

# University Services



## Academic Support Services

### Florham Campus Academic Support Center

The Academic Support Center's mission is to assist students in fulfilling their academic potential by providing support services to a diverse student population, preparing them for the University's goal of becoming world citizens through global education.

The Academic Support Center provides academic support services free of charge to all FDU students. This includes adult learners, students with disabilities and international students. Individualized tutoring is available in writing, mathematics, business, arts and sciences and the University Core curriculum. The Academic Support Center also offers assistance in study skills and time management.

In addition to individualized tutoring, the Academic Support Center creates, as needed, discussion groups, review sessions and workshops for students in specific courses or areas of study. Students in developmental courses are given supplemental help in weekly reading and mathematics labs. The tutoring staff includes professional tutors and peer tutors chosen for academic excellence in their fields.

The Academic Support Center is located in Room 206, Second Floor, Monninger Center for Learning and Research. Tutoring is available Monday–Thursday, 9 a.m. to 11 p.m.; Friday, 9 a.m. to 4 p.m.; and Sunday, 5 to 11 p.m.

A computer facility in the Monninger Center is available until 11 p.m., from Sunday through Thursday, and until 5 p.m. on Friday.

For further information call 973-443-8538.

### Metropolitan Campus 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 registration periods. Throughout the semester, advisers are available to help students on academic probation attain good academic standing through the Academic Achievement Program. The Academic Achievement 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, co-curricular events. The center participates in annual programs such as the Wellness Fair, Major Madness, orientation and “What Do You Know About...” 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 times, and during priority registration, express advising appointments (15-minute appointments) are available. For more information regarding the center's services, visit its website at [www.fdu.edu/cass](http://www.fdu.edu/cass).

Phone: 201-692-2339

### Vancouver Campus Academic Support Program

The purpose of the Academic Support Program (ASP) is to help students who are struggling academically to identify the cause(s) of their academic difficulty and to implement strategies to improve their academic development and ensure success in their programs of study.

This program is required for students who have been placed on academic probation. Probation occurs when the trimester and/or cumulative grade point ratio falls to 2.00 or below. The program may also be taken by students who are not on academic probation but have been recommended to take it by their professor because they are at risk of failing a particular course.

The student will work one-on-one with a designated academic adviser throughout the trimester and will be required to take scheduled tutorial meetings with a tutor to improve their knowledge and understanding of identified courses.

Each student will have an average of four confidential meetings with an assigned adviser throughout the semester. The adviser will cover important study strategies, time-management skills and prioritizing and goal-setting skills to encourage and support positive academic and personal development. Emphasis on the areas covered is decided by a joint assessment between the student and adviser.

## Academic Resource Center

The Academic Resource Center offers a variety of services: placement testing in 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:  
Monday–Friday, 9 a.m.–5 p.m.

Tutoring appointments are scheduled on:  
Monday–Thursday, 8 a.m.–10 p.m.  
Friday, 9 a.m.–5 p.m.

Phone: 201-692-2076

## Academic Technology

The Office of Academic Technology provides the campus community with a number of audio/video presentation and production services. Among the services available are the use of overhead transparency projectors, LCD data projectors (for use with PowerPoint presentations), as well as video-presentation systems, all of which must be reserved in writing at least 24 hours in advance of the class time.

For further information contact the Office of Academic Technology at 201-692-2360 at the Metropolitan Campus, at 973-443-8527 at the Florham Campus or go to the website <http://oat.fdu.edu>. For technical support, call the Help Desk at 973-443-8822.

## ASC-US (pronounced ask-us)

The Auxiliary Services Committee of University Students (ASC-US) is open to all students. The committee meets weekly to address student interests, concerns, ideas and needs re-

### Metropolitan Campus

Alumni Hall  
Monday and Thursday,  
9 a.m.–6 p.m.  
Tuesday and Wednesday,  
9 a.m.–7 p.m.  
Friday, 9 a.m.–4 p.m.  
Extended hours, including  
Saturday, during back-to-  
school rush and special events  
Mailing: Follett's  
FDU Bookstore #395  
Phone: 201-836-7818,  
201-692-2093  
Fax: 201-836-9388  
Email:  
0395MGR@fhcg.follett.com  
Website: [www.fdu.bkstr.com](http://www.fdu.bkstr.com)

