

University Services

- Academic Support Center
- Bookstore
- Career Development
- Computer Facilities
- Dining Services
- Educational Opportunity Fund (EOF) Program
- Escort Services, Public Safety
- Fairleigh 1Card
- Financial Aid
- Instructional Media Center
- Libraries
- Locksmith Services/Maintenance
- Lost and Found
- Media
- Parking
- Preprofessional and Graduate Advising
- Psychological Services, Center for
- Public Safety Department

Academic Support Center

The Academic Support Center provides academic support services **free of charge** to all FDU students. This includes adult learners, honor students, students with learning disabilities, international and graduate students. Individualized tutoring is available in writing, mathematics, business, arts, sciences, modern languages and the University Core curriculum. The Academic Support Center also offers assistance in study skills and time management. Besides individualized tutoring, the Academic Support Center creates, as needed, discussion groups, review sessions and workshops for students in specific courses or areas of study, such as American government, psychology and sociology. Scheduling for all subjects is available online as well as through phone and personal appointments. Furthermore, “drop-in” tutoring that requires no appointment is available. The tutoring staff includes professional tutors and peer tutors chosen for academic excellence in their fields.

In addition to tutoring, the Academic Support Center is responsible for testing and placing students in appropriate courses. Students who test into developmental courses are given supplemental help in reading and mathematics at weekly labs.

A computer facility at the Academic Support Center is available with trained computer operators on duty until 11 p.m., Sunday through Thursday.

The Academic Support Center is located in Florence Twombly Hall. Tutoring is available Monday–Thursday, 9 a.m.–11 p.m.; Friday, 9 a.m.–4 p.m.; and Sunday, 5–11 p.m.

For further information call (973) 443-8538.

Bookstore

The Fairleigh Dickinson University Bookstore, operated by the Follett Higher Education Group, stocks all textbook and school supply needs, as well as emblematic FDU merchandise including clothing and giftware, postage stamps, reference and general-interest titles, software, greeting cards and balloons. Services include special orders, mail orders and Web orders for textbooks.

The bookstore conducts textbook “buyback” year-round, with 50 percent of the purchase price possible during the last two weeks of the semester. New textbooks must be in perfect condition. Refunds and exchanges are accepted, with sale receipts, as follows:

- Fall/Spring Semesters: five days from first day of class, two days thereafter.
- Summer/Winter Sessions, MBA, paralegal: two days from first day of class.

The bookstore is located in the Student Center. Its mailing address is FDU Madison Bookstore #470, 285 Madison Avenue, M-SC0-01, Madison, N.J. 07940. Bookstore hours are Monday–Thursday, 9 a.m.–7 p.m.; Friday, 9 a.m.–4 p.m.; Saturday, 11 a.m.–3 p.m. Hours are extended for back-to-school rush and special events.

For further information call (973) 443-8656 or (973) 514-1644, fax (973) 514-1290 or e-mail at 0470mgr@fheg.follett.com or visit the Web site <http://www.fдум.бkstr.com>.

Career Development

The Career Development Office is dedicated to educating and empowering Fairleigh Dickinson University students through counseling, training and career-related programs. 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.

The office, located in the Student Center, is open Monday–Friday, 9 a.m.–5 p.m. Evening hours are by appointment only. For information call (973) 443-8945.

Career Counseling

Career counseling, assessment testing and group workshops are offered so students can explore their work values, interests, abilities and career options. Counselors help students assess their career goals and career paths.

Cooperative Education/Internships

The career development staff works with students to guide them through the process and to help them successfully navigate their job search. Co-op and internship students can receive academic credit if they meet program requirements.

Online Job Search for Employment Opportunities

Career Development provides Fairleigh Dickinson students and alumni with a fast, efficient and user-friendly job-search Web site.

This Web site gives access to on-campus jobs, full-time, part-time and internship opportunities as well as to view work-

shops, upcoming events and on-campus recruiting. To access the Web site and register, go to www.fdu.edu/careers. After successfully registering, students can post their résumés online and have it critiqued by professional staff and search the database for available job opportunities.

