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WELCOME

Welcome to the Undergraduate College of the New York University Stern School of Business! We are thrilled that you have chosen to become a part of the NYU and Stern communities. We promise that your time here will be mind-expanding, challenging, team-oriented, and full of excitement.

To introduce you to the many facets of the School, we have developed this guide to give you more information on degree requirements, Stern’s Office of Student Advising & Student Services, course registration, student services, student clubs and activities, and a wealth of contact information for a variety of NYU offices. Other good sources of information include the Undergraduate Bulletin, the Guide to Advising and Student Services, SterNotes (the college’s newsletter), the Undergraduate Web site (www.stern.nyu.edu/undergraduate), and the Student Guide to NYU. In addition, there are numerous individuals within the NYU offices who are eager to help you throughout your NYU career.

We wish you the best and encourage you to take advantage of all that NYU and Stern have to offer!
THE OFFICE OF ADVISING & STUDENT SERVICES

40 West Fourth Street, Tisch Hall, Suite 800
New York, New York 10012
Telephone: (212) 998-4020 Fax: (212) 995-4000

Office hours:
Monday-Friday: 9 a.m. to 5:00 p.m.
Appointments may be made in person or by telephone. Please call (212) 998-4020 to schedule an appointment.

The Office of Undergraduate Advising and Student Services is the place to discuss your academic progression at NYU. Here you will find a team of knowledgeable Academic Advisers and a top-notch, service-oriented staff who are eager to help you adjust to the College. An Academic Adviser is dedicated solely to your class allowing you to develop a solid relationship with one Adviser during your tenure at Stern. Please read through the Guide to Advising and Student Services to learn more about the advising process and all the student programs available to you. Students are encouraged to meet with their Academic Adviser at least once a semester in advance of the registration period for the next term, or as often as needed.

CODES OF CONDUCT

STUDENT CODE OF CONDUCT

On October 6, 1988, the faculty of the Leonard N. Stern School of Business approved the following Student Code of Conduct:

All students are expected to pursue the highest standards of academic excellence and integrity. Students must adhere to the norms of a serious intellectual community. A student has a duty to:
1. Respect the efforts of others by submitting his or her own work.
2. Acknowledge properly the efforts of others.
3. Respect the privacy of members of the community by avoiding all forms of intimidation, including sexual harassment.
4. Safeguard and respect the property and rights of others.
5. Preserve the quality of academic facilities.

Plagiarism
Students are required to submit their own work. Ideas, data, direct quotations, paraphrasing, or any other incorporation of the work of others must be clearly referenced. To do otherwise constitutes plagiarism. Examples of plagiarism include:

1. The use of other persons or services to prepare written that is submitted as a student’s own.
2. The use of previously or concurrently submitted papers or segments thereof written by other students or by the student himself or herself.
3. Submission of the same or very similar papers in different sections of multiple section courses by collaborating students.

Examinations
All communication – written, oral, or otherwise – among students during examinations is forbidden except where approved by the instructor. The use of notes, books, other written materials, calculators, or other aids is forbidden except when approved by the instructor. Providing or receiving information about the content of the examination is forbidden except when approved by the instructor. The use of anyone else to take an examination for a student is forbidden. The above-mentioned items are intended to be illustrative of plagiarism and other forms of cheating. They are not all-inclusive.

In addition, students are expected to be familiar with and abide by the "Statement of Policy on Student Conduct at New York University," which sets down basic rules and covers issues of academic freedom, speaker invitations and demonstrations, and use of University facilities. "University Rules and Regulations" covers the policy on affirmative action, equal opportunity, use of alcohol, substance abuse, sexual harassment and compliance with the Family Educational Rights and Privacy Act (P.L. 93-380). A copy of the "Rules and Regulations" is in the University’s handbook, the Student’s Guide to NYU.
COMPUTER CODE OF CONDUCT

Access to and use of computing and networking resources at NYU are privileges extended to members of the NYU community. Access to NYU computing and networking resources is limited to authorized users and is for approved purposes only. Such resources include computer hardware and software, computer-based files and data, the NYU-NET (the campus-wide data network), and all networks reached via NYU-NET, such as the Internet. Approved purposes are those consistent with both the broad instructional and research goals of the University and the user's relationship with the University.

NYU provides centrally funded computer-related services for instruction and research and, through NYU-NET, data network services for all organizations within the University. Other NYU-NET units - schools and departments - may also provide access to similar resources.

Each holder of a Stern account, or of any school or departmental account permitting network access has the responsibility to use resources referred to above in an ethical and legal manner and agrees as follows as a condition for use of the account:

I understand that my access to NYU computing resources is for the sole purpose of facilitating my work as a University student, staff member, or faculty member.

I will respect the privacy and reasonable preferences of other users (both at NYU and elsewhere on all connected networks), including the privacy of their accounts and data.

I will respect the integrity and security of the systems and network, and will exercise care to maintain their security.

I understand that computer accounts are for sole use by the account owner, and I will not share my account with other individuals or use an account assigned to another individual.

I will take precautions to safeguard passwords and other privileged information to which I have been given access. Any passwords, verification codes, or electronic signature codes assigned to me are for my individual use only. I will regard them as personal identifiers of my computer use, similar to my signature on a document.
I understand that I am responsible for all actions performed from my computer account.

I will not attempt to monitor other individuals’ computer or network use, nor will I attempt to obtain their passwords or any other private information.

