

Congratulations and Welcome to
Northwood Technical College



Northwood Tech
Experience. Success.

Table of Contents

> Document Links

> Student Success

Ashland

New Richmond

Rice Lake

Superior

Innovative Teaching and Learning Center (ITLC)

> Technology Guide

> Financial Aid Checklist

> Bookstore

Find/Buy/Sell Your Books Online

Book Charge Process

> Authorization to Release Student Record Information Link



Northwood
Technical College

Document Links

Click on the support links to access additional student services.

> Student Services:

[Ashland](#)

[New Richmond](#)

[Rice Lake](#)

[Superior](#)

[Innovative Teaching & Learning Center](#)

(through MyCampus)

> [Academic Support Center](#) (ASC)

> [Learning Technology Center](#) (LTC)

> [Library](#)

> [Technology Information](#)

Guides for applications and online resources available to you through Northwood Tech.

[MyCampus](#)

[Blackboard](#)

> [Northwood Tech Email](#)

[Get College Email on a Cell Phone](#)

[Install Microsoft 365 for email in](#)

[MyCampus](#)

> [Northwood Tech HelpDesk](#)

Search articles for assistance on a variety of technology topics or create a new ticket to ask the Classroom Support Technicians (CST) or Learning Technologies Specialist an academic question.

> [Course Registration Information](#)

> [Financial Aid](#)

> [Payment Plans](#)

> [Scholarship Information](#)

> [Virtual Care Group](#)

Free unlimited access to therapists plus on-demand counseling

> [Academic Calendar](#)

> [Student Handbook](#)

> [Bookstores](#)

[Charge books using financial aid](#)

> [New Student Orientation](#)

> [Authorization to Release Student Record Information](#)

For Reference:

[Annual Security Report](#)

[Five-Year Affirmative Action/Equal Opportunity Plan](#)

[Local Equity Report](#)

[Safety and Security](#)

[Title IX](#)

For further assistance, visit:

[Current Student Resources](#)



Ashland

Student Services Contacts:

715.682.4591

Student Services Contacts:

Accommodation Services

Donna Jones-Ilsley

715.685.3014

donna.jones-ilsley@NorthwoodTech.edu

Counseling Services

Katie Rybak

715.319.7273

katie.rybak@NorthwoodTech.edu

Financial Aid

Stephanie Zaleski

715.319.7280

stephanie.zaleski@NorthwoodTech.edu

Student Health Services

Jessica Clark

715.685.3015

Student Life

Jennifer Bednarik

715.685.3039

jennifer.bednarik@NorthwoodTech.edu

Multicultural Services

Multicultural Student Success Advisor

Jenna Casey

715.685.3035

jenna.casey@NorthwoodTech.edu

Veteran Services

Veteran Student Advocate

Stephanie Smith

715.788.7087

stephanie.smith@NorthwoodTech.edu

Veteran Certifying Official—Benefits

Kathryn Steffen

715.645.7063

kathy.steffen@NorthwoodTech.edu

Northwood Technical College provides everything you

need to succeed. The college provides resources and services to help you each step of the way on your journey to success.



> STUDENT SERVICES

Accommodation Services: Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, activities, services and employment.

Counseling Services: Counseling services at Northwood Tech encompass personal, career and academic counseling to help you meet your goals. Northwood Tech counselors provide professional services to empower you and to maximize your potential for educational and occupational success and are available to assist you throughout your college experience.

Student Health Services: College Health Services are staffed by a registered nurse who provides the highest quality service to you when you need it most. Health Services collaborates with courses to further enhance your learning.

Student Life: Connect with other students and develop your leadership skills, join a club, Student Government, or the College Activity Board (CAB). Take risks and expand your horizons.

Veteran Services: If you are a veteran or a child or spouse of a veteran, Northwood Tech will help you navigate the college experience each step of the way.