The career development staff is available to assist students with all phases of their career preparation. This includes assessment testing, career counseling, career-preparation workshops, résumé writing, interviewing skills, job-search strategies, networking, career fairs and on-campus recruiting.

Computer Facilities

Almost all students at the University make use of one of the campus computer centers, whether their majors are in the sciences, engineering, business, education or liberal arts, graduate or undergraduate. The computers available feature a wide range of application software and programming languages for students in all disciplines.

The computing services department at the College at Florham has microcomputer labs in several buildings. The Dreyfuss Building has four general-purpose labs equipped with IBM Pentium 4/duo-based PCs, replete with LCD flat panel displays and combination CD-RW/DVD-RW drives for file storage and access to optical-based materials. There is also a state-of-the-art computer graphics lab, which includes high-resolution computer graphics equipment for the production of professional-quality, computer-generated art, 2D/3D animation, digital video and multimedia presentations. There are also facilities in the College at Florham Library and the Academic Support Center. All PCs are connected to the University-wide network, Novell file servers for file and print sharing and the Internet. All PCs are running Microsoft Windows XP operating system with a large suite of general-purpose software, such as Microsoft Office Professional 2007 and discipline-specific software to support academic computing. Computer labs that are also used as classrooms are equipped with a high-resolution, high-intensity, computer-projection system.

The Metropolitan Campus computing services department manages three general-purpose PC labs in University Hall, along with a state-of-the-art graphics lab used for the production of high-quality graphics, 2D/3D animation, digital video and multimedia presentations and three general-purpose PC labs in Dickinson Hall. Additionally, there are special-purpose computer lab facilities across the campus to support computer science, engineering, learning center, writing lab, athletics and others. Each PC is Pentium 4/duo-based, replete with LCD flat panel displays, combination CD-RW/DVD-RW drives for file storage and access to optical-based materials, and each is connected to the University-wide network, Novell file servers for file and print sharing and the Internet. All PCs are running Microsoft's Windows XP operating system with a large suite of general-purpose and discipline-specific software. Computer labs that are also used as classrooms are equipped with a high-resolution, high-intensity, computer-projection system.

To keep pace with changes in technology and increasing demands for memory and processing power, campus computing center PCs are acquired on a three-year technology refresh program. The most recent technology refresh for the

general computer labs and the multimedia and graphics labs was in the summer of 2008.

University systems and security operates several high-end Windows and UNIX servers which are used by all, regardless of campus or location. These systems support both the academic and administrative needs of the University. Services include a system for University-run Web pages, faculty and staff personal Web pages, a library automation system, a central e-mail system and other systems for advancing the needs of the academic programs. These systems can be accessed using the Internet.

From the time a student is admitted, he or she may obtain and use a Webmail account (the University-wide e-mail system) by visiting <http://webmail.fdu.edu/> from anywhere the Internet is accessible. Once enrolled, students can obtain a Novell account which provides them with network storage and printing capabilities.

FDU has a laptop loaner program that enables students to "borrow" a laptop computer for use within the campus libraries. The loaner laptops are imaged with many software applications and can access the Internet via the University wireless network. Additionally, the University's automated library system provides anyone the ability to search the holdings of both campuses from any location using the Internet and Webmail credentials for authentication.

Almost all of the academic buildings, including the libraries, have wireless LAN capabilities. This feature allows students with a laptop and a standard 802.11b/g wireless LAN card to access the campus network, untethered, from any of those buildings.

High-speed, fiber-optic networking connects most buildings at the University to FDU's computer network. This facilitates communications among the students and faculty and provides easy access to all of the software and computer resources.

Every student has an available data connection in their room to connect their computer to the University network. These connections provide students with high-speed access to all network resources and the Internet.

The Fairleigh Dickinson University Technical Assistance Center (UTAC) provides around-the-clock technical-support services for more than 200 commercial off-the-shelf software applications, Microsoft and Macintosh (OS 8.x and higher), operating systems, all common browsers, Webcampus, virtually all network connectivity options and password-reset support. This 24-hour help-desk support is available to all students from the time they are officially admitted to the University.

