Welcome to the Undergraduate College of the Stern School of Business. We are pleased to have you join us at Washington Square. To make your transition to NYU a smooth one, we have developed this guide which will answer many of your questions. In addition, the Stern School of Business Undergraduate Bulletin, the Guide to Advising and Student Services, SterNotes (the college's newsletter), the World Wide Web, and the Student’s Guide to NYU are also good sources of information. There are also numerous people in various offices eager to help you during your NYU career. This guide will provide you with contact information and much more.

Your first contact at NYU is a familiar one, the Office of Undergraduate Admissions, 22 Washington Square North, New York, New York 10011-9191, Telephone: (212) 998-4500.

To be enrolled, an admitted candidate must do the following:

1. Accept the University’s offer of admission and pay the required non-refundable tuition deposit.
2. Submit any missing credentials to the Office of Undergraduate Admissions (e.g., final official transcripts, test scores and if requested course descriptions and proof of grade).
3. File a medical report, including proof of immunization against measles, mumps and rubella.
4. Attend Orientation Phase One or a registration teleconference conducted by the Office of Undergraduate Advising & Student Services to enroll in your first semester courses.
5. Pay tuition and/or housing fees by the stipulated deadlines.

Bachelor of Science Degree Program

- Consists of 128 points.
- Students must take both business-oriented and liberal-arts courses in each of their four years at Stern.
- Students are permitted to take up to 8 points of course work in the Tisch School of the Arts and/or the School of Education (applied art). This number is proportionately reduced by the number of credits in this area being awarded in transfer.
- 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.
- The full-time program should be completed in 4 years and must be completed within 5 consecutive calendar years.
**CAS Minors**

Students who wish to minor in the College of Arts and Science should discuss this with Academic Advisers in the Office of Advising and Student Services and with an adviser in the department in which they wish to minor.

**DEPARTMENTS**

- **African Studies**
  269 Mercer Street, Suite 601
  Tel. (212) 998-2130
  [www.nyu.edu/gsas/dept/aficana/](http://www.nyu.edu/gsas/dept/aficana/)

- **Ancient Studies**
  25 Waverly Place
  Tel. (212) 998-8593
  Adviser – Professor Peachin (Classics)

- **Anthropology**
  25 Waverly Place
  Tel. (212) 998-8560
  Adviser – Professor Peachel (Classics)

- **Asian/Pacific/ American Studies**
  269 Mercer Street, Suite 609
  Tel. (212) 998-3700
  [www.apa.nyu.edu/index2.htm](http://www.apa.nyu.edu/index2.htm)

- **Biology**
  Main Building, 100 Washington Square East, Room 1009
  Tel. (212) 998-8200
  [www.nyu.edu/cas/dept/biol.htm](http://www.nyu.edu/cas/dept/biol.htm)

- **Chemistry**
  Main Building, 100 Washington Square East, Room 1001
  Tel. (212) 998-8400
  [www.nyu.edu/pages/chemistry/undergrad.html](http://www.nyu.edu/pages/chemistry/undergrad.html)

- **Classics**
  25 Waverly Place
  Tel. (212) 998-8957
  [www.nyu.edu/cas/dept/clas.htm](http://www.nyu.edu/cas/dept/clas.htm)

- **Comparative Literature**
  19 University Place
  Tel. (212) 998-8790
  [www.nyu.edu/gsas/dept/complit](http://www.nyu.edu/gsas/dept/complit)

**Stern Majors**

**Choosing a major:** Students should consult with an 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 the sophomore year, although students should remember to plan carefully in advance with an Adviser in order to ensure that space and time permit the completion of the major. The following are the majors offered by The Undergraduate College:

**MAJORS**
- Accounting (CPA or General)
- Actuarial Science
- Economics (Policy Track or Theory Track)
- Finance
- Information Systems
- International Business (co-major only)
- Management & Organizational Behavior
- Marketing
- Statistics

Requirements, course descriptions, and sequences are indexed in the Stern School of Business Undergraduate Bulletin. Students should consult with an 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, Room 418
  40 West Fourth Street
  Tel. (212) 998-0064
  Undergraduate Program Coordinator: Professor Alex Dontoh
  [www.stern.nyu.edu/acc/Ugrad](http://www.stern.nyu.edu/acc/Ugrad)