New Richmond Student Services Contacts: 715.246.6561

Accommodation Services

Lori Denzine
715.246.1821 | lori.denzine@NorthwoodTech.edu

Counseling Services

Kristin Nelson
715.246.1888 | kristin.nelson@NorthwoodTech.edu
Rena Arneberg
715.752.8499 | rena.arneberg@NorthwoodTech.edu
Brian Vrtis
715.752.8086 | brian.vrtis@NorthwoodTech.edu

Financial Aid

Anthony Rubis
715.752.8084 | anthony.rubis@NorthwoodTech.edu

Student Health Services

Stephanie Gullickson, RN
715.246.1827 | stephanie.gullickson@NorthwoodTech.edu

Student Life

TBD
715.246.1822 | steve.dus@NorthwoodTech.edu

Multicultural Services

Multicultural Student Success Advisor

Jenna Casey
715.685.3035
jenna.casey@NorthwoodTech.edu

Veteran Services

Veteran Student Advocate

Stephanie Smith
715.788.7087
stephanie.smith@NorthwoodTech.edu

Veteran Certifying Official—Benefits

Kathryn Steffen
715.645.7063
kathy.steffen@NorthwoodTech.edu

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Veteran Services: If you are a veteran or a child or spouse of a veteran, Northwood Tech will help you navigate the college experience each step of the way.

Rice Lake

Student Services Contacts:

715.234.7082

Accommodation Services

Heidi Diesterhaft

715.788.7142

heidi.diesterhaft@NorthwoodTech.edu

Rachel Berg

715.788.7126 | rachel.berg@NorthwoodTech.edu

Counseling Services

Aaron Staut

715.788.7038 | aaron.staut@NorthwoodTech.edu

Catrina Everitt

715.788.7154 | catrina.everitt@NorthwoodTech.edu

Rachel Berg

715.788.7126 | rachel.berg@NorthwoodTech.edu

Financial Aid

Blake Paul

715.788.7213 | blake.paul@NorthwoodTech.edu

Student Health Services

Syna Carlton

715.788.7134 | syna.carlton@NorthwoodTech.edu

Student Life

Aleesha Drost

715.788.7147 | aleesha.drost@NorthwoodTech.edu

Multicultural Services

Multicultural Student Success Advisor

Jenna Casey

715.685.3035

jenna.casey@NorthwoodTech.edu

Veteran Services

Veteran Student Advocate

Stephanie Smith

715.788.7087

stephanie.smith@NorthwoodTech.edu

Veteran Certifying Official—Benefits

Kathryn Steffen

715.645.7063

kathy.steffen@NorthwoodTech.edu

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Veteran Services: If you are a veteran or a child or spouse of a veteran, Northwood Tech will help you navigate the college experience each step of the way.

Superior Student Services Contacts: 715.394.6677

Accommodation Services

Hillary Olson
715.319.7344 | hillary.olson@NorthwoodTech.edu

Counseling Services

Kent Lundahl
715.319.7333 | kent.lundahl@NorthwoodTech.edu
Dede Maki
715.319.7334 | dede.maki@NorthwoodTech.edu

Financial Aid

Mike Phillips
715.319.7370 | mike.phillips@NorthwoodTech.edu

Student Health Services

Jenny Feehan
715.752.8477 | jenny.feehan@NorthwoodTech.edu

Student Life

Becky Bourque
715.319.7290 | becky.bourque@NorthwoodTech.edu

Multicultural Services

Multicultural Student Success Advisor

Jenna Casey
715.685.3035
jenna.casey@NorthwoodTech.edu

Veteran Services

Veteran Student Advocate

Stephanie Smith
715.788.7087
stephanie.smith@NorthwoodTech.edu

Veteran Certifying Official—Benefits

Kathryn Steffen
715.645.7063
kathy.steffen@NorthwoodTech.edu

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Veteran Services: If you are a veteran or a child or spouse of a veteran, Northwood Tech will help you navigate the college experience each step of the way.