I understand that, in the course of my work, I may be given or otherwise obtain access to confidential or privileged information relating to this or other institutions, or to NYU students, employees, patients or other individuals or groups. I will respect the confidentiality of all information to which I have access, neither divulging confidential information without appropriate consent nor seeking to obtain access to confidential information to which I am not entitled.

I will not make unauthorized copies of software or perform unauthorized installations of software or reconfigurations of systems.

I understand that my use of computing resources accessed via NYU-NET – whether provided by organizations within or outside the University – may be subject to additional norms of behavior or regulations specific to the resource, which I agree to follow.

All persons accessing NYU computing resources will be held accountable for their conduct. As a matter of routine use of NYU computer systems and NYU-NET is monitored and recorded by authorized University staff members in order to safeguard the security and smooth operation of these resources.

Any abuse or violation of the rules outlined here, or of other rules or practices governing the use of computer networks to which NYU is attached, will lead to account suspension and immediate review, with the possibility of account revocation, further disciplinary action in accordance with NYU rules and procedures, and referral to local, state, and federal law enforcement authorities.
TRAVEL CODE OF CONDUCT

All students who travel with Stern are expected to maintain the highest standards of professional conduct and integrity. In addition to complying with all College and University policies and procedures governing student conduct, a student's travel responsibilities include a duty to:

1. Respect the privacy rights of members of the community by avoiding all forms of intimidation, including sexual and physical harassment.
2. Refrain from causing physical injury to others.
3. Refrain from causing damage to real or personal property of others.
4. Preserve the quality of facilities that you may visit or reside at during their travels.
5. Respect cultural differences, including observing the proper etiquette in business/social settings.
6. Report to representatives of the School any person known by the student to have violated the Travel Code of Conduct.

Failure to abide by the Travel Code of Conduct will result in disciplinary action.

HISTORY

New York University's School of Commerce, Accounts, and Finance was established in 1900 in response to the growing accounting profession and the need to prepare students for the requirements of the first Certified Public Accounting Law, passed by New York State in 1898.

The School of Commerce, Accounts, and Finance was one of the first schools of business in the country and Charles Waldo Haskins was its first dean. The School took the lead in formulating objective, scholarly standards of academic excellence and in doing so, became a charter member of the American Assembly of Collegiate Schools of Business (AACSB). The AACSB is the sole professional accrediting agency for undergraduate and graduate degree programs in business. In addition, the School was the first to award the Bachelor of Science degree premised on a solid grounding in the liberal arts and sciences.
By the end of the first decade, significant demand had arisen for graduate courses. To meet this need, courses were offered at the School’s satellite division near Wall Street and in 1916, the Graduate School of Business Administration was established. The School also acquired a new home, Tisch Hall, funded by a generous gift from NYU trustee Laurence A. Tisch.

In 1988, the Undergraduate College and the Graduate School received a major gift from alumnus, Leonard N. Stern, chairman and chief executive officer of the Hartz Group, Inc. In recognition of Mr. Stern’s generosity, the New York University Board of Trustees combined the College and graduate school under the name Leonard N. Stern School of Business and united them with a new facility at the Washington Square campus.

The Undergraduate College at the Stern School of Business continues to excel today and is a leader in providing its students with a constantly evolving and innovative curriculum. The curriculum, which has undergone significant refinements and developments in the last few years, continues to focus on the critical thinking skills gathered through a strong foundation in the liberal arts as well as the professional skills needed to succeed in an increasingly competitive job market.

In addition, the Undergraduate College places tremendous emphasis on preparing its students for the demands of the global marketplace. Students are exposed to international business practices throughout the four-year curriculum and cap their global experience with the innovative International Study Project (ISP). Thanks to a generous donation from Stern alumnus and overseer, Edward Barr, senior director, Kodak Polychrome Graphics, ISP enables each undergraduate to gain first-hand exposure to international business during their junior year when they engage in extensive study of a foreign company and travel abroad to conduct first-hand research. This program serves as a remarkable learning experience for each Stern student and is a tremendous differentiator between Stern and other top undergraduate business programs.
EARNING YOUR DEGREE

REQUIREMENTS

The Bachelor of Science degree program consists of 128 points. The program should be completed in 4 years and must be completed within 5 consecutive calendar years. You will take both business and liberal arts courses (Morse Academic Plan - MAP requirements) throughout your four years at Stern. You are permitted to take some course work in the Tisch School of the Arts and/or the School of Education (applied art). All degree candidates must complete 64 consecutive points (48 must be in “C” courses) in residence at Stern. The maximum number of credits that a first-year student may transfer is 32; transfer students may transfer up to 64 credits.

You can choose among eight majors. You should consult with your Academic Adviser in the Office of Undergraduate Advising & Student Services to discuss major requirements and to officially declare a major. Majors should be declared by the end of your sophomore year. Remember to plan carefully in advance with your Adviser in order to ensure that you have sufficient space and time to complete the major.

MAJORS AND CONCENTRATIONS

Majors:
- Accounting (CPA or General)
- Actuarial Science
- Economics (Policy Track or Theory Track)
- Finance
- Information Systems
- Management & Organizational Behavior
- Marketing
- Statistics
- International Business (co-major only)
Concentrations
Entertainment, Media & Technology
Operations Management

Requirements, course descriptions, and sequences are listed in the Stern School of Business Undergraduate Bulletin. You can access a copy online or pick one up in the Advising Office. You should consult with your Academic Adviser in the Office of Undergraduate Advising & Student Services to determine exact course sequence and selection of electives.