For more information call the Office of Information Resources and Technology at (973) 443-8689.

Dining Services

The dining service programs are designed to provide students, faculty, staff and guests with a wide array of nutritionally balanced and appealing menus. Several meal plans are available as well as a special commuter-program package. All dining hall meals include salad bars, soups of the day, entrée varieties, vegetable choices, beverages and desserts on an "all-you-can-eat" basis. Premium entrées as well as festive holiday meals are presented several times a year. Each campus has a main dining hall and other convenient snack bar locations.

Dining hall hours of operation are:

Breakfast

Monday–Friday. 7:30–9:30 a.m.

Lunch

Monday–Friday. 11:30 a.m.–1:30 p.m.

Dinner

Monday, Thursday. 4:30–8:30 p.m.

Friday. 4:30–6:30 p.m.

Saturday–Sunday. 4:30–6 p.m.

Brunch

Saturday–Sunday. 11:30 a.m.–1 p.m.

In addition to the main Dining Hall in the Student Center, food services are also offered at Nathan's in the Stadler/ Zenner Building; Snax . . . At the Mansion in Hennessy Hall (Mansion); and The Grill and Florham Perk Coffeehouse, located in the Student Center. Hours vary by location.

Note: Food service hours are subject to change.

For further information please call (973) 443-8659.

Meal Plan

All resident students are required to participate in the University's meal plan. There are no meal-plan exemptions, including medical, for the academic year. If a student requires special dietary needs, the student must contact the director of food service prior to the beginning of each semester. Reduction in the meal plan is only available through the Dean of Students Office for those students who participate in a verified academic internship, allied health practicum, cooperative education placement or student teaching assignment and is only granted for the semester in which the student has the internship, etc.

In addition to the standard University meal plan, all dining locations on both campuses accept 1Card Cash. This declining-balance account requires a separate deposit to the 1Card Cash account. These additional dollars allow you to make cashless purchases at dining locations, vending machines and other locations on and off campus.

For further information please call (973) 443-8935.

Educational Opportunity Fund (EOF) Program

The Educational Opportunity Fund (EOF) Program is a comprehensive University- and state-sponsored support program for qualifying New Jersey residents from backgrounds of "historical poverty." EOF provides access to higher education for highly motivated students who can successfully complete an academic program with the assistance of structured academic services and specialized personal counseling.

The EOF program is available on both of Fairleigh Dickinson University's New Jersey campuses. Each has an EOF office with dedicated support staff, while a University coordinator oversees the offices on both campuses. Students are provided academic, career, personal and financial-aid counseling in both individual and group settings. Tutorial assistance is available 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.

Fairleigh Dickinson provides a financial-aid package designed to meet the cost of attendance. The package provides the maximum allowable federal and state grants based on need, including an EOF state grant and a Fairleigh Dickinson University need grant, in order to minimize the amount of student and personal loans.

Applicants must complete the Fairleigh Dickinson University Undergraduate Admissions Application and the included EOF Application. The application fee is waived for all EOF applicants. Verifying documents will be requested for applicants who appear to meet the EOF admissions criteria. While students are accepted on a rolling basis, available slots are limited and application should be made early. For more information or for any questions call the EOF office at (973) 443-8566.

Escort Services, Public Safety

Nighttime safety-related escorts are provided by the department of public safety, depending on availability of staffing. Contact public safety headquarters at (973) 443-8888 for further information.

Fairleigh 1Card

Initial and replacement Fairleigh 1Cards are issued at the department of public safety. There is no charge for the initial card.

Fairleigh 1Cards are issued to all new students during the opening week of the semester. They are used as an official ID, for library privileges and admission to all athletic events, social activities and other University functions. Cards must be carried at all times and presented when requested by University officials.

Any student who loses his or her card should report the loss immediately to the department of public safety. A replacement fee of \$25.00 will be charged.

