

5. Academic and Student Services

Academic Advisement Center

The Academic Advisement Center is open year-round with extended hours for peak and priority registration periods. Academic advisers help students make informed decisions that will be beneficial to their lives — academically, socially and intellectually.

Along with providing assistance in scheduling, dropping and adding courses and answering questions, the academic advisers help students change their majors and discuss major requirements and options. The center offers an Academic Intervention Program for students placed on academic probation. Updated check sheets are maintained and are available at the student's request in the Advisement Center.

Advisers also can assist students with administrative procedures and with interpreting University policies and procedures.

To speak with an adviser, call (201) 692-2339. For more information about the Academic Advisement Center, visit the center's Web site at www.fdu.edu/studentsvcs/thaac.html or <http://inside.fdu.edu/metroaac/>

Rachel D. Friend, MA, MS, Director

Location: Robison Hall, Room 30

Hours: Monday–Thursday, 9 a.m.–6 p.m.
Friday, 9 a.m.–5 p.m.

Phone: (201) 692-2339 for peak, priority,
summer and winter session hours.

Academic Resource Center

The Academic Resource Center offers a variety of services: tutoring sessions offer assistance with reading comprehension, writing and with academic content. Academic skill sessions teach students how to use their strengths in processing material. The time available for tutoring sessions is based on the schedule of the academic area specialist. Support is offered for undergraduate, graduate, adult, honor, developmental and international students. The only requirement is that the student be registered for the course in which tutoring is requested.

Students placed in basic skill classes are given supplemental help at weekly Academic Resource Center labs in reading, writing and mathematics. The center is responsible for testing and placing students in the basic skill areas.

Special support is offered for graduate students, adult learners, honor students and international students. Word processing facilities and instruction are available by appointment.

Theresa Susann Demay, MAT, LDTC, Director

Location: Robison Hall, Room 502, Fifth Floor

Hours: To schedule tutoring appointments or to request help in a specific area:
Monday/Tuesday, 10 a.m.–1 p.m.
Wednesday/Thursday, 2–5 p.m.

Tutoring appointments are scheduled:
Monday–Thursday, 8 a.m.–10 p.m.
Friday, 8 a.m.–6 p.m.
Saturday/Sunday, by appointment only

Phone: (201) 692-2076
Fax: (201) 692-2425

Career Development

The Career Development Office is dedicated to educating and empowering Fairleigh Dickinson University students through counseling, guidance, training and career-related programs and events. It encourages exploration and professional development in preparation for the “world of work” and/or further education, in pursuit of life balance and a fulfilling career.

Cathy Love, BA, University Director

Location: Library

Hours: Monday–Friday, 9 a.m.–5p.m.
Evening hours by appointment only

Phone: (201) 692-2193

Career Development

Career counseling, vocational testing and group workshops are offered so students can explore their personal values, interests, abilities and career alternatives. Counselors help students evaluate their activities, skills and past experiences and relate them to future employment.

Cooperative Education/Internships

Cooperative education and internships integrate classroom theory with career-related work opportunities to help students form an accurate picture of their talents and interests. This program clarifies students’ academic goals as well as appropriate career paths. Students attend a Career Preparation Workshop where they receive valuable information regarding program requirements, résumé writing and interviewing techniques. Career development staff and faculty work collaboratively with students to guide and assist them through the process and successfully navigate their job searches. Co-ops and internships can be either credit bearing or noncredit bearing.

Community Service

While many individuals become involved in volunteer activities for altruistic reasons, community service also can be a valuable career-development tool. Volunteering can be a way of investigating interest in a potential career or developing skills that will help a student in a job search. Some students may choose to volunteer outside their career areas to demonstrate well-rounded interests or develop community contacts. Whatever the motivation, students

can feel confident that volunteer experience will have a double benefit, for themselves and for the community.

Online Job Search and Employment

The Career Development Office has partnered with eCampusRecruiter.com to provide Fairleigh Dickinson students and alumni with a fast, efficient and user-friendly job-search Web site. To access and register, go to www.fdu.edu/careers or www.ecampusrecruiter.com/fdu. After registering, students can have their résumé critiqued by a professional staff member, view both on- and off-campus jobs, including part- and full-time positions, internships and co-ops. Students can also view and register for career development workshops and events.