DEPARTMENTS

Accounting, Taxation, and Business Law
Tisch Hall, 4 th Floor
(212) 998-0010
Undergraduate Program Coordinator: Prof. Alex Dontoh

Economics
269 Mercer Street, 3 rd Floor
(212) 998-0860

Finance
Henry Kaufman Management Center, 9 th Floor
(212) 998-0300
Undergraduate Program Coordinator: Prof. Stephen Brown

Information, Operations, and Management Sciences
Information Systems
Henry Kaufman Management Center, 8 th Floor
(212) 998-0800
Undergraduate Program Coordinator: Prof. Vasant Dhar

Operations Management
Henry Kaufman Management Center, 8 th Floor
(212) 998-0280
Undergraduate Program Coordinator: Prof. Sridhar Seshadri
Statistics
Henry Kaufman Management Center, 8th Floor
(212) 998-0440
Undergraduate Program Coordinator: Prof. Halina Frydman

Management and Organizational Behavior
Tisch Hall, 7th Floor
(212) 998-0200
Undergraduate Program Coordinator: Prof. Roger Dunbar

Marketing
Henry Kaufman Management Center, 9th Floor
(212) 998-0500
Undergraduate Program Coordinator: Prof. Marco Protano

For more information on academic departments visit their individual Web sites. You can access each Web site at:
www.stern.nyu.edu/Academic/Departments/

THE MORSE ACADEMIC PLAN (MAP)

As part of your comprehensive four-year curriculum, you will take both liberal arts courses and business courses. Liberal arts requirements, which are primarily taken during your freshmen and sophomore years, are part of the College of Arts and Science’s Morse Academic Plan (MAP).

MAP is an integrated general education curriculum in the liberal arts. In addition to the academic foundation it provides for your future studies, the MAP defines the common experience of NYU undergraduates. The MAP is named for Samuel F.B. Morse, an early faculty member at NYU. Although best known as the inventor of the telegraph, Morse taught fine arts at NYU and was an eminent painter. In his breadth of talent and high achievement as both artist and scientist, Morse symbolizes the range of skills and interests that the MAP is designed to foster.
MINORS IN THE COLLEGE OF ARTS & SCIENCES

- Africana Studies
- Ancient Studies
- Anthropology
- Asian/Pacific/American Studies
- Astronomy
- Biology
- Chemistry
- Classical Civilization
- Comparative Literature
- Computer Science
- Computer Science and Mathematics
- Creative Writing
- Dramatic Literature, Theatre History, and the Cinema
- Earth and Environmental Science
- East Asian Studies
- Economics
- English and American Literature
- Fine Arts
- French
- Gender and Sexuality Studies
- German
- Hebrew Language and Literature
- Hellenic Studies
- History
- International Relations
- Irish Studies
- Italian
- Jewish History and Civilization
- Journalism and Mass Communication
- Latin/Greek
- Law and Society
- Linguistics and Languages
- Literature in Translation
- Luso-Brazilian Language and Literature
- Mathematics
- Medieval and Renaissance Studies
- Metropolitan Studies
- Middle Eastern Studies
- Music
• Philosophy
• Physics
• Politics
• Psychology
• Public Policy
• Religious Studies
• Russian
• Sociology
• Spanish
• Urban Design and Architecture Studies
• West European Studies

To learn more about minors visit the following Web site:
www.nyu.edu/cas/Academic/Programs/Programs.html

ADVANCED STANDING

First-Year Students:
Credit may be awarded for satisfactory work completed at another regionally accredited college or university, through the Advanced Placement Program (AP), International Baccalaureate, General Certificate Advanced Level Examinations, or through the facilities of the University of Maryland while in the armed forces.

In granting advanced standing, the following factors are considered:
• Content, complexity, and grading standards of courses.
• Individual grades and grade averages attained.
• Suitability of courses for the Stern program of study.
• Degree of preparation provided for more advanced study at Stern.

Please note that for some courses a proficiency exam is required when applying credits from another university (see proficiency examinations for more information).

Transfer Students:
A tentative statement of advanced standing credit is provided to you upon notification of admission to the College. Upon receipt of all missing credentials, a final statement of advanced standing credit is provided. This usually occurs during your first semester of matriculation. Requests for re-evaluation of transfer credit must be made within the semester during which the final statement of advanced standing is received. Consult with your Academic Adviser in the Office of Advising & Student Services.
PROFICIENCY EXAMINATIONS

Writing Proficiency Examination
All Stern students are required to take a writing proficiency examination, given by the Expository Writing Center. The exam is offered twice annually in December and May. Freshmen automatically take the exam upon completion of Writing the Essay. Transfer students who have received credit for both Writing the Essay (V40.0100) and Business & Its Publics (V40.0115) must take this examination at the end of your first semester in attendance at Stern.

Business Proficiency Examinations
Transfer students who have taken introductory coursework in Finance, Information Systems, Marketing, or Statistics must take and pass proficiency examinations in these areas if you wish to use your courses in place of Stern requirements C15.0002, C20.0001, C55.0001, and C22.0001. The Office of Undergraduate Advising & Student Services administers proficiency examinations. Call (212) 998-4020 to schedule an appointment.