### Florham Campus

Student Center  
Monday–Thursday,  
9 a.m.–7 p.m.  
Friday, 9 a.m.–4 p.m.  
Saturday, 11 a.m.–3 p.m.  
Extended hours, including  
Saturday, during back-to-  
school rush and special events  
Mailing: Follett's  
FDU Bookstore #395  
Phone: 973-443-8656,  
973-514-1644  
Fax: 973-514-1290  
Email:  
0470MGR@fhcg.follett.com  
Website: [www.fdu.bkstr.com](http://www.fdu.bkstr.com)

garding auxiliary services (e.g., dining, telephone, mail, vending and bookstore services). The committee represents the needs of individual students and groups of students and is recognized as part of the Student Government Association.

For more information call 201-692-7371.

## 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 and software. Services include special orders, mail orders and Web orders for textbooks.

The bookstore is open 24/7 by virtue of the website [www.fdu.bkstr.com](http://www.fdu.bkstr.com). Students can prepay for their books and avoid bookstore lines.

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.

## 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. 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.

### Metropolitan Campus

Giovatto Library  
Monday–Friday,  
9 a.m.–5:30 p.m.  
Evening hours by  
appointment only  
201-692-2193  
[career@fdu.edu](mailto:career@fdu.edu)

### Florham Campus

Student Center  
Monday–Friday,  
9 a.m.–5 p.m.  
Evening hours by  
appointment only  
973-443-8945  
[career@fdu.edu](mailto:career@fdu.edu)

### Vancouver Campus

Career Development Office  
604-648-4474  
[careerservices-v@fdu.edu](mailto:careerservices-v@fdu.edu)

## 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.

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

### **Credit-bearing Internship Program**

The career development staff works with students to guide them through the process and to help them successfully navigate their job search, credit-bearing internships and cooperative education. The staff also works to integrate classroom theory with career-related work experience 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.

### **Online Job Search for Employment Opportunities**

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

This website gives access to on-campus jobs, full-time, part-time and internship opportunities as well as to view workshops, upcoming events and on-campus recruiting. To access the website and register, go to [bit.ly/fducareerquest](http://bit.ly/fducareerquest).

### **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 aid 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 reason, students can feel confident that volunteer experience will have a double benefit, for themselves and for the community. Students who receive federal work-study money can also volunteer at a nonprofit to fulfill federal work study.

### **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. To keep pace with changes in technology and increasing demands for memory and processing power, campus computing center computers are leased on a technology refresh program.

The technology client services and support teams (formerly the computing services department) at the Florham Campus manage microcomputer labs in several buildings. The Dreyfuss Building has four general-purpose computer labs. There are also state-of-the-art computer graphics, animation

and video-editing labs, 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 special-purpose computer lab facilities across the campus to support mathematics, computer science, physics, biology, chemistry, visual and performing arts and others. There are general and business labs in the John and Joan Monninger Center for Learning and Research and the Academic Support Center.

The Metropolitan Campus technology client services and support teams (formerly the computing services department) manage three general-purpose computer 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 computer labs in Dickinson Hall. There are special-purpose computer lab facilities across the campus to support mathematics, computer science, physics, biology, chemistry, visual and performing arts, psychology, nursing, video editing, engineering, athletics and others. There are general and business labs in the Frank Giovatto Library and the Academic Support Center.

Each computer lab is equipped with Lenovo ThinkCentre All-In-One desktop computers replete with Intel CORE™ i7 processors, LCD flat-panel display and combination CD-RW/DVD-RW drives for file storage and access to optical-based materials. All of the computers are connected to the University-wide network for file and print sharing, and access to the internet. All lab computers are running the Microsoft Windows 10 operating system with a large suite of general-purpose software, such as Microsoft Office Professional, and discipline-specific software to support academic computing. Computer labs that are also used as classrooms are equipped with high-resolution/high-intensity computer projection systems and/or high-definition, flat-panel display technology.

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 a 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 NetID (formerly Webmail) credentials for authentication.