Innovative Teaching & Learning Center

Academic Support

Academic Support instructors, teaching assistants and coaches.

academicsupport@NorthwoodTech.edu

Academic Support Labs

Math Lab

AcademicSupportMathLab@NorthwoodTech.edu

Writing Lab

AcademicSupportWritingLab@NorthwoodTech.edu

Science Lab

sciencelab@NorthwoodTech.edu

Learning Technology Center

learningtechnologycenter@NorthwoodTech.edu

Library

librarystaff@NorthwoodTech.edu

MyHelp

MyHelp.NorthwoodTech.edu

iTLC HOURS

Monday through Friday 8:00 a.m. — 5:00 p.m.
when classes are in session.

Check with your campus for evening hours and additional availability in the Academic Support Center, Learning Technology Center and Library.

INNOVATIVE TEACHING & LEARNING CENTER (iTLC)

Promotes excellence in teaching and learning; inspires growth; and provides accessible training, resources, and helpful support for students, faculty, and staff.

On-campus and virtual customized services:

- > Log-in Assistance
- > Study Skills & Academic Coaching
- > Email & MyCampus
- > Assignment Assistance & Open Labs
- > Blackboard Course Work
- > Library Services & APA 7th Edition
- > Office 365 & BlueJeans
- > Career Development Resources
- > Video & Multimedia Creation
- > Curriculum, Design & Assessment

Academic Support Center:

Helps students and community members reach their full academic potential.

On-campus and virtual customized services:

- > Study Skills
- > Note Taking
- > Research Help
- > GED/HSED
- > Access to Resources
- > Test Taking
- > Learning Styles
- > Academic Skill Building
- > English Language Learner

Math, Science, and Writing Labs:

Provides an opportunity to work with professional tutors in person or virtually in content specific areas. Help is available to all students.

- > **Math:** Math with Business Apps, Accounting, Technical Math 1 and 2, Applied Math and Dosage Calculations
- > **Science:** General A&P, Chemistry, Microbiology, and care plan content
- > **Writing:** Eng. Comp 1, Intro to Psych, Applied Communications, research papers, and care plan development

Academic Coaching:

 Available for students through referral.

Coaches help students with:

- > Time Management
- > Organization
- > Accountability
- > Effective Use of Resources

Learning Technology Center:

On-campus and virtual customized services:

- > Log-in Assistance
- > Blackboard Course Work
- > Video & Multimedia Creation
- > Email & MyCampus
- > Office 365 & BlueJeans
- > Open Computer Labs

Library:

On-campus and virtual customized services:

- > Open Computer Lab
- > Research Databases
- > Interlibrary Loans
- > Test Proctoring
- > Laptop & Device Checkout
- > On-Campus & E-book Collection
- > Classroom Technology Support

Need assistance?

Contact **MyHelp** or the visit your campus Learning Technology Center

TECH HELP DESK at Northwood Tech



Get answers to commonly asked questions or submit a ticket for help

website:

myhelp.NorthwoodTech.edu

email:

myhelp@NorthwoodTech.edu

phone:

715.475.1111

Voice mail Only

NorthwoodTech Credentials:

- > Username: Student ID
- > Password: MyCampus Password

Blackboard

Blackboard is a learning management system where you will access course announcements, syllabus, assignments, and grades.

- > You may access Blackboard two weeks before the start of the classes. However, your instructor may not make your course material available until the first official day of class. Blackboard Orientation and other technology resources may be found at iTLC.northwoodtech.edu/iTLC/ltc.
- > For further assistance, visit myhelp.NorthwoodTech.edu or contact your campus iTLC.

iTLC.NorthwoodTech.edu/iTLC



STEP 1.

Create a MyNorthwoodTech account after you are admitted.