Deadline for taking proficiency examinations:
last Friday of September

TUTORING AND FREE LANGUAGE INSTRUCTION

Tutoring
All NYU undergraduates taking College of Arts & Sciences (CAS) courses are eligible for free tutoring in a variety of CAS departments. The Tutoring Program offers the following services: one-hour individual tutoring sessions or one-hour small group (three to four students) tutoring sessions for various introductory courses. You can sign up in advance in Silver Center, Room 905.

Stern provides a peer tutor program through which students are paired with fellow students for academic assistance. Contact your Academic Adviser to be matched with a peer tutor.

Assistance with writing is provided by the Expository Writing Center.
Speaking Freely
Speaking Freely offers free, non-credit language classes to all undergraduates. The 90-minute classes meet once a week for 10 weeks at various locations on campus. Get a taste of a new language and culture without leaving home! Each week, you’ll learn to communicate on a different topic, or enjoy a related activity – a movie, concert, neighborhood visit – as part of a small informal language group. No books are required. It’s all free and easy. Meet new people and have fun! It’s the perfect way to try out a language and culture before you study or visit. The languages that have been offered include: Arabic, Cantonese, Czech, French, German, Hebrew, Hindi, Italian, Japanese, Korean, Mandarin, Portuguese, Russian, Spanish, and Swahili. For more information visit the following Web site: www.nyu.edu/pages/speaking.freely/

COURSE REGISTRATION

The *Stem School of Business Undergraduate Bulletin* outlines degree requirements, policies, and procedures of the school and provides specific information and course descriptions for each major. The *College of Arts and Science Bulletin* provides course descriptions for courses in the liberal arts. And the *NYU Directory of Classes* lists course offerings, days, and times for the current semester, and contains the telephone registration worksheet and instructions.

Please note the following abbreviations used in course descriptions:

- **V** courses = courses whose number begins with “V” are offered by the College of Arts and Science (CAS)
- **C** courses = course whose number begins with “C” are offered by the Stern School of Business
- **LEC** = lecture
- **RCT** or **REC** = recitation
- **LAB** = laboratory
- **SEM** = seminar
- **MW** = class meets Monday and Wednesday
- **TR** = class meets Tuesday and Thursday
- **MTWRF** = class meets Monday through Friday
In planning your schedule, try to schedule your courses evenly over four or five days. Refer to the final examination key in the Course Schedule book to avoid having more than two final exams on one day. Remember that if any of your courses have two parts (i.e. LEC section and LAB section; LEC section and RCT section), you must register for both parts to receive credit for the course. Always make it a practice to read the course description of a class in the Bulletin before you register. If you do not meet the prerequisites for courses for which you have registered, you may find yourself dropped from the course.

ALBERT

Use Albert at www.albert.nyu.edu to register for classes, check your registration status, and search for courses. You can also access information about your grades, degree programs, financial aid status, account balance, and address information.

After registering, be sure to check payment deadlines to avoid being dropped from courses for nonpayment.

STUDENT ACTIVITIES

You are encouraged to participate in a wide variety of activities outside the classroom. Many on-campus clubs and organizations relate to the curriculum or professional interests, others are social, cultural, athletic, or service-oriented. Opportunities also exist for participation in student government and the development of college policy. See pages 17-22 for a complete listing of Stern’s clubs as well as a listing of the hundreds of NYU clubs and organizations. Clubs are a great way to meet new people, get involved, and enhance your college experience.
STERN CLUBS AND ORGANIZATIONS

**Stern Student Council**
Tisch Hall, Room UC51  
(212) 998-4032  
Student Council is a representative organization of the students of the Stern Undergraduate College composed of delegates from each class. The council seeks to improve the quality of life at Stern by serving as a liaison between students, faculty, and administration.

**Inter-Club Council (ICC)**
Tisch Hall, Room UC51  
(212) 998-4064  
Inter-Club Council is the governing and coordinating body for all Stern clubs and organizations. It is composed of officers from each of the clubs as well as an executive board.

**Clubs of the College**
There are 19 clubs at Stern, many of which are tied to a specific course of study and others that address particular career interests or are part of national business fraternities. Club activities include visits from prestigious guest speakers, films, trips, seminars, exhibits, and special events.

The following clubs are active at the Undergraduate College:
Actuarial Society  
Alpha Kappa Psi  
Beta Alpha Psi – Mu Chapter  
Entrepreneurial Exchange Group  
Finance Society  
Information Systems Society  
International Business Association  
Investment Analysis Group  
Management Society  
Marketing Society  
Phi Chi Theta  
Professional Development Society  
Society for Accounting Interests  
Stern Business and Law Association  
Stern Business Ethics Society  
Stern Cares
Stern Economics Forum
Stern Real Estate Group
Stern Tisch Entertainment Business Association

For more information on Stern clubs, go to the following Web site:
www.stern.nyu.edu/undergraduate/clubs/