University Systems and Security operates and maintains the University data centers, enterprise systems and networking infrastructure, 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, an email system and other platforms for advancing the needs of the academic programs. These systems can be accessed using the internet.

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. 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/n/ac wireless LAN card to access the campus network, untethered, from any of those buildings. Every student has access to wired and wireless connectivity in his or her room to connect his or her computer device to the University network. These connections provide students with high-speed access to network resources and the internet. Wireless connectivity is also available in most of the common areas within residence halls.

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, Google for Education, Microsoft and Macintosh (OS 8.x and higher) operating systems, all common browsers, WebCampus/BlackBoard, virtually all network connectivity options and password-reset support. This 24-hour helpdesk support is available to all students from the time they are officially admitted to the University.

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

### Acceptable Use Policies for Computer Usage

The University computing resources support the instructional, research and administrative activities of the University. Users of these facilities may have access to University resources, sensitive data and external networks. Consequently, it is imperative for all users to behave in a responsible, ethical and legal manner. Students are responsible for complying with relevant acceptable-use policies. Failure to comply with these policies may result in charges of violation of the Code of Student Rights, Responsibilities and Conduct, and possible state and federal action.

The Fairleigh Dickinson University Acceptable Use Policy for Computer Usage and the Resident Network Acceptable Use Policy may be obtained from the University Information Systems website at the following URL:  
[http://isweb.fdu.edu/oirt\\_policy.html](http://isweb.fdu.edu/oirt_policy.html).

## Dining Services

The Fairleigh Dickinson University dining services are operated by Gourmet Dining Services.

The Gourmet Dining Service programs are designed to provide students, faculty, staff and guests with a wide array of nutritionally balanced and appealing meals. Meals in the Dining Hall in the Student Center/Student Union Building include salad bars, soups of the day, hot entrée varieties, grill items, pasta station, pizza station, create your own wok bar, vegetable choices, daily vegetarian entrées and soups, fresh fruits, desserts and beverages. In addition, the Dining Hall provides specialty bars, along with various theme nights and game nights and, weather permitting, outdoor barbecues.

Special diets or health concerns can be addressed by speaking with the dining services director, student health services or the Dean of Students Office.

In addition to the Dining Hall, Riverside Café (Metropolitan Campus) and Leafs and Grains, Florham Perk and Snax (Florham Campus) provide a full array of fast food items; i.e. burgers, fries, chicken sandwiches, pizza, calzones and hot and cold subs, and a full-service, cooked-to-order menu is available. Dickinson Café (**Metropolitan Campus**) and The

Grill (**Florham Campus**) are full-service sandwich-and-coffee shops specializing in grab-and-go items. Both The Grill and Dickinson Café are open late, and all items can be provided for take-out.

### Continuous dining hall hours of operation in the Student Union Building/Student Center Dining Halls.

**The dining hall is open for continuous dining from 7:30 a.m.–9:30 p.m., Monday–Thursday; 7:30 a.m.–7:30 p.m., Friday; and 11:30 a.m.–7:30 p.m., Saturday–Sunday.**

#### *Breakfast*

A full breakfast menu is served  
Monday–Friday: 7:30–10 a.m.  
A modified breakfast menu is served during  
changeover to lunch from 10 a.m.–11:30 a.m.

#### *Lunch*

A full luncheon menu is served  
Monday–Friday: 11:30 a.m.–2:30 p.m.  
A modified luncheon menu is served during  
changeover to dinner from 2:30–4:30 p.m.

#### *Dinner*

Monday–Thursday: 4:30–9:30 p.m.  
Friday–Sunday 4:30–7:30 p.m.

#### *Brunch*

Saturday–Sunday: 11:30 a.m.–2:30 p.m.  
A modified brunch menu is served during  
changeover to dinner from 2:30–4:30 p.m.

Note: Food-service hours are subject to change. For further information call 973-443-8659 at the Florham Campus and 201-692-2325 at the Metropolitan Campus.

## Meal Plan

All resident students are required to participate in the University's meal plan. If a student requires special dietary needs, the student must contact the director of food service prior to the beginning of each semester. Reduction and exemption of the meal plan are only available through the Dean of Students Office.