- **Economics**
  269 Mercer Street, Room 311
  Tel. (212) 998-8947
  Undergraduate Program Coordinator: Professor James Ramsey
  [www.stern.nyu.edu/eco/](http://www.stern.nyu.edu/eco/)

- **Finance**
  Henry Kaufman Management Center, Room 9-90
  40 West Fourth Street
  Tel. (212) 998-0951
  Undergraduate Program Coordinator: Professor Susan Douglas
  [www.stern.nyu.edu/marketing/](http://www.stern.nyu.edu/marketing/)

- **Operations Management**
  (Certificate option)
  Tisch Hall, Room 701
  40 West Fourth Street
  Tel. (212) 998-0180
  Undergraduate Program Coordinator: Professor Harry Chernoff
  [www.stern.nyu.edu/om/](http://www.stern.nyu.edu/om/)

- **Statistics, Operations Research, and Actuarial Science**
  Henry Kaufman Management Center, Room 9-90
  40 West Fourth Street
  Tel. (212) 998-0951
  Undergraduate Program Coordinator: Professor Gary Simon
  [www.stern.nyu.edu/sor/undergrad_sor.html](http://www.stern.nyu.edu/sor/undergrad_sor.html)

- **Pre-law:** There is no standard pre-law curriculum. Students interested in law should consult with the Pre-Law Adviser, Professor Jeanne Calderon, 309 Tisch Hall, (212) 998-0010.

**Creative Writing**

19 University Place
Tel. (212) 998-8800
[www.nyu.edu/cas/dept/dlit.htm](http://www.nyu.edu/cas/dept/dlit.htm)

**Dramatic Literature, Theatre, History, and the Cinema**

19 University Place
Tel. (212) 998-8800
[www.nyu.edu/cas/dept/dlit.htm](http://www.nyu.edu/cas/dept/dlit.htm)

**Earth and Environmental Science**

Main Building, 100 Washington Square East, Room 1009
Tel. (212) 998-8200
[www.nyu.edu/cas/dept/engl.htm](http://www.nyu.edu/cas/dept/engl.htm)

**English**

19 University Place
Tel. (212) 998-8800
[www.nyu.edu/cas/dept/engl.htm](http://www.nyu.edu/cas/dept/engl.htm)

**European Studies**

Lillian Vernon Center for International Affairs
58 West 10th Street
Tel. (212) 998-3838
[www.nyu.edu/cas/dept/engl.htm](http://www.nyu.edu/cas/dept/engl.htm)

**Fine Arts**

Main Building, 100 Washington Square East, Room 303
Tel. (212) 998-8100
[www.nyu.edu/cas/dept/english/](http://www.nyu.edu/cas/dept/english/)

**French**

19 University Place
Tel. (212) 998-8700
[www.nyu.edu/cas/dept/french/](http://www.nyu.edu/cas/dept/french/)

**Pre-law**: There is no standard pre-law curriculum. Students interested in law should consult with the Pre-Law Adviser, Professor Jeanne Calderon, 309 Tisch Hall, (212) 998-0010.
Speaking Freely

Speaking Freely offers free, non-credit language classes open to all undergraduates. The 90-minute classes meet once a week for ten 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, a concert, a 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. Click on www.nyu.edu/pages/speaking.freely/ for more information.
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), the College Level Examination Program (CLEP) or through the facilities of the University of Maryland while in the armed forces.

In granting advanced standing, the following are considered:
- content, complexity, and grading standards of courses
- individual grades and grade averages attained
- suitability of courses for the program of study at Stern
- degree of preparation that completed courses provide for more advanced study at Stern

Please note, for some courses, a proficiency exam is required when applying credits from another university.

Transfer Students:
A tentative statement of advanced standing credit is provided to each transfer student 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 the student’s 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 an Academic Adviser in the Office of Undergraduate Advising & Student Services. Call (212) 998-4020 to schedule an appointment.