UNIVERSITY-WIDE CLUBS AND ORGANIZATIONS

Adoptees United
African Heritage Month
Aftab: Rays of Light
All Points of the Compass Rhythm
All University Gospel Choir
Alpha Epsilon Pi Fraternity
Alpha Kappa Psi
Alpha Phi Omega
American Medical Students Association
Amnesty International
Anthropology Undergraduate Student Association
Arab Student United
Armenian Hokee
Arts and Science Business Society
Asian American Christian Fellowship
Asian American Women’s Alliance
Asian Baptist Student Koinonia
Asian Cultural Union
Asian Initiative
ASPA @ Wagner
Association for Indian Cultural Exchange
Association for Jewish Women
Association of Student Affairs Professionals
Association to Benefit Doctoral Students
Atheists, Agnostics and Freethinkers
Ballroom Dance Club
Best Buddies
Bhangra Club at NYU
Bioethics Forum at NYU
Biological Society
Biracial and Multiracial Students Association
Black & Latino Business Student Association
Black Family Reunion
Black Students Science Organization
Brain Ring Club
Campus Crusade for Christ
Campus Greens at NYU
Canterbury Club
Caribbean Students Association
Cartoon Lovers Under Bob
Celebrations of Praise
Chess Club
Children's OutReach Effort
Chinese Culture Club
Chinese Mei Society
Chinese Student Society
Christian Artists Coalition
Christian Inter-Fellowship Council
Circle K International
Cleftomaniacs Mass Transit (CMT)
Club Anime
College Bowl
College Democrats
College Republicans
Computer Advocacy at NYU
Cross-Examination Debate Association
Drama Therapy Student Association
Earth Matters
English & Dramatic Literature Organization
European Union Student Association
Fashion Business Association
Frequency
Fusion
G3
Gallatin Arts Festival
Gallatin Film Society
Gallatin Theatre Troupe
Generasian
Gesher
Habitat for Humanity
Haitian American Students Association
Hellenic Heritage Association
Hillel: The Jewish Culture Foundation @ NYU
Hindu Students Council
Hong Kong Student Association
Hope
Il Circolo Italiano
INROADS @ NYU
Inter-Varsity Christian Fellowship
International Activities Club
International Filipino Association
International Public Service Association
International Socialists Organization
IOTA Nu Delta Fraternity
Ireland House Student Association
JAIN Student Association
Japan International
Journal of Human Rights
Kappa Delta Pi (Beta Pi Chapter)
Keshet
Knitting Club
KOACH: Conservative Judaism at NYU
Korea Campus Crusade for Christ
Korean Catholics United
Korean Christian Fellowship
Korean Graduate Students Association
Korean International Students’ Organization
Korean Students Association
Krishna Bhakti club
La Herencia Latina
Le Cercle Francais
Lesbian, Gay, Bisexual, Transgendered in Public Service
LUCHA (Latinos Unidos Con Honor y Amistad)
Magic Club
Martial Arts Club
Minetta Review, The
Mock Trial at NYU
Model United Nations
Music Industry Student Association
NASHA-South Asian Dance Troupe
National Organization of Women (NOW)
National Student Speech Language Hearing Association
Navigators (ecumenical)
New York Anti-Hunger League
New York City Church of Christ
Newman Club (Catholic UG)
NonProfit Network-Wagner
NYU Real Estate Student Association
Objectivist Club
Ohr Torah
One Step Ahead (Step Team)
Opportunity Programs Student Association
Organization of Black Women
Outdoors Club
Oxfam America
Pagans
Pakistani Students Association
Parliamentary Debaters’ Union
Pax Christi
Persian Cultural Society
Plague
Polish Club @ NYU
Political Spectrum
Pop Music Lovers Club
Pre-Dental Club
Pre-Law Society
Pride Month
Psi Chi, Psychology Honor Society
Psychology Club - McGhee
Public Relations Student Society of America
Queer Union
Reformed University Fellowship
Remnant Christian Fellowship, The (Presbyterian)
Rhythmic Impulse at NYU
Science Fiction & Fantasy Club
Shalhevet at NYU
Shuruq
Singapore Students’ Association
Ski & Snowboard Club
Songwriters and Performers Society
South Asian Christian Fellowship
South Asian Students Association
Speech & Debate Team
Sports Spectrum
Students for a Free Tibet at NYU
Students for Education and Animal Liberation
Students For Life at NYU
Students for Social Equality
Students of African Descent Alliance
Taiwanese American Student Society
Taiwanese Student Association
Thai Students Association
Tzu Chi-Buddhist Compassionate Relief
Ukrainian Club
Undergraduate Student Composers Society
United Sikh Association
Urban Planning Student Association
Value Creation Society
Vietnamese Student Association
Voices for Choice
Wagner Environmental Policy and Action
Web Design and Discussion @ NYU
Whap
Women and Youth Supporting Each Other
Womyn’s Center

Contact the Office of Student Activities (OSA) at (212) 998-4700 for more information or visit OSA’s website at www.nyu.edu/pages/osa/

SERVICES

CAREER SERVICES

Whether you are beginning at Stern as a freshman or a transfer, the NYU Office of Career Services (OCS) is a place you will want to visit during your first semester. The mission of OCS is to assist you with making sound career decisions and exploring employment opportunities. OCS, together with its Student Employment and Internship Center, gives you a decisive edge in securing an academic year or summer internship, a part-time job on or off campus, and full-time employment after graduation.

The first step is to schedule an appointment with a career counselor to discuss your individual needs and goals. To schedule an appointment either visit or call the office. At OCS, you will meet with a counselor to work out a strategic and individualized Career Action Plan based on your specific needs. In addition to one-on-one meetings, OCS provides you with access to exclusive job finding tools and hosts a variety of programs and seminars throughout the year to better facilitate your job search. You can access our Web site at www.nyu.edu/careerservices/ for immediate information on available programs and services.
Employment Assistance
NYU CareerNet: Students with a valid NYU ID and who are registered with OCS have 24-hour access to this online database of internships, summer, part-time, and full-time jobs.