In addition to the standard University meal plan, all dining locations on both campuses accept ICard Cash. This declining-balance account requires a separate deposit to the ICard Cash account. These additional dollars allow the student to make cashless purchases at dining locations, vending machines and other locations on and off campus. For a complete list of accepting locations visit [www.fairleigh1card.com](http://www.fairleigh1card.com).

## 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.

All incoming program participants attend a four-week residential academic bridge summer program to help students make the adjustment to college.

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. 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 at the Florham Campus, and at 201-692-2409 at the Metropolitan Campus.

## 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 at the Florham Campus or at 201-692-2222 at the Metropolitan Campus, 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 with a \$50 credit. 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 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 [www.fairleigh1card.com](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. Returning students are expected to file the Free Application for Federal Student Aid (FAFSA) no later than April 15. The FAFSA must be filed EVERY year.

Financial-aid awards are processed annually and are offered based upon continued financial need, current enrollment sta-

tus, 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 Florham Campus and the Metropolitan Campus.

Additional Information regarding the various forms of financial aid administered by the University may be found online at <http://www.fdu.edu/finaid>, on both the *Undergraduate Studies Bulletin* and *Graduate Studies Bulletin* or by contacting the Office of Financial Aid at the following numbers:

**Florham Campus**  
973-443-8700

**Metropolitan Campus**  
201-692-2363

**Vancouver Campus**  
604-648-4464

**Wroxton College**  
011-44-1295-730551

## International Student Services

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

Advisers also assist students with their cultural transition to living in a new culture. The orientation program at the beginning of each semester is set up to facilitate international students' adjustment and to offer insight into American society and the educational system. Cultural programs such as the Global Fair are held, encouraging the FDU community to learn about the backgrounds and traditions of the diverse student population on our campuses.

To contact the Office of International Student Services call:

**Florham Campus**  
973-443-8672

**Metropolitan Campus**  
201-692-2743

## Libraries

The University maintains libraries at both its New Jersey campuses, the Florham Campus in Madison and the Metropolitan Campus in Teaneck. The University also maintains a library at its Wroxton College campus in England that supports the academic programs offered there. The Vancouver Campus provides a reference and circulating collection that supplements the FDU Online Library.

The Metropolitan Campus libraries include the Frank Giovatto Library in Teaneck, the Business Research Library (Dickinson Hall) and the Anthony J. Petrocelli College of Continuing Studies Reading Room (Edward Williams Hall), both in Hackensack. The Giovatto Library collection contains approximately 156,000 volumes. Approximately 350 periodical titles are currently received. The Giovatto Library also offers a collection (3,000) of both educational and popular DVDs and audiobooks on CD. Special collections include the Gehl collection of psychoanalytic materials, the

Columbia film archives and selected presidential papers on microfilm.

The Sammartino Room, located on the ground floor of the Giovatto Library, is intended to house and to showcase the intellectual and historical heritage of the University. The collection includes monographs by the founder and first president Peter Sammartino and about the University, monographs published by FDU Press, FDU's *The Literary Review*, doctoral dissertations, yearbooks, faculty publications and FDU memorabilia. The Special Collections suite includes the Faculty Display Case with recent faculty publications; the Alumni Publications Display; the Magister Room, which houses campus's master theses and honors theses. Desktop workstations are available in the Sammartino Room and the entire suite has wireless access. The J. Michael Adams Room, in the Special Collections suite adjacent to the Sammartino Room, opened in October 2013. In addition to books and memorabilia, it houses the International Association of University Presidents (IAUP) archives.

The library offers a wide variety of workshops and programs open to students, and library news is available through the Giovatto Library Facebook page. The library has a Boston by Steinway piano and sponsors a library recital program for students and staff. The Giovatto Art Gallery offers exhibit space to faculty, staff and students.

One of the campus's most prominent work of art is Epic of America, which hangs on the face of the Giovatto Library. The casting was created by famous artist William Zorach. He described the symbolism as "The Indians that possessed this land ... left us a rich heritage — We are all sun worshippers, loving life and the great forces of creation, renewed each day and yet never the same." The flags represent all the flags that "have flown over this country until we were all united under one flag." The woman represents America itself, beautiful and full of fertile promise. And the man and the child represent "the spirit of enterprise and education, leading the new generation to carry on the work of today into the new visions of tomorrow — the new age flowing into life."