- > Select the **MyNorthwoodTech** link on the top of NorthwoodTech.edu and click on Continue to NorthwoodTech
- > Click on Sign on Assistance icon
- > Complete the fields and create a password with listed requirements
- > Sign into **MyNorthwoodTech** with a username (student Id#) and a new password

MyNorthwoodTech gives you access to:

- > Registration for classes
- > Requesting transcripts
- > View/Pay Tuition
- > Access your class schedule
- > View financial aid award and accept/decline loans offered
- > Set up a payment plan

Note: The password you created above for MyNorthwoodTech will be temporary until you can create a MyCampus password. The MyCampus password will replace the MyNorthwoodTech password.

STEP 2.

Create a MyCampus account

- > Create a **MyCampus** account after you create a **MyNorthwoodTech** account
- > The **MyCampus** link is on the top menu of NorthwoodTech.edu
- > Sign in with your Northwood Tech email address (first initial of your first name+last name+last four digits of your student ID number, i.e. jsmith1234@NorthwoodTech.edu)
- > Enter temporary default password (first two letters of first name, first two letters of last name, last four digits of student ID i.e. jism1234)
- > Create a new password with 13 or more characters
- > Follow the prompts to finish setting up an account with Microsoft Authenticator

MyCampus account is a single sign-on that gives you access to:

- > MyNorthwoodTech
- > Microsoft 365 (Word, Teams, Excel, PowerPoint, and OneDrive)
- > Northwood Tech email—the official form of student communication
- > Install Microsoft 365 for free to your computer
- > Blackboard
- > Campus computers
- > College Scholarship Opportunities

Available Student Technology Resources

Resources available through **MyCampus**. Sign in with your MyCampus credentials.

> Online Live:

Microsoft TEAMS web conferencing is the platform used to attend class using the internet. A link will be available in Blackboard if web conferencing is a delivery option for your class.

> Innovative Teaching & Learning Center (iTLC) Services:

The iTLC is made up of three departments. All three departments are located together to give you one stop when you need assistance.

Learning Technology Center (LTC)

The LTC staff are technology experts. They offer assistance with Northwood Tech online applications, online resources for your classes, your computers or personal devices, software installs and much more. There is access to PCs with all the necessary software, printers, copiers, and scanners.

Library

Library staff assists students with their research needs. There is access to books, journals, newspapers, and the online catalog.

Academic Support Center (ASC)

The ASC staff assists with college success and adult education skills and strategies.

> MyNorthwoodTech:

Access functions such as enrollment, class schedule, changing contact information, final grades, payments and payment plans, accepting and viewing financial aid, and setting up direct deposit.

> Microsoft Office 365:

The Office suite is available to students and includes Outlook, Word, Excel, PowerPoint, OneDrive, OneNote, and more.

There are three ways to access Office 365

- > MyCampus
- > Campus computers
- > Install on your computer

*See MyHelp Desk for installation instructions or visit the iTLC at your campus.

Northwood Tech Email

Your Northwood Tech email is the official form of communication between students, instructors and Northwood Tech staff.

Your student email address is the first initial of your first name+last name+last four digits of your student ID number, i.e. jsmith1234@NorthwoodTech.edu. **Please check your email regularly.**

> Grammarly:

An automated proofreader and personal grammar coach. Go to MyHelp Desk for installation instructions.

> Infobase:

An online learning system designed to meet the needs of today's campus. Video tutorials of a wide variety of topics to help you get ready for your program.

Need assistance getting started?

Visit **myhelp.NorthwoodTech.edu** or the iTLC on the campus nearest you!

Computer Guidelines:

Northwood Tech is a "PC" based college. This means the software provided through the college, along with any documentation and support, is based around Windows run computers. iOS (Mac) and Chromebook devices will not work with every resource.

Basic hardware requirements:

- 2GHz processor • 4 GB RAM (8GB preferred) • 128 GB SSD/HDD • Windows OS • Internet 4 Mbps or better

Financial Aid Checklist

➤ Don't delay, start the process!

Helpful Information:

FAFSA school code: **011824**

studentaid.gov

Student Enrollment Status:

Full Time	12 or more credits
Three Quarter Time	9–11 credits
Half Time	6–8 credits
Less than Half Time	1–5 credits

*To be eligible for a Northwood Tech scholarship, you must be enrolled in a minimum of six credits in the semester the scholarship will be applied to your account.