Any member of the University community can add value to their 1Card Cash account to enable them to make cashless purchases using their Fairleigh 1Card from vending machines, the campus bookstore and various locations on and off campus.

For more information and for a complete listing of accepting locations, visit <http://www.fairleigh1card.com>.

Financial Aid

Fairleigh Dickinson University administers a variety of academic and need-based funding from federal, state and University sources. Financial aid is available to qualified full-time and part-time matriculated students at Fairleigh Dickinson University. New and returning students are expected to file the Free Application for Federal Student Aid (FAFSA) no later than February 15. The FAFSA **must** be filed EVERY year.

Financial-aid awards are processed annually and are offered based upon continued financial need, current enrollment status, availability of funds and maintaining satisfactory academic progress. In addition, a student must not be in default and/or may not owe a refund on any Title IV and/or HEA grants or loans.

International students are not eligible for federal, state or University need-based financial aid. However, international students are eligible for athletic funding (as provided by the

National Collegiate Athletic Association [NCAA] guidelines) at the Metropolitan Campus as well as academic scholarships at both the College at Florham and the Metropolitan Campus.

For additional information regarding the various forms of financial aid administered by the University, please feel free to contact the Financial Aid offices at the following numbers: (973) 443-8700 at the College at Florham or (201) 692-2363 at the Metropolitan Campus.

Instructional Media Center

The Instructional Media Center (IMC) provides a number of services to assist students in the classroom. Among the services available are the use of educational videotapes from the IMC collection, VCRs and LCD projectors for in-class presentations, all of which must be reserved in writing at least 24 hours in advance of the class time.

For further information contact the Instructional Media Center at (973) 443-8526.

Libraries

The University maintains libraries at both its New Jersey campuses, the College at Florham in Madison and the Metropolitan Campus in Teaneck. At the Metropolitan Campus — on the Hackensack side — are a Business Research Library in Dickinson Hall, a Reading Room in Edward Williams Hall and the North Jersey Heritage Center.

The College at Florham Library collection comprises some 152,400 volumes as well as more than 400 print periodical subscription titles. The College at Florham Library boasts a unique reading room in its Orang erie of the former estate.

Holdings of the Metropolitan Campus libraries consist of approximately 242,000 volumes, with about 750 print periodicals currently being received. In addition, the libraries' electronic subscription databases offer more than 20,000 periodical titles, most of which are accessible remotely. Microfilm materials also are accessible at both campuses. A growing e-book collection numbering more than 40,000 volumes can be accessed via CoolCATNJ, a University-wide online catalog, that facilitates intra-campus library loans. Fairleigh Dickinson University is a participating member of the Online Computer Library Center (OCLC), providing access to international interlibrary loan requests.

Extensive reference collections are available at the various libraries for consultation and research, with the library serving its campus as a center for education and learning. At each facility, professional librarians offer individual guidance as well as classroom instruction in library use and research methodology.

In addition, each of the libraries has developed distinctive collections of specialized, noncirculating materials. The libraries on the Metropolitan Campus house New Jersey and U.S. government documents. Of special interest are the Columbia film archives and the Gehl collection.

The College at Florham Library maintains archives of the College at Florham, including photographic materials relating to the campus, site of the original Vanderbilt-Twombly estate. Also housed in the library are the archives of Peter Sammartino, founding president of Fairleigh Dickinson

University. The Douglas Lloyd Kahn Memorial Collection on the History of Photography and Film provides students and researchers with more than 2,850 specialized works in many languages. A Black Literature collection of more than 450 titles comprises first editions of African-American belles-lettres in addition to publications by African and Caribbean authors. The William Carlos Williams Collection has 321 items from Williams' personal library. The Loyd Haberly Collection focuses on fine printing and works on book design.

The University maintains a library at its Wroxton College campus in England that supports the academic programs offered there. The FDU-Vancouver campus has a small reference collection that supplements the FDU online library.