At the Florham Campus, the library is part of the John and Joan Monninger Center for Learning and Research. The older portion of the library building occupies the site of the greenhouses of the former Vanderbilt-Twombly estate. The large reading room at the front of the building, the Orangerie, once held tropical plants, and is all that remains of the original greenhouse-orangerie complex. The Fred Hassan Orangerie, designed by McKim, Mead and White, faces Hennessy Hall across a wide expanse of lawn, which is part of the larger Frederick Law Olmsted-designed grounds.

Developed at the Florham Campus location is a library collection of more than 130,000 book volumes, some 200 current newspapers and periodicals plus more than 1,900 backfiles. It also holds more than 1,600 DVDs and videos for classroom and individual use.

The noncirculating print collections in the Monninger Center include the Douglas Lloyd Kahn Collection on the History of Photography and Film with some 3,400 plus titles; and the smaller, noncirculating collections of the Kushen Family Collection in memory of Betty Kushen, Ph.D., including special editions of 19th- and 20th-century British women writers; Literature by Black Authors, in particular African-American writers in first editions; the Twombly estate collection; as well

as the archives of Fairleigh Dickinson University founder Peter Sammartino; and the New York Cultural Center.

Extensive reference collections are available at all campus 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.

Students and faculty on both campuses have easy access to all FDU library materials plus those of the College of Saint Elizabeth (Morristown, N.J.) through the online catalog CoolCAT. Intercampus loan requests can be delivered to the appropriate campus within a day or two. A user needing special library materials not owned by FDU can access library holdings throughout the country with interlibrary loans. These can be requested either online or in person at any campus library.

The FDU Online Library provides access to approximately 143 subscription databases containing more than 40,000 full-text journals, more than 135,000 e-books and a streaming video collection. Most resources within the FDU Online Library are available 24/7, both on campus and remotely.

The FDU library digital collection is available at [www.fdu.edu/digitallibrary](http://www.fdu.edu/digitallibrary). This collection consists of unique items from the University's archives and from distinctive collections developed in collaboration with non-library partners, related to both the history of northern New Jersey and the University. Materials include master's theses, government documents, historical photographs and documents, digital artifacts, maps and podcasts. This collection is continually growing as the University works to preserve its University's heritage.

For further information call:  
Monninger Center (Library) at 973-443-8516  
Giovatto Library at 201-692-2278  
Business Research Library at 201-692-2608  
On the Web at <http://library.fdu.edu>

## 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://view.fdu.edu/default.aspx?id=4063>.

For further information contact the Public Safety Administrative Office at:

**Florham Campus**  
973-443-8928

**Metropolitan Campus**  
201-692-2222

## 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 visitor's parking passes from the public safety headquarters. Visitor's parking passes must be displayed face up on the visitor's vehicle's dashboard while parked in a designated lot.

Parking regulations are enforced at all times, including weekends and holidays, whether or not classes are in session. The

Campus Parking and Traffic Regulations may be viewed on the department of public safety's website at <http://view2.fdu.edu/florham-campus/public-safety/parking/> or <http://view2.fdu.edu/metropolitan-campus/public-safety/parking-and-traffic-regulations/>.

Summons may be appealed within one week of issuance. Violations for fire lane or handicapped parking cannot be appealed. Appeal forms are available online at [view.fdu.edu/metropolitan-campus/public-safety/summons-appeal-form/](http://view.fdu.edu/metropolitan-campus/public-safety/summons-appeal-form/). Payments can be made by check, payable to FDU, in the enrollment services office, located in Hennessy Hall (mansion).

## Preprofessional and Graduate Advising

Students preparing for careers in medicine, pharmacy, 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, Florham Campus. 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](mailto: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 department 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

Located on the Metropolitan Campus of Fairleigh Dickinson University, the Center for Psychological Services is a University-based facility with the combined goal of serving the

community with high quality and affordable mental health services, and advancing the practice of psychology through excellence in research, service and professional training. Its faculty, supervisors and senior-level providers include noted authors and nationally known experts in their specialty areas. Services are coordinated and delivered by licensed psychologists, certified school psychologists and doctoral candidates working under the direct supervision of a senior psychologist. The center offers comprehensive neuropsychological, educational and psychological testing, as well as individual, group and family therapies for children, adolescents and adults.

