UNIVERSITY-WIDE SERVICES

Office of Student Affairs, Leadership, and Community Development (OSLCD)

The graduate business school works closely with the University's Office of Student Affairs, Leadership, and Community Development (OSLCD) 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; locker rentals; validation of discount parking tickets; and discount movie tickets. OSLCD also offers a poster enlargement service for business student organizations and provides permission for business school offices and student organizations to post notices on floors other than the business floor.

OSLCD is located at 113 West 60th Street and its telephone number is 212-636-6250.

Student Activities 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 113 West 60th Street, Room SL 11, 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 the Lowenstein Building, Room 302E. 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 and evening appointments are available by reservation either online at www.fordham.edu/writingcenter or by calling 212-636-6417. Walk-ins are welcome whenever space is available.

Computer Centers and Technology Support

There are several computer centers in the Lowenstein Building—in the Quinn Library, on the third floor, and a dedicated graduate business school Technology Center in Room 603. 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. Computers with internet access are available outside of classrooms near the business school dean’s office. Wireless Internet is available in classrooms, offices and study areas throughout the Lowenstein building. Conference rooms are also equipped with videoconferencing capabilities and smart boards.

Computer Center Hours
Monday to Friday 8:30 a.m. to 8:30 p.m.

Graduate Business School Technology Center

This center in Lowenstein 603 serves students by providing hardware and software for educational projects, research, and experimentation, and also offers assistance and tech support for word processing, spreadsheets, database, graphics, presentations, project management, modeling, and forecasting.

Lowenstein 603 Technology Center Hours
Monday to Thursday 9 a.m. to 10 p.m.
Friday 9 a.m. to 8 p.m.
Saturday 10 a.m. to 6 p.m.
Sunday 12:30 p.m. to 6 p.m.

Office of International Students

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:

- $50,000 in coverage per accident or illness
- $10,000 in coverage for medical evacuation to the student’s home country
- $7,500 in coverage for repatriation of remains in the event of death

Updated: 04-30-2019
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, call 212-636-6270 or 718-817-3145.

**English as a Second Language Classes at Fordham**

Fordham’s IALC, located on the Lincoln Center campus at 33 West 60th Street, Third 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 Ministries**

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

**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 contact the Director of Disability Services at Fordham’s Lincoln Center Campus, Lowenstein Room 207, 212-636-6282, or at the 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 the McMahon Lincoln Center Residence Hall, 155 West 60th Street, Room 211, 212-636-6225.

Counseling and Psychological Services Hours
Monday to Thursday 9 a.m. to 7 p.m.
Friday 9 a.m. to 5 p.m.

Updated: 04-30-2019