For further information call:

College at Florham at (973) 443-8530

Metropolitan Campus at (201) 692-2278.

Locksmith Services/ Maintenance

Lock repair is scheduled through the department of public safety, and maintenance work is scheduled through the Campus Facilities Office. A locksmith is on campus during normal business hours. All requests for work must be in writing and sent to the director/assistant director of public safety. The Locksmith Request Form is posted online for your convenience at <http://www.fdu.edu>, then search for public safety.

For further information contact the Public Safety Administrative Office at (973) 443-8928, fax (973) 443-8893.

Lost and Found

Lost and found is located in the department of public safety headquarters in the Barn; contact that office for further information.

Media

FDU Radio

WFDU (FM) is a noncommercial FM station broadcasting from the Metropolitan Campus. Other FDU radio stations are **WFDM**, the local student station that broadcasts from the College at Florham, and **WFDQ**, the local student station that broadcasts from the Metropolitan Campus.

The stations offer University students the opportunity to develop skills that are required for success in commercial broadcasting.

For further information call:

WFDU (FM) — (201) 692-2806

WFDM — (973) 443-8585.

Parking

Every car on campus must have some identification to show that it is on campus legitimately. Appropriate decals and passes are issued without charge by the department of public safety. Guests must obtain a visitor's parking pass from the public safety headquarters.

Parking regulations are enforced at all times, including Saturdays, Sundays and holidays, whether or not classes are

in session. A *Parking Manual*, issued by the department of public safety, lists all parking regulations. For further information contact the department of public safety.

Preprofessional and Graduate Advising

Students preparing for careers in medicine, dentistry or veterinary medicine can major in any area, but should complete certain courses required for entry into a professional school in the health sciences. A list of required courses can be obtained from the Advising Center or from Dr. Patricia Melloy in the department of biological and allied health sciences. The required courses include taking biology and chemistry with lab in the freshman year. Students should attend an information session held once a semester by Dr. Melloy on other ways to prepare for professional school, including volunteering, summer programs and standardized-test preparation.

In their junior year, students have the option of preparing a portfolio for the Health Preprofessional Committee, consisting of faculty from biology, chemistry and psychology. The committee then evaluates the student's academic performance and overall preparedness for a professional school and composes a letter of recommendation on the student's behalf. The contents of the letter remain confidential, and the student has the option of having the letter sent or not sent on to the professional school to be included in the application. Most students applying for professional school during their time at FDU apply nine to 12 months before graduation, depending on school deadlines.

Students with questions on applying to a professional school in the health sciences can contact Dr. Melloy at pmelloy@fdu.edu or (973) 443-8757.

The department of social sciences and history is the home to the prelaw and legal studies program, which provides advising and support to FDU students or alumni interested in law school or in studying law in graduate programs. The depart-

ment offers a number of relevant minors (including legal studies and criminal justice), along with roundtable discussions and information sessions on law school and individualized advising on the application process. Students are encouraged to seek the advice of the prelaw and legal studies director early in their academic careers in order to develop a plan that best suits their professional goals.

Every academic department provides guidance to students seeking admission to graduate programs. Contact the appropriate department chairperson for further information.

Psychological Services, Center for

The services provided by the Center for Psychological Services, located at the Metropolitan Campus, include psychological counseling, psychotherapy and psychological assessment for students, staff, faculty and their families, as well as the general non-University community, regardless of residence. Services are available on a low-cost fee basis.

Any student should feel comfortable applying to the clinic. The clinic functions on a purely confidential basis, and clinic records are not part of any University records. Also, for the student, fees can be reduced to a minimal level when indicated. Depending on the nature of the services required, the Center for Psychological Services does, in some cases, refer the student to the Office of Counseling Services or to the Student Health Services Office.

For further information call (201) 692-2645.

Public Safety Department

The department of public safety is open 24 hours a day, seven days a week. Administration hours are from 9 a.m. to 5 p.m., weekdays.

To contact the department of public safety call (973) 443-8888, 8889 or voice mail at (973) 443-8928, 8929.