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 they wish to use their courses in place of Stern requirements. Students for whom English is a second language benefit from taking additional credits in writing. The International Sequence, a series of three consecutive writing courses, is the Expository Writing Program’s equivalent requirement for students who test at the appropriate levels through NYU’s American Language Institute.

The Writing Proficiency Examination
All Stern students are required to take a writing proficiency examination, given by the Expository Writing Center, 269 Mercer Street, (212) 998-8860, and offered twice yearly in December and May. First-years take the exam upon completion of Writing the Essay. Transfer students who have received credit for both Writing the Essay (V40.0001) and Writing Workshop II (V40.0002) must take this examination at the end of their first semester in attendance at Stern.

Students for whom English is a second language benefit from taking additional credits in writing. The International Sequence, a series of three consecutive writing courses, is the Expository Writing Program’s equivalent requirement for students who test at the appropriate levels through NYU’s American Language Institute.

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 they wish to use their courses in place of Stern requirements. C15.0002, C20.0001, C55.0001 and C22.0001. Proficiency examinations are administered by the Office of Undergraduate Advising & Student Services. Call (212) 998-4020 to schedule an appointment.

Deadlines for taking proficiency examinations:
- Summer/Fall admits - last Friday in September

Tutoring
All NYU undergraduates who are taking College of Arts and Science 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 (3-4 students) tutoring sessions for various introductory courses. Sign up in advance in Room 905 of the Main Building.

Tutoring is available for Stern courses in Accounting, Finance, Information Systems, International Business, Management, Marketing and Statistics at the Teaching Assistance Center in Room 6-70 of the Kaufman Management Center. Call (212) 999-4446 for specific information.

Assistance with writing is provided by the Expository Writing Center, 269 Mercer Street, (212) 998-8860.

THE OFFICE OF UNDERGRADUATE ADVISING AND STUDENT SERVICES

40 West 4th Street, Tisch Hall, Suite 800, New York, New York 10012-1118
Telephone: (212) 998-4020 • Fax: (212) 995-4000

Office Hours
Monday-Thursday: 9:00 a.m. to 6:00 p.m.; Friday: 9:00 a.m. to 5:00 p.m.
Appointments may be made in person or by telephone.

The Office of Undergraduate Advising and Student Services is the place to come to discuss issues affecting your life at NYU. Here you will find a team of knowledgeable Academic Advisers and a topnotch, service-oriented staff who are eager to help you adjust to the College. There will be an Academic Adviser dedicated solely to your class. Thus, you will develop a solid relationship with one Adviser during your tenure at Stern. Your Adviser will work with you to ensure that you are progressing through the Stern degree appropriately, while getting to know you personally along the way. Please read through the Guide to Advising and Student Services to learn more about the advising process and student programs.

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 students find necessary.

New students meet the Advising staff at Orientation Phase One. This initial meeting begins a dialogue that continues throughout the student’s career at Stern. Items discussed at this first meeting generally include:

- overview of the curriculum
- policies and procedures of the College
- discussion of transfer credit and AP credit
- major and/or minor opportunities
- advising on course selection/degree requirements
- study abroad
- NYU Summer School
- Orientation Phase Two
AFTER MEETING WITH YOUR ADVISER TO DISCUSS TRANSFER CREDIT, COURSE SELECTION, AND REGISTRATION PROCEDURES, STUDENTS WILL BE READY TO REGISTER FOR COURSES. THERE ARE A VARIETY OF MATERIALS DESIGNED TO AID IN THE REGISTRATION PROCESS:

• The Stern 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;
• The NYU Directory of Classes, arranged alphabetically by division and by department within each division, lists course offerings, days, and times for the current semester and contains the telephone registration worksheet and instructions.

The following is a key to abbreviations:
• V courses = courses whose number begins with “V” are offered by the College of Arts and Science (CAS)
• C courses = courses whose number begins with “C” are offered at the Stern School of Business
• LEC = lecture
• RCT or REC = recitation
• LAB = laboratory
• SEM = seminar (usually restricted to upperclassmen in their major)
• MW = class meets Monday and Wednesday
• TR = class meets Tuesday and Thursday
• MTWRF = class meets Monday through Friday (usually foreign language classes)

In planning your schedule, please note the following:
• Try to schedule your program 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.
• Make it a practice to always read the course description of a class in the Bulletin before you register. In addition to learning what the course is about, you will find any prerequisites or restrictions for the course, and the semester in which it is offered.
• If you do not meet the prerequisites for courses that you have registered for, you may find yourself de-enrolled from the course.

