

UNIVERSITY-WIDE SERVICES

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The Gabelli School Office of Graduate Advising regularly updates and provides guidance on student resources, clubs, and University services available as summarized on this page. This page is intended to be a valuable resource for you to bookmark and use as your first point of reference when seeking out University and Gabelli School resources.

Office of Student Involvement (OSI)

The graduate business school works closely with the University's Office of Student Involvement (OSI) to provide services such as a New York City resource center; an off-campus housing list; a shuttle service between Fordham campuses; discounted and complimentary tickets to Broadway and off-Broadway shows; and discount movie tickets. OSI also provides permission for business school offices and student organizations to post notices on floors other than the business floor.

OSI is located at 140 West 62nd Street, Room G33, and its telephone number is 212-636-6250.

Student Involvement Office Hours:

Monday to Thursday 10 a.m. to 7 p.m.

Friday 10 a.m. to 5 p.m.

Library

The Quinn Library, at 140 West 62nd Street, has extensive reference materials, books and most of the important periodicals in the areas of business economics, including *The Wall Street Journal* and *The New York Times* available electronically and on microfilm. The staff is available to assist students in their research, and the entire collection is accessible through an online catalog.

The Quinn Library supports in-depth business research through many online databases, including: LexisNexis®, a source of full-text news, business, and legal information; Disclosure Database®, providing comprehensive financial data on publicly traded U.S. and overseas companies; Investext®, a source of company and industry research; and Standard & Poor's Netadvantage, which offers a broad spectrum of company and investment information. These databases can also be accessed off-site.

Quinn Library Telephone Numbers

Circulation 212-636-6062

Reserve 212-636-6061

Reference 212-636-6050

Quinn Library Hours

Monday to Thursday 8 a.m. to 2 a.m.

Friday 8 a.m. to 8 p.m.

Saturday 9 a.m. to 7 p.m.

Sunday 12 noon to 2 a.m.

Business students may also use the William D. Walsh Family Library on the Rose Hill Campus.

The Writing Center

The Lincoln Center Campus Writing Center is located in Quinn Library, Room 233. Individual tutoring is available to assist students with any type of course-related writing from conception to composition to completion. The center's goal is not only to help students perfect an

individual assignment, but also to help them to develop the tools needed to become better writers. Writing Center service is free, and day, evening, and online appointments are available by reservation. To schedule an appointment students must first create an account here.

Students may contact the Writing Center by calling 646-868-4009. Walk-ins are welcome whenever space is available. Hours are:

Mon 9:30 a.m. – 7:30 p.m.

Tues 9:30 a.m. – 7:30 p.m.

Wed 9:30 a.m. – 7:30 p.m.

Thurs 9:30 a.m. – 7:30 p.m.

Fri 9:30 a.m. – 2:30 p.m.

Computer Centers and Technology Support

The Gabelli School of Business has two dedicated computer centers at 140 West 62nd Street: the Gabelli Trading Room in room 150, and the Teaching and Learning Lab in room 323. Computer centers at the Lincoln Center campus include the Quinn Library and on the third floor of Lowenstein. Computer center facilities, resources, and tech support are available to all members of the Fordham community with a valid Fordham University ID card. Computer-system users must adhere to University technology use policies. Each center has desktop computers and printers available for student use. Wireless Internet is available in classrooms, offices, and study areas throughout the Lincoln Center campus. Conference and meetings rooms have video conferencing capabilities and smart technology.

The Gabelli computer centers serve students by providing hardware and software for educational projects, research, mock trading, and experimentation, and also offers assistance and tech support for word processing, spreadsheets, database, graphics, presentations, project management, modeling, and forecasting.

Computer Center Hours

Monday to Friday 8 a.m. to 8 p.m.

Saturday 10 a.m. to 6 p.m.

Office of International Services

The Office of International Students issues the certificate of eligibility needed to obtain a U.S. entry visa to students and exchange visitors from abroad. Serving as a resource for international students and scholars, the office facilitates adjustment to life in the United States through orientation and assistance with immigration matters, such as employment and travel authorization. Personal advice on banking, health insurance, and Social Security cards is available. In conjunction with the International Student Association, the office sponsors and provides access to programs to promote cross-cultural and international awareness.