Career development assists students with résumé writing, interviewing skills and job search strategies on an individual and/or group basis. Career fairs, networking events and on-campus recruiting activities are also provided.

Computing Services

Computer centers are located on both FDU campuses and are networked to provide communication between campuses and access to any of the mini-computing features provided. On the Metropolitan Campus, there are facilities at Computing Services in University Hall and Dickinson Hall. The Systems and Security Department, located in Bancroft Hall, supports UNIX.

There are four computer labs in University Hall and three labs in Dickinson Hall (the labs are on the second floor in both buildings) and computer labs are located in Edward Williams Hall, Becton Hall and Robison Hall Academic Resource Center. Nine of the 10 labs are available for student use; there also is a multimedia lab available to classes by reservation. IBM computers, identical in set-up, are available in all computer labs on the Metropolitan Campus. Laser printers are available for student use at both facilities.

University Hall Computing Services

Location: University Hall, Teaneck

Hours: Monday–Thursday, 8 a.m.–11 p.m.

Friday, 8 a.m.–5 p.m.

Saturday, Sunday, 10 a.m.–4 p.m.

Phone: (201) 692-7111

Dickinson Hall Computing Services

Location: Dickinson Hall, Hackensack

Hours: Monday–Thursday, 8 a.m.–11 p.m.

Friday, 8 a.m.–8 p.m.

Saturday, 8 a.m.–4 p.m.

Phone: (201) 692-7111

Please call (201) 692-7111 for holiday, winter and summer session hours.

The University also has Dynix library automation and an online catalog system. The entire online catalog for FDU's libraries is available from any point on the network.

Educational Opportunity Fund (EOF) Program

The Educational Opportunity Fund (EOF) program is a state-sponsored initiative governed by the policies established by the Commission on Higher Education and Fairleigh Dickinson University. FDU's EOF program has been developed to meet the needs of differently prepared students who possess the determination and motivation essential to successfully complete college.

The EOF program, located on the University's two New Jersey campuses, has a University coordinator/director, associate director, assistant directors and counselors and support staff on each campus. Services that are provided include financial aid, counseling, career management and tutorial services.

Financial aid is applied to students' direct educational expenses, which may include tuition, fees, books and room and board.

Students have access to academic, career, personal and financial-aid counseling in both individual and group settings.

Tutorial assistance is provided to students to reinforce and enhance their course work. In order to be responsive to students' varied learning styles and academic support needs, services are continually monitored and refined to ensure personalized attention.

Additional noteworthy features of the EOF program include student participation in the following:

- a. Pre-freshman Summer Program,
- b. Student Recognition Awards Ceremony,
- c. EOF/Nursing Student Network,
- d. EOF Alumni and Peer Mentoring Program,
- e. Chi Alpha Epsilon National Honor Society and
- f. EOF Community Service - The Metro Connection.

Fairleigh Dickinson University, by its inclusion of an EOF program within its institutional construct, has demonstrated a strong commitment to the recruitment and retention of the program participants.

Clearly, the endeavor of the Educational Opportunity Fund program is to ensure that the needs of those students who participate in our program are addressed within this institutional setting.

Marjorie Hall-Jacques, MA, University Coordinator/Director

Location: 840 River Road

Hours: Monday–Friday, 9 a.m.–5 p.m.

Phone: (201) 692-2409

International Student Services

The Office of International Student Services serves the international community at the Metropolitan Campus and the College at Florham. The department offers a wide array of programs and services to nearly 1,000 international students from approximately 80 countries. The primary focus of the department is to ensure all students maintain their immigration status in compliance with United States immigration regulations as well to assist students applying for immigration benefits, when eligible.

Advisers also serve to assist students with their cultural transition to living in a new culture. At the beginning of each semester, the orientation program is set up to facilitate international students' adjustment to American society and the education system. Cultural programs such as the Global Fair are offered to encourage the FDU community to learn about the backgrounds and traditions of the many diverse students.

Numerous student clubs and organizations cater to the international population. The International Student Association was initiated to develop and carry out — in a spirit of fraternity, equality and collaboration — all cultural expressions of those countries represented.