Albert

After choosing courses, students may use Albert at www.albert.nyu.edu to register for classes, check their registration status, and search for courses. In addition, students can access information about their grades, unofficial transcripts, degree programs, financial aid status, account balance and address information.

TorchTone

Students may also register through TorchTone, the telephone registration and information system at New York University. First, complete the telephone registration worksheet located in the front and back of the NYU Directory of Classes. Then, call TorchTone at (212) 995-4747 in order to register for courses. With this system you may also drop and add courses, find out your end of term grades, and check your Bursar account balance.

TorchTone Hours: Monday-Friday 8:00 a.m.-Midnight (with limited access between 9:00 and 10:00 p.m.) and Saturday Noon to 6:00 p.m.

After registering, be sure to check payment deadlines to avoid being dropped from courses for non-payment. Then proceed over to the Student I.D. Center in the Fairchild Building, Main Lobby, 7 East 12th Street, (212) 998-8888 in order to receive an NYU student identification card, required for entrance to buildings on campus including Bobst Library, Coles Sports Center, and Career Services.
Computing@Stern

Guidelines
The computers in the Stern labs and the software available from those computers are for use by 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 given access to do the following: install software or save files on the computer hard drives and/or change computer settings. All computers are available on a first come, first served basis. The Stern computer labs are staffed with part-time student personnel. The responsibilities of the part-time lab assistants include: assisting users with questions regarding software applications available in the computer labs, troubleshooting problems, maintaining the printers by keeping all paper trays full of paper, clearing printer paper jams and changing toners, and enforcing computer lab policies. Lab assistants provide support for the following software: Unix, WebMail, Windows NT, Microsoft Office 2000 (Word, Excel, Access,PowerPoint), Minitab for Windows, and html programming. Support for all other software is provided by the Professor, TA, or department that requested the software. Manuals and how-to guides are also available for most software packages. Food and drinks are not allowed in the computer labs. Users must provide their own 3.5" disk, zip disk, or save their work to their H: drive. Each computer lab has a lost and found box. The lab assistant on duty should be notified of any problems encountered in the computer labs.

Software
Stern students have access to a wide variety of software. The following is a list of software available in the Stern computer labs:

- Windows NT
- Microsoft Office (Word, Excel, Access, Powerpoint)
- Netscape Communicator
- WS_FTP
- UNIX
- Course-related applications
- Norton Anti-Virus

For a more detailed description of the software available in the computer labs, see the Software Matrix.

TurboZIP Express is available for free download at: http://www.pgcc.com/nyustern-reg.html

Services
In addition to providing access to software packages, the Stern labs also provide users with a number of services to assist them with their course work. The following is a list of additional services available in the Stern labs:

- H: drive—50 MB of space on the Novell server accessible to the user only and only accessible from a computer on the Stern network

Mail server—50 MB for storage of e-mail
Sales—50 MB for storage of web files
X: drive—where professors store class related data files and only accessible from a computer on the Stern network
Express Stations—20 minute time limit for quick edits and printing documents
E-mail Stations—throughout Tisch Hall and KMC
Bloomberg stations—Tisch LC11-13-15 computer lab
Lexis-Nexis stations—Tisch LC11-13-15 computer lab
Scanner—Tisch LC11-13-15 computer lab

Dow-Jones Interactive—accessible through Bobst Library

Stern students have access to a number of computer facilities and additional student computing areas:

Tisch L-101
- Undergraduate facility staffed with two lab assistants
- 66 Dell OptiPlex Gx1 Pentium III 500 MHz computers with CD-ROM, zip drive, and flat pane monitor
- 2 networked Hewlett Packard 8000N laser printers
- 1 networked Hewlett Packard 5si laser printer