Federal regulations and Fordham University policy require that individuals in F and J status (including F-2 and J-2 dependents) have health insurance. All students will be automatically enrolled in Fordham's health insurance plan and charged for health insurance each semester when they register. Students may waive Fordham's policy by bringing a copy of their policy (in English) or insurance card to the office upon arrival. The policy must reflect amounts in U.S. dollars and meet the following minimum requirements:

F Status

- Unlimited in coverage per accident or illness
- \$50,000 in coverage for medical evacuation to the student's home country
- \$25,000 in coverage for repatriation of remains in the event of death

J Status

- \$100,000 in coverage per accident or illness
- \$50,000 in coverage for medical evacuation to the student's home country
- \$25,000 in coverage for repatriation of remains in the event of death

There will be a deductible not to exceed \$500 per accident or illness. Students who are eligible to waive Fordham's policy must submit a new waiver every September that they are enrolled at Fordham. For more information, please email OIS at ois@fordham.edu, or call 212-636-6270.

English as a Second Language Classes at Fordham

Fordham's IALC, located on the Lincoln Center campus at 45 Columbus Avenue, 3rd Floor, offers English as a Second Language classes at six levels of English proficiency—from beginning to the university preparatory level. Placement tests are administered upon request throughout the year, and academic advisement for appropriate course selection is provided.

The IALC offers international students and New York's international community an academically challenging American English curriculum. The full-time intensive program and part-time courses enable students to improve their English language skills in a limited amount of time. The core curriculum consists of traditional ESL classes in reading, writing, and grammar; speaking, listening, and vocabulary; and classes that combine all skills. Content-based courses covering topics such as business English are also available to students at advanced levels. At every level, correct grammar usage within the context of writing and speaking is emphasized. The average class size is 10, so students receive individual attention. Academic workshops focusing on grammar, American pronunciation, TOEFL preparation, and conversation are offered free to all registered IALC students. Students have opportunities to experience a variety of cultural activities, and to participate in a language exchange program with native-English speaking Fordham University students.

For more information or to schedule a placement test, call 212-636-6353 or email esl@fordham.edu.

Graduate Student Housing

Fordham University maintains studio and one-bedroom apartments for graduate students that are located a few short blocks away from the Lincoln Center campus. These apartments are close to major public transportation, supermarkets, and restaurants. Students living in these apartments also form a close community with other Fordham graduate students and gain valuable life experience. Further information can be found on the business school's web site.

Campus Ministry

Campus Ministry serves the entire community at Lincoln Center: students, faculty, staff, and administration. It seeks to foster the intellectual, social, and spiritual development of the Lincoln Center

community. Its outreach is ecumenical: persons of all faiths are welcome. Questions of faith often arise in the business of academic life, and Campus Ministry is available to help individuals find answers. The office offers spiritual direction, pastoral counseling, and a safe place to explore life's questions. It provides opportunities for worship, retreats, and service and collaborates with student clubs and outside organizations to provide events that help heighten the community's awareness of God's presence. People of all faiths are invited and welcome to enjoy the chapel's peace and solitude.

Campus Ministry is located at 113 West 60th Street, Room 217. The telephone number is 212-636-6267.

Campus Ministry
Monday to Friday 10 a.m. to 6 p.m.

Office of Disability Services

Fordham University treats students with disabilities in a nondiscriminatory manner, and will make reasonable accommodations and provide appropriate auxiliary aids and services to assist otherwise qualified individuals with disabilities in achieving access to its programs, services, and facilities in accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Applicants who have been accepted for admission or current students who are seeking accommodation for a disability should complete the online form which can be found here. After submitting the form, students should call the Office of Disability Services at the phone number indicated at the bottom of the form to set up an intake appointment.

Disability Services locations: Lincoln Center Campus, Lowenstein Room 207, 212-636-6282, or Rose Hill Campus, O'Hare Hall, 718-817-0655.

Counseling and Psychological Services

Counseling and Psychological Services seeks to promote student development. Counseling Services is staffed by three psychologists, a consulting psychiatrist, and several doctoral students in clinical psychology. It provides individual counseling and psychotherapy in confidence and at no charge to help students who are experiencing personal problems. A referral list of private mental health practitioners and agencies is also available, as well as brochures and other literature on a range of topics.

By appointment, a student may take the Strong-Campbell Interest Inventory and the Myers-Briggs Type Indicator. These tests can help in making academic, occupational, or personal decisions. Each semester Counseling Services offers small-group workshops on study skills, stress management, test anxiety reduction, time management, and interpersonal skills. Programs and lectures are also sponsored throughout the academic year on mental health topics.

Counseling and Psychological Services is located in 140 West 62nd Street, Room G02, 212-636-6225.

Students enrolled in online programs can access Counseling and Psychological Services via Perspectives, which is available through the online portal. More information is available in the online program orientation.

Counseling and Psychological Services Hours
Monday to Thursday 9 a.m. to 7 p.m.

Friday 9 a.m. to 5 p.m.