The center offers specialized programs for veterans and families, adults with learning difficulties and/or ADHD and runs several groups for children with various difficulties. Fees for therapy with doctoral-student providers are on a sliding scale based on household income. Fees for treatment/assessment with licensed psychologists/senior providers are competitive with others in the community. Additional information on current offerings at the Center for Psychological Services can be found on its website at <http://www.fdu.edu/cps>. For further information or to request services call its main office at 201-692-2645 ext. 1.

## University Resources for College Students with Disabilities

### Disability Support Services

Fairleigh Dickinson University makes support services available to students with documented disabilities. Students with documented physical, learning or psychological disabilities may request reasonable modifications, accommodations, auxiliary aids or services which will provide them access to participate in programs and activities.

Students with documented disabilities may request support services by contacting the campus ADA/504 coordinator.

- For the Florham Campus and study-abroad programs (including students visiting FDU's Wroxtton College and Vancouver Campus), contact the Office of Disability Support Services at 973-443-8079 or visit [www.fdu.edu/florhamada](http://www.fdu.edu/florhamada).
- For the Metropolitan Campus, contact the Office of the Campus Executive at 201-692-2477 or visit [www.fdu.edu/metroada](http://www.fdu.edu/metroada).

### 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 Disability Support Services, Student Counseling and Psychological Services of the Wellness Center, to the Academic Resource Center or to the Regional Center for 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.

#### Metropolitan Campus

201-692-2190

#### Vancouver Campus

604-648-4465

#### Florham Campus

973-443-8935

#### Wroxtton College

011-44-1295-730551

Leaves granted for medical reasons require that the condition necessitating the leave be ameliorated by medical or therapeutic treatment according to current standards of treatment, including if such standards call for continuing treatment subsequent to return to studies. Written verification from treating professionals will be required before return, and intermittently for continuing treatment.

## Regional Center for Learning Disabilities

The Regional Center for Learning Disabilities provides a structured plan of comprehensive academic support, assistive technology and academic counseling services throughout the student's undergraduate years. In addition, all freshmen participate in a metacognitive strategies course to aid in a successful transition to the University. Most students enter the Regional Center as freshman or transfer students through a competitive admissions process. However, students with a diagnosed language-based learning disability who already attend the University may also apply for admission to the program.

Criteria for eligibility include documentation of a language-based learning disability, success in a college-preparatory high school program or college studies and strong faculty recommendation regarding motivation.

For further information, go to [www.fdu.edu/LD](http://www.fdu.edu/LD) or call the Regional Center at the Florham Campus at 973-443-8981 or at the Metropolitan Campus at 201-692-2716.

## 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 Swanzy 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

The Wellness Center houses both student health services and counseling services.

The center's staff can help students address medical concerns, make healthy lifestyle choices, change behavioral patterns that have a negative impact on their lives and select the goals that will enhance their overall well being. In-house referrals between student health services and counseling services help to ensure that the student receives these comprehensive services in a confidential setting. It is important to note, however, that if any medical or psychological illness and/or condition severely compromise the health of a student, it will be necessary for the student to be evaluated by a health care provider. Written documentation and recommendations must be provided and followed in order for the student to continue matriculation and/or maintain campus residency.

## Florham Campus

### Counseling Services

Counseling services enhances the University's educational goals by supporting student persistence. Psychological coun-

selors — utilizing individual and group counseling and campus outreach — enhance student development as global citizens by engaging students in dialogue, introspection and decision making that foster self-actualization, values clarification, tolerance, problem solving and improved mental health and interpersonal relationships.

Counseling services are available to all full-time and part-time students at no charge. The Office of Counseling Services maintains a staff of professional counselors to help students with educational, career and personal concerns. Within this confidential setting, students are free to discuss concerns relating to their personal and academic success, relationships and other problems arising from college living.

The office offers workshops to the campus community on a variety of interest areas such as stress management, study skills, time management, drug abuse, etc.

For further information or for an appointment call 973-443-8504.