Tisch L-101 Semester Hours:
Monday – Thursday, 7:30am - 12:00am
Friday, 7:30am - 9:00pm
Saturday, 9:00am - 9:00pm
Sunday, 9:00am - 12:00am

Tisch LC11-13-15
- Undergraduate facility staffed with two lab assistants
- 64 Dell OptiPlex Gx110 Pentium III 733 mhz computers with CD-ROM zip drive, and flat panel monitor
- 4 networked Hewlett Packard 8000N laser printers
- 1 local Hewlett Packard 5si laser printer (in case of network printing problems)
- 1 typewriter
- 1 Lexis-Nexis station
- 1 Bloomberg station

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Sunday, 9:00am - 12:00am

Email Stations
- Located throughout KMC and Tisch Hall
- Available to all Stern students and students taking Stern classes
- User authentication required via Novell login
- Access to the Stern WebMail, the Internet, and Netscape Messenger

Help Desk
Call the Stern HelpDesk Number (x80180) (or 212-998-0180 from outside) if you have an urgent problem that is preventing you from completing your work or to report a problem and get basic assistance. The Help Desk is located in Tisch UC-49. Can’t call? Try sending email to remarks@stern.nyu.edu. All members of the Stern community with computer related questions should refer to the Help Desk.

Hours of Operation:
Monday - Friday from 8:00 am - 10:00 pm
Saturday - Sunday from 8:00 am - 6:00 pm

How-to Guides
How-to Guides are provided to Stern computer users to assist them with using the software packages available to them in the labs as well as from their home computers.

- Basics of Creating and Publishing a Web Page for Stern Students
- Computer Purchase Guidelines for Stern Students
- Computing Services and Facilities for Stern Students
- DRI Pro Software
- Forwarding Stern Email
- Lexis-Nexis: Information for Stern Students
- Lyris List Manager

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- Forwarding Stern Email
- Lexis-Nexis: Information for Stern Students
- Lyris List Manager
Access to and use of computing and networking resources at New York University (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 New York University 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 and 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 New York University rules and procedures, and referral to local, state, and federal law enforcement authorities.
Whether you are beginning at Stern as a freshman or a transfer, the NYU Office of Career Services (OCS) is certainly a place you will want to visit during your first semester here. The mission of the OCS is to assist students with making sound career decisions and exploring employment opportunities.

The Office of Career Services, together with its Student Employment and Internship Center, give students 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 for a student to schedule an appointment with a career counselor to discuss his/her individual needs and goals. To schedule an appointment, either visit or call the office. With a counselor, the student will work out a strategic and individualized Career Action Plan based on his/her specific needs. Students should also take advantage of the many programs and services listed below.

Special Programs

Career Week: Special panel discussions and presentations by guest speakers on a wide variety of career-related issues. This program is offered in October.

Career Fairs: These fairs include: Part-Time Job and Internship Fair; Fall Career Fair; Diversity Career Fair; Education, Social Work and Health Job Fair, and Summer Job and Internship Fair. Representatives from hundreds of major organizations visit the NYU campus to discuss full- and part-time career opportunities.

Mentor Network: This program helps students explore their career interests by linking them with experienced professionals. Over 400 mentors in a wide variety of fields from leading organizations are available.

Internship Program: Over 23,000 internships and part-time jobs (including summer employment opportunities) are listed annually. Specialized internship programs are available for African-American, Latinx, and Asian-American students. The Student Employment and Internship Center assists students with securing internships and career-related part-time jobs.

Work Abroad Program: Having the opportunity to work overseas could be an incredible experience. Some of the benefits include learning about another culture or language, building a global network of contacts, and gaining valuable international experience that can enhance one’s qualifications for competitive positions. Our program provides students with information and resources about overseas opportunities, which include short-term paid and volunteer positions, internships, teaching jobs, or long-term employment. Students can access our Web site for immediate information on available programs via internet links; view a computer database of organizations that hire U.S. citizens to work abroad; and visit the Student Employment and Internship Center for additional information.

Services for International Students: International students may take advantage of the “Job Search for International Students” seminar, view the “Career Opportunities for International Students” bulletin board where job listings are posted; and review a computer database and some directories which list organizations interested in hiring international students.