Jessica McMillan, BA, Director

Kate Plessing, MA, Assistant Director

Ada Serrano, International Student Adviser

Diana Perez, Administrative Assistant

Location: 841 River Road, Teaneck

Hours: Monday–Friday, 9 a.m.–5 p.m.

Phone: (201) 692-2743/2745

University Libraries

Fairleigh Dickinson University has fully developed libraries on each of its campuses. A University-wide online catalog, CoolCAT, facilitates intra-campus library loans, enabling students from any campus to quickly procure needed materials from any other lending facility in the University library system. At each facility, professional librarians offer individual guidance as well as classroom instruction in library use and research methodology.

The Metropolitan Campus libraries include the Weiner Library, the Business Reference Library in Dickinson Hall and the Petrocelli College Library. The collections contain approximately 286,000 volumes, and about 1,093 periodicals are currently received. The Weiner Library holdings include nonprint materials, microfilms, government documents and pamphlets, as well as books and periodicals. The College at Florham Library has a collection of more than 164,000 books and more than 660 current periodical titles and 2,620 active and back files.

Each of these libraries has its own special materials and collections. Some of the databases are part of the University network. Each library provides a computer search service to augment in-house research resources and databases unique to the needs of each campus.

James W. Marcum, PhD, University Librarian

Phone: Metropolitan Campus, (201) 692-2279
College at Florham, (973) 443-8515

University Resources for College Students with Learning Disabilities

Regional Center for College Students with Learning Disabilities

The Regional Center for College Students with Learning Disabilities provides a highly structured and intensive program of support services, including tutorial course support, academic and career counseling and the teaching of metacognitive strategies. Most center students enter as freshmen or transfer students through a competitive admission process; however, students with diagnosed learning disabilities who already attend the University may be considered for admission to the program. Criteria for eligibility include documentation of a learning disability; a mainstream, college-preparatory, high school program; and strong faculty recommendation regarding motivation. The regional center also provides learning evaluations to full-time FDU students who suspect they may have learning disabilities.

For students with learning disabilities who are not part of the regional center, applications for reasonable accommodations must be made through the Provost Office in accordance with the Americans with Disabilities Act (ADA) and Section 504.

Vincent J. Varrassi, MA, Campus Director

Location: Robison Hall
Phone: (201) 692-2716

Dean of Students Office

The dean of students acts as an advocate for students with learning disabilities and ensures the provision of appropriate services and support by the Division of Student Affairs. Inquiries received at the Office of the Dean of Students concerning particular services for or needs of individual students with learning disabilities will be referred to the Student Counseling and Psychological Services of the Wellness Center, to the Academic Resource Center or to the Regional Center for College Students with Learning Disabilities, as appropriate. The dean of students or the dean's designee also may confer with other University staff regarding appropriate assistance for individual students.

Location: 867 SUB Lane
Phone: (201) 692-2190

Academic Resource Center

The Academic Resource Center offers a variety of services. Specialists in student academic assistance are available to tutor and provide a variety of sessions geared to teaching individuals how to use their strengths in processing material. When tutoring is requested, the center offers support to all students registered for a Fairleigh Dickinson University course.

Location: Robison Hall, Room 502, Fifth Floor

Phone: (201) 692-2076

Anthony J. Petrocelli College of Continuing Studies: Office of the Associate Dean

The Office of the Associate Dean of the Anthony J. Petrocelli College of Continuing Studies coordinates requests for support of Petrocelli College students with learning disabilities and physical disabilities. Associate Dean Thomas Swanzey serves as a liaison with the faculty and the administration to assist students with scheduling and academic needs.

Location: Edward Williams Hall

Phone: (201) 692-2749

Wellness Center: Student Counseling and Psychological Services

The Wellness Center's Student Counseling and Psychological Services provides advocacy for students with documented learning disabilities. If previous records from a school, clinic or private clinical specialist document the existence of a learning disability with recommendations, a file can be maintained in the center at the student's request. The center then is able to send letters to professors requesting special accommodations that may have been recommended for the student. If the student makes a request and provides the center with a list of their new classes and professors each semester, the center can update the file.

Psychological counseling also is provided for emotional and/or adjustment issues that may or may not be related to the learning disability.

Location: Student Union Building

Phone: (201) 692-2174