Need help or have questions?

Contact your campus Financial Aid Advisor.

ASHLAND

Stephanie Zaleski

715.319.7280

stephanie.zaleski@NorthwoodTech.edu

NEW RICHMOND

Anthony Rubis

715.752.8084

anthony.rubis@NorthwoodTech.edu

RICE LAKE

Blake Paul

715.788.7213

blake.paul@NorthwoodTech.edu

SUPERIOR

Mike Phillips

715.319.7370

mike.phillips@NorthwoodTech.edu

➤ APPLY FOR ADMISSIONS

You must be accepted into a financial aid eligible program at Northwood Technical College to receive aid.

➤ CREATE A FEDERAL STUDENT AID user name and password (FSA ID)

Go to: studentaid.gov/h/apply-for-aid/fafsa

Student (and parent if student is considered dependent) needs a FSA ID to access and electronically sign financial aid documents. Keep your username and password in a secure location, as you will use it each year you apply.

Student FSA ID: _____

Password: _____

Parent FSA ID: _____

Password: _____

➤ COMPLETE YOUR FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

Go to: studentaid.gov/h/apply-for-aid/fafsa

Student (and parent if student is considered dependent) **will need:**

- Social Security Number
- Federal Income Tax Return
- W2s
- Bank Statements
- Investment Records

Northwood Tech's school code is 011824. The FAFSA becomes available each year on October 1. Apply early.

➤ RETURN FORMS OR DOCUMENTS

Return forms or documents requested by the Financial Aid Office to your campus Financial Aid Advisor. Financial aid applications will not be processed until requested information is returned. Your name and student ID must be included on all forms and documents submitted.

➤ ACT ON YOUR AWARD OFFER

An award offer will be sent to your Northwood Tech student email account. Review your offer and follow the directions provided via your MyNorthwoodTech account. To be eligible for student loans, your enrollment status must be at least half time as defined in the chart on the left. You **MUST** attend your classes to be eligible for financial aid.



Northwood
Technical College



Northwood Technical College

Bookstores

Find—Buy—Sellback Books

> Start:

Visit us at: Bookstore.NorthwoodTech.edu

Select Campus

Click **Visit Campus Store**

> Bookstore Contacts:

Ashland:

715.682.4591

ashland.bookstore@NorthwoodTech.edu

New Richmond:

715.752.8081

anna.stanway@NorthwoodTech.edu

Rice Lake:

715.234.7082

lisa.wenzel@NorthwoodTech.edu

Superior:

715.394.6677

superior.bookstore@NorthwoodTech.edu

> Find/Buy:

Pull down the **Textbooks** menu to Find Textbooks or Comparison Shop

Build book list using your class schedule

Example:

Course 10103106, 62412

Dept = 103 Class/Section=62412

View and Print List/Order Books

Pick up in-store or ship

> Sellback:

Click **Sell Textbooks** (under Textbooks)

Enter ISBN # to see value

Set up account/receive check





Northwood Technical College

Bookstores

Northwood Tech allows students who meet certain criteria, to charge their books and supplies at any Northwood Tech bookstore. Funds will be available within 24 hours after all requirements have been met.

Use the camera on your phone or a QR Scanner app to access more information on the following:

- Book Charge Process for Financial Aid Recipients



- Download the **Accepting Permissions for Bookstore Charges** document



Visit or contact your campus Bookstore: **800.243.9482**

QUESTIONS?





Authorization to Release Student Record Information

In compliance with the federal Family Education Rights and Privacy Act of 1974, Northwood Tech is restricted from disclosing certain information from your student records. You may grant Northwood Tech permission to release information from your student records to a third party by completing this form. You must complete a separate form for each third party to whom you are authorizing student record access.

