Guide to Advising and Student Services
This guide was developed to help familiarize you with and enable you to best utilize the services provided by the Office of Advising and Student Services. The Office of Advising and Student Services provides academic advising and a wide array of academic and student services. Our goal is to provide you with the best possible advising and programs and to create a meaningful and enriching experience for you during your time at New York University Stern School of Business.
Arranging an Appointment with Your Academic Adviser

To make an appointment with your academic adviser simply call 998-4020 or stop by Tisch 800. Advisers are available for 30-minute appointments four days a week. When not advising, advisers work to coordinate and implement student programs.

Advisers work with students on a variety of topics ranging from course scheduling to study abroad programs. We recommend that you meet with your adviser at least once a semester and you should schedule your appointment well in advance of course registration. In the weeks immediately before and during course registration, advisers hold same-day appointments only. You can sign up for a same-day appointment in the morning of the day on which you wish to schedule an appointment.

Meeting with Your Adviser

Plan ahead before you meet with your adviser. You should write down questions or topics that you want to address during your appointment. Also bring your curriculum record with you - your curriculum record is a great tool on which you can track your progress and plan for upcoming semesters.
When meeting with your adviser, your adviser can:

- Review course selection for the upcoming semester.
- Help you learn about study abroad options.
- Assist you with major selection.
- Refer you to faculty members for detailed information about a course syllabus or course content.
- Help you access information about minors.
- Provide you with information about tutoring and academic assistance.
- Give you information about academic honors.
- Review your progress and degree audit with you.
- Refer you to appropriate university offices as needed.
- Offer you information about school clubs and organizations.

**Undergraduate Program Coordinators**

Each Stern academic department has a faculty member who serves as the Undergraduate Program Coordinator (UPC). UPCs are available to speak with you about careers relevant to a certain course of study, elective courses in their department, or other topics of interest. Visit the Undergraduate College web site to get the most up to date listing of UPCs.
THE ADVISING PROCESS:

The Four-Year Timeline

The following is a chronological overview of things to keep in mind during each academic year:

Throughout your Stern Career

1) Plan in advance and make your registration advising appointments early.

2) Get involved in Stern and NYU clubs and organizations. Clubs complement your academic experience and expose you to new interests and career fields. They are also a great way to make new friends. As you progress, consider taking on a leadership role in clubs and organizations.

3) Read email for important information about policies and on-campus happenings.

4) Visit our web site for up-to-date information at www.stern.nyu.edu/undergraduate/
THE ADVISING PROCESS:

The Four-Year Timeline
Freshman Year

• Start meeting with your adviser early in your Stern career. Review your curriculum record with your adviser to get a clear understanding of the distribution of credits within the curriculum.

• If applicable, start thinking about which advanced standing credit (e.g. AP credit) you would like to apply to your transcript and discuss with your adviser how the credit will impact your space for elective courses.

• Read through the Stern Bulletin to get familiar with the policies of the College and to learn more about course offerings within each department. Also look through the College of Arts and Science (CAS) Bulletin to learn about all the interesting liberal arts courses available to you.

• Start thinking about whether or not you want to study abroad. Speak with your adviser about how study abroad can fit into your course of study.

• Sit back, relax and soak in all the excitement that your first year of college brings!
Sophomore Year

• Begin thinking about majors and utilize your adviser and UPCs to learn about all the options.

• If you are planning to study abroad through Stern’s International Business Exchange Program (IBEX) in your junior year, be sure to attend one of the information sessions in the fall. You will learn about application procedures and to learn more about the sites and courses offered through the program. The IBEX application process takes place in the spring of your sophomore year.

• If you would like to investigate internship opportunities, visit the NYU Student Employment and Internship Center. Please note that Stern does not offer credit for internships.

• Toward the end of your sophomore year you should declare a major and minor, if applicable. Once you declare your major, it is possible to change it as long as you have sufficient space in your curriculum to fulfill the requirements.
Junior Year

• If you have not done so already, declare a major and/or minor.

• Apply for summer internships. Work with the Office of Career Services and utilize their extensive resources. Meet with a career counselor.

• If you are considering law school, meet with Stern’s pre-law adviser, Professor Jeanne Calderon in Tisch 309.

Senior Year

• If you have not seen your adviser in the last three months, make an appointment early in the fall semester to have your curriculum record reviewed.

• Get your yearbook picture taken. Information about yearbook sales and pictures will be available during the fall term.

• If you are a graduating in December, continue to check your Stern email in the spring to get the latest information on commencement and other important events.
In addition to providing academic advising, advisers organize a variety of programs throughout the year. Below are some programs and events to watch out for:

**Arts & Culture Experience (ACE)**

A new program that exposes you to New York’s rich artistic culture through an academic session coupled with an excursion to the opera, ballet, philharmonic or current art exhibits.

**Commencement Events (including the Precommencement Ceremony, Grad Alley, Senior Week and 100 Nights Celebration)**

Graduation is the pinnacle of your academic career at Stern. Senior Week and 100 Nights Celebration provide you with the information needed to fully enjoy all the festivities. The Precommencement ceremony, which is held prior to All-University commencement, recognizes each Stern graduate individually. Grad Alley is a commencement eve celebration.
Connections Alumni Mentor Program
A program that pairs juniors and seniors with alumni mentors based on career interest, giving you the opportunity to meet with and learn from successful alumni. The program features one-on-one meetings as well as group events including career workshops, panels, dinners, and social events.

Freshmen Seminar
A new series exclusively for Stern freshmen to help them better assimilate to life at college and build community. Seminar topics will include: teambuilding, negotiation skills, cultural excursions, and career exploration.

Honor Key and Beta Gamma Sigma
Each year Stern holds honors ceremonies to celebrate academic achievement. Beta Gamma Sigma is a national honor society of collegiate schools of business. Students in the top five percent of the junior class and top 10 percent of the senior class are invited to join. Additionally, every year a group of students receives the Honor Key for having been named to the dean’s honor roll for three consecutive semesters.

Honors Program
This elite program provides you with the opportunity to do top-level research with leading Stern research faculty as well as participate in an advanced seminar and take graduate level classes during your senior year.

International Business Exchange Program (IBEX)
Through IBEX, you have the opportunity to study business abroad for a semester at some of the world’s elite business schools.
International Study Project (ISP)
Through this curriculum-based project, you will gain exposure to different cultures and ways of conducting business. During the ISP course, you will undertake the study of an industry and company in a foreign country and will travel abroad during the spring break of your junior year to make first-hand observations.

Orientation
The Office of Advising and Student Services coordinates orientation programs for you at the start of freshmen year. Consider being an orientation leader and helping new students during their first days at Stern! Applications for Orientation Leaders are available in the spring semester.

Professional Skills Workshop
This workshop introduces you to the interpersonal side of business, from small group conversational skills to business etiquette.

Stern Summit on Global Business
An annual undergraduate business conference that gathers leading professionals as well as students from Stern and top undergraduate business programs around the U.S.

Student Council and Inter-Club Council
Our Office works closely with the Student Council and Interclub Council on events such as the International Food Festivals, Halloween Party, Stern Talent Show, and the Class Wars. These events provide a great outlet for meeting new people and having fun.

For more information on student services, visit our website at www.stern.nyu.edu/undergraduate/ or speak with your Academic Adviser.