Fax Referral Service: Submit resumés to various career categories for internship and full-time positions. As job listings are received, they are periodically matched with applicants’ resumés. These resumés are faxed to the employer who will make direct contact with the individual.

Special Programs
Career Fairs: Fairs include the Part-time Job and Internship Fair, Fall Full-time Fair, Diversity Career Fair, Summer Job and Internship Fair, Government and Non-profit Expo (held in Washington, D.C.), Spring Full-time Fair, and Job Expo for Alumni, Graduate Students, and Experienced Professionals. At each fair representatives from hundreds of major organizations recruit for full- and part-time career opportunities.

Mentor Network: This program helps you explore career opportunities by connecting you to experienced professionals. More than 400 mentors in a wide variety of fields are available for in-person informational interviewing, phone contact, or job shadowing opportunities.

Internship Program: More than 23,000 internships and part-time jobs (including summer employment opportunities) are listed annually. Specialized internship programs are available for African-American, Latino, and Asian-American students.

Work Abroad Program: Having the opportunity to work overseas is an incredible experience. Some of the benefits include learning about another culture and language, building a global network of contacts, and gaining valuable international experience that can enhance your qualifications for competitive positions. OCS’ Work Abroad Program provides you with information and resources about overseas opportunities, which include short-term paid and volunteer positions, internships, teaching jobs, or long-term employment.
In addition, OCS hosts a Career Week and coordinates programs specifically for international students as well as a Career Advantage Internship Program in partnership with the Office for African American, Latino, and Asian American Student Services (OASIS).

**Seminars**

First Steps in Career Planning: Begin to assess interests, values, and skills that are essential for establishing a fulfilling career direction. Learn how to research career options and discuss ways of making effective career decisions.

Resumé and Cover Letter Writing: Learn how to write and construct an effective resumé and cover letter that best reflect your qualifications. Topics include: format, content, and layout.

Interviewing Skills: Topics include interview behavior, proper attire, and how to respond to difficult questions. Perfect your interviewing style through role plays.

Job Search and Networking Skills: Acquire techniques for identifying job openings, making contacts, and implementing appropriate follow-up strategies. Learn how to develop your job networking skills including improving interpersonal communication, identifying potential contacts, informational interviewing, getting past “the screen,” and utilizing and maintaining your network.

On-Campus Recruitment Orientation: Learn how to manage NYU InterviewNet for on-campus recruitment interviews. Employers recruit for full-time and summer internship positions.

Job Search Strategies for International Students: Discuss effective interviewing, networking, and job-hunting techniques. Examine cultural values of American employers.
Dining for Success: A program for juniors, seniors, and graduate students designed to train students on dining etiquette and appropriate professional behavior through a simulated business dining experience. The program also offers a fashion show segment illustrating appropriate interview, professional, and business casual attire.

Student Employment and Internship Center
The Student Employment and Internship Center assists you in securing internships, part-time jobs (on-and off-campus), and full-time summer positions. The services are designed to help you gain valuable work experience while earning money that can help defray college expenses. The Federal Work Study Program (FWSP) provides opportunities for students to work on-campus or in community service projects in surrounding neighborhoods. All students who are interested in working on-campus, including those in the FWSP, must visit the Center in order to complete the appropriate registration forms.

Jobs at NYU afford you the opportunity to work close to classes, the library, and other university facilities. Working on-campus is also a great way to get connected to NYU and to make new friends. Part-time, summer job, and internship openings are available through NYU CareerNet. In addition, the Student Employment and Internship Center houses Macintosh/Dell computers and printers for you to prepare resumés, cover letters, and job-related materials. In addition, OCS computers allow access to the Internet. A free fax machine is available to allow students to apply for positions and get ahead of the competition. Directories and other career-related resources are also available.
COMPUTING @ STERN

Guidelines
The computers in the Stern labs and the software available on those computers are for the sole use of Stern students and students enrolled in Stern courses for course-related work purposes only. Therefore, for security and maintenance reasons, users of the Stern computer labs are not permitted to: install software or save files on the computer’s hard drives and/or change computer settings. Food and drink are not allowed in the computer labs. You must provide your own 3.5” disk or zip disk, or save work to your Novell home or H: drive (see below for details). All computers are available on a first-come, first-served basis.

Software
The following standard software is available in the Stern computer labs: Windows, Microsoft Office Professional (Word, Excel, Access, PowerPoint), Internet Explorer and Netscape Communicator, and course-related applications. Additional services available include:
• H: drive – 50 MB of space on the Novell server (only accessible by you from a computer on the Stern network)
• Webmail – 50 MB for storage of e-mail
• Webspace – 50 MB for storage of web files
• X: drive – where professors store class-related data files (only accessible from a computer on the Stern network)
• Express E-mail stations – throughout Tisch Hall
• Bloomberg Terminal – located in the Tisch L-101 computer lab
• Lexis-Nexis & Factiva (only accessible through Bobst Library website)
• Scanner – located in the Tisch LC11-13-15 computer lab

finished trim size 5” wide X 9” high SPIRAL BOUND
Computer Labs
Tisch L101 Stevenson Lab
66 computers, four printers, Bloomberg Terminal
Open 24 hours

Tisch LC11-13-15 Computer Lab
64 computers, five printers, scanner, copier
Hours of operation:
  Monday - Thursday, 7:30 a.m. to 12:00 a.m.
  Friday, 7:30 a.m. to 9:00 p.m.
  Saturday, 9 a.m. to 9:00 p.m.
  Sunday, 9 a.m. to 12:00 a.m.