Section A. Student Information (print clearly)

_____	_____	_____	_____
First Name	Last Name	M.I.	Student ID Number
_____			_____
Mailing Address			Date of Birth (Month/Day/Year)
_____	_____	_____	_____
City	State	ZIP code	Phone Number

Section B. Third-Party Designee (Spouse/Parent/Agency/Employer/Other - print clearly)

_____	_____	_____	_____
First Name	Last Name	M.I.	If third-party designee is parent and both parents reside in the same household, indicate other parent's name. If parents live in separate household, then complete a separate release.
_____			_____
Mailing Address			_____
_____	_____	_____	_____
City	State	ZIP code	Phone Number
_____			_____
E-mail address (optional)			Fax Number

Check one or more of the boxes below to indicate the records you would like released. **Cross out any documents within a category you do not want released.**

- All Records identified below.**
- Academic Records:** Includes grades/GPA, demographic, registration, student ID number, academic progress, class roster, attendance/participation, early alert, advisement, and/or enrollment information. Other: _____.
- Financial Aid Records:** Includes financial aid awards, application data, disbursements, eligibility, veteran's benefits, financial aid repayments, and/or financial aid satisfactory academic progress. Other: _____.
- Student Financial Records:** Includes invoices, charges, credits, payments, refunds, past due amounts, third-party authorizations, holds (negative service indicators) and/or collection activity. Other: _____.
- Counselor/Accommodation Records:** Employment, social history, psychological evaluations, therapy progress reports, alcohol/drug abuse care or treatment, financial status information. Other: _____.
- Other (Indicate Specific Record):** _____.

Reason you are authorizing this release: _____.

Section C. Student Certification

This authorization does not permit the third-party designee to make any changes to your student record or the right to act on your behalf. This authorization will expire on this date ___/___/___ or 3 years from the date signed. You may submit a request to revoke your authorization at any time. By signing below, I authorize Northwood Tech to release and discuss my education records, as specified above, with the individual(s) listed.

Student Signature _____ Date _____

Legal Guardian/Power of Attorney Signature _____ Date _____

For Office Use Only: Date Entered: ___ / ___ / ___	Staff Initials: _____
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Document References

Student Services:

Ashland

<https://www.NorthwoodTech.edu/campuses/ashland-campus/student-services-contact-information>

New Richmond

<https://www.NorthwoodTech.edu/campuses/new-richmond-campus/student-services-contact-information>

Rice Lake

<https://www.NorthwoodTech.edu/campuses/rice-lake-campus/student-services-contact-information>

Superior

<https://www.NorthwoodTech.edu/campuses/superior-campus/student-services-contact-information>

Innovative Teaching and Learning Center (iTLC)

<https://itlc.northwoodtech.edu/itlc>

Academic Support Center (ASC)

<https://itlc.northwoodtech.edu/iTLC/academic>

academicsupport@NorthwoodTech.edu

Learning Technology Center (LTC)

<https://itlc.northwoodtech.edu/iTLC/ltc>

learningtechnologycenter@NorthwoodTech.edu

Library

<https://itlc.northwoodtech.edu/iTLC/library>

librarystaff@NorthwoodTech.edu

Technology

https://itlc.northwoodtech.edu/ld.php?content_id=56215748

Class Registration

https://www.northwoodtech.edu/sites/default/files/inline-files/How-to-Register_MyNorthwoodTech-Search_CurrentStudents_Web_FY22.pdf

Financial Aid

<https://www.northwoodtech.edu/tuition-and-financial-aid/financial-aid>

Payment Plans

<https://www.northwoodtech.edu/tuition-and-financial-aid/payment-options-and-due-dates/payment-plans>

Academic Calendar

<https://www.NorthwoodTech.edu/academic-programs/academic-calendar>

Bookstores

<https://www.NorthwoodTech.edu/currentstudents/bookstores>

<https://www.NorthwoodTech.edu/currentstudents/finance/book-charge-for-financial-aid-recipients>

New Student Orientation

<https://www.NorthwoodTech.edu/admissions/how-to-apply/orientation>



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800.243.9482