### Health Services

Student health services are provided at the Florham Campus. FDU's goal is to keep students well, to provide care when they're not well and to empower students to make informed decisions about their health. Nurse practitioners, physicians and professional nurses can assist students with any health concerns.

As both a resource and wellness center, health services provides students with information regarding available medical and health-related services. On-campus programs on wellness and health topics are a part of students' learning experiences while at FDU's Florham Campus.

Health records are required for all matriculating students: graduate, undergraduate, full time and part time. These records must include a complete health history and recent physical examination, a tuberculin skin test (Mantoux) and a complete immunization record. Requirements for health and immunization records vary, depending on the academic program in which the student is enrolled and the age of the student. Personalized requirements and details are available at the Florham Campus Wellness Center website [www.fdu.edu/studentsvcs/fmshs.html](http://www.fdu.edu/studentsvcs/fmshs.html).

Care provided at student health services is strictly confidential, and students' records are not part of their academic records.

Appointments are recommended in order to decrease student waiting time and for better utilization of services provided.

To contact health services call 973-443-8535.

### Health Insurance

It is the policy of the University that all full-time undergraduate students taking 12 or more credits and full time graduate students taking 9 or more credits must be covered by health insurance. Students will be automatically billed for the University Sponsored Plan, and the premium is included in college fees with tuition bills mailed prior to each semester. Those students who wish to waive out of the student health insurance, must provide evidence of comparable coverage.

In January 1989, a New Jersey Senate bill (S-2981) was signed into law requiring all full-time students to present evi-

dence that they are maintaining basic hospitalization insurance. Those students who do not satisfactorily complete an online waiver form at [www.firststudent.com](http://www.firststudent.com) will be automatically enrolled for the University Sponsored Student Health Insurance Plan. The additional premium will remain in each student's college fees.

All part-time, undergraduate and graduate students taking 3 or more credits are eligible to enroll in the basic benefits of this insurance plan at [www.firststudent.com](http://www.firststudent.com).

Full description of coverage and premium rates is made available to all students prior to the fall semester with their tuition package mailed by the University. Enrollment forms for optional coverage are attached to the program description brochures mailed to students each semester. Insurance coordinators are available to respond to student inquiries that cannot be addressed by student health services personnel or the athletic trainer staff and are identified on the back of each coverage brochure. For more information on student health insurance plan, including brochure, rates, etc., visit [www.firststudent.com](http://www.firststudent.com) and select Fairleigh Dickinson University.

## Metropolitan Campus

### Student Health Services (SHSMetro)

Student Health Services on the Metropolitan Campus (SHSMetro) is located in the Student Union Building. The office is staffed by a nurse practitioner and registered nurses certified in college health and health education who are available for the health care needs of FDU students. SHSMetro provides direct care, individual health counseling and health teaching. Small group workshops occur regularly throughout the year on common health interests of the students. Support is also provided to student groups that sponsor medically related programs.

All registered FDU students can receive health care services, including students who have waived the FDU-sponsored health insurance plan. SHSMetro's goal is to provide health and support services that will enable students to perform at the highest level of their ability with academic success as the goal.

Additionally, as all institutions of higher education have an obligation to ensure the public health of their students, SHSMetro collects and reviews medical and immunization records for matriculated FDU students who attend classes, either on the Metropolitan Campus or at its distance-learning sites. The student's health care provider will need to complete immunization and physical examination forms prior to the student's entrance at FDU. Also, additional medical-clearance services are provided for nursing students who need to complete clinical-site requirements in advance of nursing classes.

Educational programs and blood and bone marrow drives are conducted regularly during the fall and spring semesters for the benefit of all students and the greater FDU community. Flu vaccine clinics are conducted annually and SHSMetro is always aware of the health needs of the community and is proactive in prevention efforts across the campus by leading the Metropolitan Campus Community Health Task Force.

Student advocacy is provided as needed, based on medical necessity, in order to support and encourage the students' academic achievements. In addition, SHSMetro acts as a liaison

between students, professors and administrative personnel in the University. Students that need temporary Public Safety transport on campus due to medical limitations can make those arrangements through the SHSMetro office.

Care provided at Student Health Services is confidential and medical records are not part of the students' academic record.