Computer Help

HelpDesk
All the Stern HelpDesk at (212) 998-0180 if you have a computer-related problem. The HelpDesk is located in Tisch UC-49. You can also email the HelpDesk at remarks@stern.nyu.edu/. The HelpDesk is available Monday through Friday from 8 a.m. to 10:00 p.m. and on Saturday and Sunday from 8 a.m. to 6:00 p.m.

How-to-Guides
How-to-Guides are provided to assist you in using available software packages. How-to-Guide topics include:
• Basics of Creating and Publishing a Web Page for Stern Students
• Computer Purchasing Guidelines for Stern Students
• Forwarding Stern E-mail
• Using Macromedia Dreamweaver

To access How-to-Guides visit the following Web site:
www.stern.nyu.edu/it/
Purchasing Your Own Computer

Stern does not require you to own or purchase a computer. However, owning a notebook computer allows you to take advantage of Stern’s wireless network while on campus. Stern offers a program by which students can purchase Stern-ready notebooks through the NYU Computer Store or the Dell Web site. The Stern-ready notebook for the 2003-2004 is the Dell D600. If you already own a computer, or are considering purchasing a computer, minimum recommended configurations have been provided below. Information regarding student discounts on computer hardware and software is available from the NYU Computer Store at 242 Greene Street, Tel. (212) 998-4672. For more information, visit the Stern Information Technology Web site: www.stern.nyu.edu/it/

Minimum Recommended Configurations:

DESKTOP MODELS
• Pentium III processor at 800MHz or faster
• 256 MB RAM
• 20 GB hard drive
• CD-ROM and floppy drive
• 10/100 integrated NIC
  (for students planning to live in residence halls)
• Windows XP

LAPTOP MODELS
• Pentium III processor at 800 MHz or faster
• 256 MB RAM
• 20 GB hard drive
• Floppy, CD-ROM drive
• Modem and 10/100 integrated NIC
• Integrated 128-bit encryption supported 802.11b wireless card
• Windows XP

Computer Code of Conduct
(Please See page 5)
FINANCIAL AID

If you currently receive or would like to request financial aid for the next academic year, please remember that you must file a renewal or a new FAFSA by March 1, prior to the start of the next academic year. Visit www.fafsa.ed.gov/ for more information and to file online.

The Office of Financial Aid also has relevant information on financing methods and scholarship opportunities for students, which a large percentage of undergraduate students pursue in order to distribute educational costs. To research the online scholarship searches and commercial lending programs available for students of NYU, please refer to www.finaid.org/scholarships/ and www.nyu.edu/financial.aid/alternatives.html

LOCKERS

Lockers are available to Stern Undergraduate commuter students. The Office of Advising & Student Services manages the distribution and repairs of lockers. If you are a commuter student and would like access to a locker, you must fill out an application during the first two weeks of the fall and spring semesters.

THE OFFICE FOR AFRICAN AMERICAN, LATINO, AND ASIAN AMERICAN STUDENT SERVICES (OASIS)

OASIS is dedicated to helping students achieve excellence through addressing the intellectual, cultural, and social issues of African American, Latino, and Asian American students.

Established in 1988, OASIS was created in response to the expressed needs of African American, Latino, and Asian American students for more University administrative support and commitment. The mission of OASIS is to provide support, programs, and services to address the aspirations, challenges, and issues of students from ethnically diverse backgrounds.
OASIS is committed to fostering a social, cultural, and intellectual campus environment that will empower you to achieve your educational and individual goals. OASIS offers a plethora of programs and services designed to meet the needs of these groups individually and collectively.

STUDY ABROAD

Study Abroad gives you an exciting opportunity to live and learn in another country and provides the international perspective you will need to compete successfully in our global society. Stern and NYU offer multiple programs through which you can study abroad.

The International Business Exchange Program (IBEX)

IBEX is a unique program offering you the opportunity to study business at leading business schools from around the world. Australia, Hong Kong, France, Denmark, Italy, England, Singapore, The Netherlands, and Thailand are some of the countries where you can study. Through IBEX, you experience the global dimensions of business, and enhance your understanding and appreciation of other cultures. The program is available to selected juniors and seniors through a competitive application process.

Selected students study abroad in either the spring semester of junior year or in the fall or spring semester of senior year. Interested freshmen are encouraged to begin planning for the IBEX program right away, and new transfer students should begin planning during their first semester at Stern. During the fall semester and in the beginning of the spring semester the Office of Academic Affairs will conduct information sessions. The IBEX information fair, held in the fall semester, provides you with a chance to meet visiting exchange students from our IBEX partner schools and to meet previous Stern IBEX participants.

The application deadline is in February for study abroad in the upcoming academic year. To learn more about IBEX, visit the following Web site: www.stern.nyu.edu/undergraduate/IBEX/
NYU Study Abroad
NYU offers its own programs in Florence, London, Madrid, Paris, and Prague taught by NYU faculty and international faculty from host universities. In addition, 16 exchange programs with international universities, as well as summer study abroad opportunities at many sites around the world are available. You can choose to study abroad for a summer, a semester, or an entire academic year. Both native language and English-speaking programs are available.