Career Advantage Internship Program: This program, which is co-sponsored by the Office of Career Services (OCS) and the Office for African American, Latino & Asian American Student Services (OASIS), introduces sophomores and juniors to the many services provided by both these offices while preparing them for productive and successful internship experiences. This rigorous internship-training program enables students from diverse ethnic backgrounds to explore career options and develop career potential and marketable professional skills. Program highlights include seminar participation, panel discussions, resume, interviewing and job-hunting skills building, employer site visits, mentoring and individualized counseling. Candidates who complete the program requirements are recommended and referred to numerous paid summer internship positions.

Employment Assistance

NYU CareerNet: Students with a valid NYU ID and who are registered with OCS have 24-hour access daily to this on-line database (www.nyu.edu/careerservices) of internships, summer, part-time, and full-time jobs. Students can visit OCS facilities to search for specific types of jobs or to look more generally.

Fax Referral Service: Graduating students and alumni can submit resumes to various career categories. Periodically, as job listings are received, they are matched with applicants’ resumes. These resumes are faxed to the employer who will make direct contact with the individual. Fees apply for alumni.

Seminars and Programs

Please check with the Office of Career Services for times and locations of all seminars and programs.

Planning Your Career: Learn to identify marketable skills, interests, and values that are important in determining the career direction that is best for you. Also, learn how to develop an individualized plan for effective career decision-making.

Resume & Cover Letter Writing: Learn how to write and construct an effective resume and cover letter that best reflects 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. (Videotaped individual mock interviews are also available by meeting with a career counselor.)

How to Choose a Major & Career: Explore the connection between interests, majors, and career choice. Understand the importance of skill development.

Job Networking Skills: Learn how to develop your networking skills. Topics include: improving interpersonal communication, identifying potential contacts, informational interviewing, getting past “the screen,” and utilizing and maintaining your network.

Job Search and Internet Resources: Acquire new techniques for identifying job openings, making contacts, and implementing appropriate follow-up strategies. Use the Internet in all phases of the job search, including: finding actual job listings, researching organizations, and networking.

On-Campus Recruitment: Learn how to make the most of the On-Campus Recruitment Program, important recruitment dates, numerous ways to
can now upload their resume to their NYU CareerNet student record and send employers a copy via e-mail. In addition, OCS computers allow access to the World Wide Web. A bill-operated fax machine is available to allow students to apply for positions and get the "jump" on the competition. Directories and other career-related resources are also available.

NYU Work$ is a job referral program designed to help students defray the costs of tuition and living expenses by assisting them with securing temporary freelance assignments as tutors, baby-sitters, bartenders, party helpers, and other temporary positions.

The Part-Time Job and Internship Fair held in August and the Summer Job and Internship Fair held in March allow NYU students to meet with employers with available positions.

Special Internship Resume Collections are another helpful resource for students looking for internships. This service enables employers to recruit students for internships and conduct the interviews at the OCS site. Announcements of these collections are advertised in NYU CareerNet and bulletin boards.

Overall, these are all great ways to find an internship, part-time or summer job, on- or off-campus. Students have a variety of opportunities to choose from when seeking part-time jobs or internships. NYU’s New York City location provides access to thousands of part-time jobs and internships in the arts, business, government, law, health and the media. The Office of Career Services staff are available to assist students with all aspects of the job-search process.
The faculty of the Leonard N. Stern School of Business, on October 6, 1988, 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’s responsibilities include the following:

1. A duty to respect the efforts of others by submitting his or her own work.
2. A duty to acknowledge properly the efforts of others.
3. A duty to respect the privacy of members of the community by avoiding all forms of intimidation, including sexual harassment.
4. A duty to safeguard and respect the property and rights of others.
5. A duty to 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 work 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 an 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 11 “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 (PL 93-380). A copy of the “Rules and Regulations” is in the University’s handbook, The Student’s Guide to NYU.

Student Activities

Stern Students participate in a wide variety of activities outside the classroom. Many of these activities relate to the curriculum or professional interests, others are social. Opportunities also exist for participation in student government and the development of college policy.