Phone: 201-692-2437

Fax: 201-692-2642

## Health Insurance

It is the policy of the University to require all full-time undergraduates, graduate students and international students to be protected under a University-wide accident insurance program. As accident benefits are mandatory, the premium is included in college fees with tuition bills mailed prior to each semester. International and EOF students also are required to be covered by a sickness and major medical expense plan. The additional premium for this coverage also is included in the college fees and may not be waived.

In January 1989, a New Jersey Senate bill (S-2981) was signed into law requiring all full-time students to present evidence that they are maintaining basic hospitalization insurance. Those students who do not satisfactorily complete and return the insurance waiver form included in their tuition package will be automatically enrolled for the sickness and major medical portion of the plan. The additional premium will remain in each student's college fees.

All students, including part-time students who have not waived the sickness and major medical benefits, may also purchase coverage for their spouses and unmarried children less than 19 years of age.

Full description of coverage and premium rates is made available to all students prior to the fall semester with their tuition package mailed by the University. Enrollment forms for optional coverage are attached to the program description brochures mailed to students each semester. Additional coverage brochures, enrollment forms and claim forms may be picked up by students at the Student Health Services Center on each FDU campus. Insurance coordinators are available to respond to student inquiries that cannot be addressed by student health services personnel or the athletic trainer staff and are identified on the back of each coverage brochure.

## Student Counseling and Psychological Services (S-CAPS)

Student Counseling and Psychological Services (S-CAPS) is a free and confidential service to all registered FDU students which offers individual and group counseling for students seeking to work through personal problems. The counselors help students gain a greater understanding of themselves and their values, identify problems and attitudes that contribute to them, explore alternative courses of action and develop skills to cope with the problem(s).

*Some Reasons for Counseling:* Counseling can help with relationship issues; stress; anger; depression; confusion; concern for a friend or loved one; difficulty balancing college, work and family; multicultural demands; fear and anxiety; grief and loss; adjustment problems; feeling sad or lonely; trouble concentrating, studying or test taking; concerns about alcohol or other drugs; abuse; domestic violence; sexual assault; and homesickness. Counselors can provide emotional support

and help students to problem solve. Problems feel less overwhelming (and emotional confusion can lift) when fears, options and resources are shared.

*Services Offered:* Services are free to all currently enrolled Fairleigh Dickinson University students. This includes part-time, full-time, commuter, residential, undergraduate and graduate students.

**Counseling:** Individual counseling; group counseling; and referrals to other professionals/agencies are available.

**Group Seminars and Workshops:** S-CAPS offers a variety of seminars and workshops that include, but are not limited to, communications skills, relaxation techniques, substance-abuse education, anger management, test anxiety, values clarification, time management, personal growth, assertiveness, etc.

**Substance-abuse Education:** Educational presentations, programming, tutorials, initial assessments, brief interventions and referral service are available.

**Self-help Library:** A lending library of books is available for students including various mental health topics and many popular self-help titles.

**Relaxation Room:** The Relaxation Room contains self-help materials to assist students in developing their own personalized stress management program. In privacy and comfort students may watch videos, listen to cassettes or read books that can help them reduce stress and tension. Information on a variety of well-ness and health-related topics is available for use in the lab.

**Meditation/Mindfulness Training:** S-CAPS offers a meditation/mindfulness group that meets weekly throughout the year. Students learn various meditative and cognitive techniques to address stress and anxiety and bring calmness to their lives.

**Student Advocacy:** S-CAPS can serve as a student advocate and liaison to faculty, staff and administration as the situation warrants. Upon student request and with appropriate documentation, S-CAPS staff may notify professors and/or administrators regarding special needs/extenuating circumstances.

**Training/Supervision:** Training and supervision are offered to peer counselors, resident assistants, orientation leaders and other student leaders (i.e., student government).

**Confidentiality:** Counseling services are strictly confidential.

Phone: 201-692-2174

Website: [www.fdu.edu/s-caps](http://www.fdu.edu/s-caps)

## Vancouver Campus

### Counseling Services

For further information or for an appointment call 604-648-4474.

## Wroxton College

### Counseling Services

For further information or for an appointment call 011-44-1295-730551.