If you are interested in applying to one of the NYU programs during the academic year you should contact the Office of Study Abroad Admissions for more information. If you are interested in a summer study abroad program you should contact the Office of Summer Sessions. If you are interested in studying abroad at one of the exchange programs or through a non-NYU program you should contact the Office of Global Education. The Office of Global Education has a reference library of materials on study abroad programs that are offered by other universities and nonprofit exchange organizations.

UNIVERSITY COUNSELING SERVICE

726 Broadway, Suite 471
(212) 998-4780
www.nyu.edu/counseling/

Hours of operation:
Monday - Thursday 8:30 a.m. to 8:00 p.m.
Friday 8:30 a.m. to 5:00 p.m.

Walk-In Hours:
Monday - Friday 2 p.m. to 3:30 p.m., 5 p.m. to 6:30 p.m.

What kind of problem is appropriate to discuss with a UCS counselor? Anything that troubles you. Here is a partial list of concerns appropriate to bring up in personal counseling: depression, homesickness, stress, anxiety, alcohol or drugs, eating concerns, academic anxieties, roommate and friendship problems, family problems, suicidal thoughts, sexual concerns, or identity concerns.

You can make an appointment by phone or in person.
UNIVERSITY HEALTH CENTER (UHC)

726 Broadway, 3rd and 4th floors  
(212) 443-1000  
www.nyu.edu/nyuhc/

Hours of operation:  
Academic Year (September through May)  
Monday - Thursday 8 a.m. to 8:00 p.m.  
Friday - Saturday 10 a.m. to 6:00 p.m.

Summer (June through August)  
Monday - Thursday 8 a.m. to 6:00 p.m.  
Friday - Saturday 10 a.m. to 6:00 p.m.

For emergencies during all other hours, contact NYU Protection Services at (212) 998-2222. You will be connected with the UHC Health Care Provider on call. Hours of operation change during holidays and breaks. Please call UHC in advance at (212) 443-1000 to confirm hours during those periods.

In case of a life or limb-threatening emergency at any time, please dial 911.
DIRECTORIES

The Undergraduate Dean’s Office
Tisch Hall, Suite 800
(212) 998-0921

Office of Undergraduate Advising & Student Services
Tisch Hall, Suite 800
(212) 998-4020, Fax (212) 995-4000
www.stern.nyu.edu/undergraduate/

UNIVERSITY SERVICES

African-American, Latino, and Asian-American Student Services,
Office for (OASIS)
Kimmel Center, Suite 806
(212) 998-4343
www.oasis.nyu.edu/

Bobst Library
70 Washington Square South
(212) 998-2500
www.nyu.edu/library/bobst/

Book Store
18 Washington Place
(212) 998-4667
www.bookstores.nyu.edu/

Bursar
Student Services Center, 25 West 4th Street
(212) 998-2800
www.nyu.edu/bursur/

Campus Transportation System
(212) 998-7433
www.nyu.edu/infocenter/ride/

Career Services
719 Broadway, 3rd Floor
(212) 998-4730
www.nyu.edu/careerservices/
Center for Music Performance  
238 Thompson Street, 1st Floor  
(212) 992-MUSIC  
www.nyu.edu/cmp/

Coles Sports and Recreation Center  
181 Mercer Street  
(212) 998-2020  
www.nyu.edu/athletics/

Computer Store  
242 Greene Street (at Washington Place)  
(212) 998-4672

Counseling Service, University  
726 Broadway, 4th Floor  
(212) 998-4780  
www.nyu.edu/counseling/  
(See page 31)

Disabilities, Henry & Lucy Moses Center for Students with  
240 Greene Street, 4th Floor  
(212) 998-4980  
www.nyu.edu/osl/csd/

Drug and Alcohol Education  
726 Broadway, Suite 352  
(212) 443-1220  
www.nyu.edu/odae

Expository Writing Center  
269 Mercer Street, Room 230  
(212) 998-8866.  
www.nyu.edu/cas/expository.writing/

Financial Aid Office  
Student Services Center, 25 West 4th Street  
(212) 998-4444.  
www.nyu.edu/financial.aid/

Health Center, New York University  
726 Broadway, 3rd and 4th Floors  
(212) 443-1000  
www.nyu.edu/nyuhc/  
(See page 32)

Housing Office, Residential  
8 Washington Place  
(212) 998-4600  
www.nyu.edu/housing/
Information Center
Shimkin Hall, 50 W. Fourth Street, 1st Floor
(212) 998-INFO
www.nyu.edu/infocenter/

International Students and Scholars, Office for
561 LaGuardia Place, 1st Floor
(212) 998-4720
www.nyu.edu/osl/oiss/

LGBT Student Services, NYU Office of
244 Greene Street, Room 305
(212) 998-4424
www.nyu.edu/lgbt/

Protection Services
14 Washington Place, 1st Floor
(212) 998-2222

Registrar’s Office
Student Services Center, 25 West 4th Street
(212) 998-4800
www.nyu.edu/registrar/

Student Activities, Office of
244 Greene Street
(212) 998-4700
www.osa.nyu.edu/

Student Employment and Internship Center
5 Washington Place
(212) 998-4757
www.nyu.edu/careerservices/

Student Life, Office of
240 Greene Street, 2nd Floor
(212) 998-4959
www.nyu.edu/osl/

NYU Study Abroad Admissions
7 East 12th Street, 6th Floor
(212) 998-4433
www.nyu.edu/studyabroad/