

## 6. Academic and Student Services

### Center for Academic Student Services

The Center for Academic Student Services is home to two departments: the Academic Advisement Center and the Academic Resource Center.

#### Academic Advisement Center

The Academic Advisement Center is a campus-based academic resource for all undergraduate students. Professional advisers are available year-round for questions regarding University policies and regulations, as well as to help students understand curriculum requirements of their chosen majors or possible new majors.

Academic advisers help students with class schedules and have extended hours during the peak and priority registration periods. Throughout the semester, advisers are available to help students on academic probation attain good academic standing through the Academic Intervention Program. The Academic Intervention Program promotes time management, study skills, effective communication techniques and setting realistic goals so that students learn how to achieve and maintain good academic standing. Advisers mentor students who are already in good academic standing. Professional academic advisers provide techniques and skills to help students make the most of their academic careers, as well as to make informed academic, intellectual and social decisions.

The Academic Advisement Center promotes academic initiatives through innovative programming and involvement in campus-wide cocurricular events. The center participates in annual programs such as the Wellness Fair, Major Madness, Orientation and "What Do You Know..." workshop series to provide information on an array of academic topics as well as other University-wide academic happenings.

To speak with an adviser, stop by the Academic Advisement Center. Appointments are available during nonpeak and nonpriority times. For more information regarding the center's services, visit its Web site at <http://www.fdu.edu/cass>.

*Rachel D. Murphy, MA, MS, Director of the Center for Academic Student Services*

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

#### Academic Resource Center

The Academic Resource Center offers a variety of services: placement testing in computer skills, English, mathematics, reading and foreign languages; additional laboratory sections to support English, mathematics and reading-development courses; and free tutoring in any academic subject for all current FDU students. The only requirement for the free tutoring is that the student be registered for the course in which the tutoring is requested.

Support is available to all student populations, including graduate and undergraduate, domestic, international and honors students as well as adult learners.

The center's computer room is available by appointment for students seeking tutoring.

Location: Robison Hall, Room 502, Fifth Floor

Hours: To schedule tutoring appointments or to request help in a specific area:  
Monday–Friday, 9 a.m.–5 p.m.

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

Phone: (201) 692-2076

Fax: (201) 692-2425

## Career Development

The Career Development Center 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.

Career development supports Fairleigh Dickinson University’s mission, providing students with career-related, intercultural and ethical opportunities and understandings necessary to participate, lead and prosper in the global marketplace of ideas, commerce and culture.

*Cathy Love, BS, Director*

Location: Weiner 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 Center provides 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](http://www.fdu.edu/careers) or [www.ecampusrecruiter.com/fdu](http://www.ecampusrecruiter.com/fdu). After registering, students can have their résumé critiqued by a professional staff member; and 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

The primary mission of the Computing Services Department is to manage the University computer labs, develop and maintain the configurations of the laptop and desktop PCs, handle the PC software site licenses, run the Novell servers and provide general support for PCs at the University through the University Technical Assistance Center.

## **University Hall Computing Services**

Location: University Hall, Teaneck

Hours: *Fall and Spring*  
Monday–Thursday, 8 a.m.–11 p.m.  
Friday, 9 a.m.–5 p.m.  
Saturday, 10 a.m.–6 p.m.  
Sunday, noon–8 p.m.  
*Summer Sessions*  
Monday–Thursday, 9 a.m.–10 p.m.  
Friday, Saturday, 9 a.m.–5 p.m.  
Sunday, holiday weekend, closed

Phone: (201) 692-7112

Web site: <http://isweb.fdu.edu>

## **Dickinson Hall Computing Services**

Location: Dickinson Hall, Hackensack

Hours: *Fall and Spring*  
Monday–Thursday, 8 a.m.–11 p.m.  
Friday, 9 a.m.–5 p.m.  
Saturday, 8 a.m.–6 p.m.  
Sunday, closed  
*Summer Sessions*  
Monday–Thursday, 9 a.m.–10 p.m.  
Friday, Saturday, 9 a.m.–5 p.m.  
Sunday, holiday weekend, closed

Phone: (201) 692-7111

Web site: <http://isweb.fdu.edu>

## **Frequently Asked Questions**

### **What do I do if I have forgotten my password?**

Contact the helpdesk at extension 8822 (201-692-8822) and tell them for which account you have forgotten your password. The staff will assist you over the phone. Be sure to have your FDU ID with you when you call.

### **How do I create a Novell Account?**

Anywhere you have Internet access, just visit the Web site: <http://Neptune.fdu.edu>. A program will begin that will allow you to create your Novell account. If you are on campus in any computer lab, you will log in as “newuser” as the username, and there is no password. Click OK, and this will initiate the same program.

### **How do I create a Webmail Account?**

Anywhere you have Internet access, just visit the Web site: <http://webmail.fdu.edu>. From the Webmail home page, just click “Create New Account.”

### **Is there wireless access on campus?**

Yes. The wireless locations are Bancroft Hall, Dickinson Hall, Weiner Library, Becton Hall, Rothman Center, Student Union Building, Alumni Hall, Fitness Center and Muscarelle Hall.

### **What type of Network card do I need to connect to the network from my residence hall room or with my laptop?**

For wireless access, any network card should work as long as it is 802.11B or 802.11G specification. For LAN access, any generic network card should work. All computers accessing the network in the residence halls will need to have all virus definitions up to date in order to ensure successful connectivity.

## 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 insufficiently 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 nonimmigrant status in compliance with United States immigration regulations, as well as 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 campus's 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 L. McMillan, MA, University Director*

*James Deleppo, MEd, Assistant Director*

*Kandy Turner, MA, International Student Adviser*  
*Cheryl Vee, 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, CoolCATNJ, 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 Reading Room in Edward Williams Hall serving the Anthony J. Petrocelli College of Continuing Studies. The collections contain approximately 260,000 volumes, and about 875 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 151,000 books and more than 400 current periodical titles and 2,620 active and back files.

Each of these libraries has its own special materials and collections. The University library offers more than 80 electronic resources, including databases, e-book collections and an online journal locator. 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) 692-2278  
College at Florham, (973) 443-8530

## **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.

*Jodie Dawson, PsyD, 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 Dean of Students Office 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 appro-

priate. 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

### **Center for Academic Student Services**

Center for Academic Student Services 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

### **Provost Office: Accommodations of Special Needs**

Fairleigh Dickinson University adheres to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Individuals who are qualified to participate in academic programs and who have disabilities such as, but not limited to, the following may be covered by these laws:

- Blindness or visual impairments.
- Cerebral palsy.
- Chronic illness such as AIDS, arthritis, cancer, cardiac disease, chronic fatigue syndrome, diabetes, multiple sclerosis, muscular dystrophy, psychiatric disorders.
- Deafness or hearing impairments.
- Drug or alcohol addiction (Section 504 covers former users and those in recovery programs and not currently using drugs or alcohol).
- Epilepsy or seizure disorders.
- Orthopedic handicap.
- Specific learning disability.
- Speech disorder.
- Spinal cord or traumatic brain injury.

A college or university has the flexibility to select the appropriate accommodations after consultation with the student. Students are advised to request in writing a specific accommodation for their disability, providing complete documentation, at least 30 days before the start of the semester. Accommodation forms may be obtained from the Provost Office located in Robison Hall or by calling (201) 692-2479.