3456

#### **Medical Information**

Northwestern University Health Service

Searle Hall

633 Emerson Street

Evanston, Illinois

847-491-8100

Northwestern Medical Faculty Foundation

675 North St. Clair Street, Suite 18-150

Chicago, Illinois

312-695-8134

#### **Hospitals**

Evanston Northwestern Healthcare (Evanston Hospital)

2650 Ridge Avenue

Evanston, IL 60201

Non-emergency: 847-570-2000

Northwestern Memorial Hospital (NMH)

251 East Huron Street

Chicago, IL 60611

Non-emergency: 312-926-2000

#### **Police**

Northwestern University Police

847-491-3456

312-503-8314

Evanston Police

847-866-5000