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

Beta Alpha Psi-Mu Chapter
www.stern.nyu.edu/~bap/bap.html

Delta Sigma Pi
www.stern.nyu.edu/~delta1/

The Entrepreneurial Exchange Group
eeg.asan.com/

Finance Society
www.stern.nyu.edu/~finclub/

Inter-Club Council (ICC)
Upper Concourse of 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. ICC has the power to create new clubs and ensures that each upholds the standards of Stern.

The Information Systems Society
stern.nyu.edu/~iss/

The Inter-Club Council
www.stern.nyu.edu/~icc/

International Business Association
www.stern.nyu.edu/~iba/

The Investment Analysis Group
www.stern.nyu.edu/~iag/

Management Society
www.stern.nyu.edu/~manages/

Marketing Society
www.stern.nyu.edu/~mktsoc/

Phi Chi Theta
www.stern.nyu.edu/~phichi/

Stern Business and Law Association
www.stern.nyu.edu/

Stern Cares
www.stern.nyu.edu/~stncares/sterncares.html

Stern Student Council
www.stern.nyu.edu/~council/

Stern Tisch Entertainment Business Association
www.stern.nyu.edu/~steba/

Clubs of the College

For every major at Stern, there is a club that sponsors events and enables students to come in contact with people in their fields of interest. Club activities may include prestigious guest speakers, films, trips, seminars, exhibits, and special events.

The Undergraduate College currently has the following clubs. See the Stern Bulletin for club descriptions:

The Accounting Society
www.stern.nyu.edu/~acctg/

Actuarial Society
www.stern.nyu.edu/~actrlsoc/

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### UNIVERSITY-WIDE CLUBS AND ORGANIZATIONS

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<td>Opportunity Programs Student Association</td>
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<td>Organization of Black Women</td>
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<td>Outdoors Club</td>
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<td>Peer Health Awareness Team</td>
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<td>PHAT</td>
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<td>Persian Cultural Society</td>
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<td>Phi Chi Theta - Stern UG</td>
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<td>Pi Delta Psi Fraternity, Inc.</td>
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<td>Project 5 (formerly Zulu Nation)</td>
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<td>Queer Union</td>
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<td>Ravers United</td>
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<td>Russian-American Interest Society</td>
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<td>Undergraduate Student Government</td>
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<td>Senior Legacy - Ed G</td>
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<td>For Health Promotion</td>
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<td>Soceity of Public Health-Ed G</td>
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<td>Society of Undergraduate Neural Scientists-CAS</td>
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<td>Student Activities Board</td>
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<td>Student Art Organization-Ed G</td>
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<td>Student Counseling Association</td>
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<td>Students for Charities Coalition</td>
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<td>Students for Education and Animal Liberation</td>
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<td>Students for Social Equality</td>
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<td>Tau Kappa Epsilon International Fraternity</td>
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<td>Television Club</td>
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<td>The Marketing Society</td>
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<td>The Real Estate Club-SCE</td>
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<td>Theater Builders Anonymous TSOA</td>
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<td>Theta Pi Beta Sorority</td>
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<td>Tisch Undergraduate Student Council</td>
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<td>TorchPac</td>
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<td>Compassionate Relief</td>
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<td>Undergraduate Nursing Student Organization - Ed UG</td>
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<td>United Sikh Association</td>
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<td>Valentine Creation Society</td>
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<td>Wagner Student Association (Council)</td>
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<td>Washington Square News - Office of Student Life</td>
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<td>WNYU Radio</td>
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<td>Womyn’s Center</td>
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<td>Womyn’s Herstory Month</td>
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<td>Yatra:South Asian Literary Magazine</td>
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<td>Zeta Psi Fraternity of North America</td>
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<td>Zeta Sigma Pi Sorority</td>
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</table>
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- **Center for Music Performance:** (212) 992-6874, helps student musicians locate opportunities to perform.

- **Coles Sports and Recreation Center:** 181 Mercer Street, (212) 998-2020.

- **Computer Store:** 242 Greene Street (at Washington Place), (212) 998-4672.

- **University Counseling Service:** 726 Broadway, 4th Floor, (212) 998-4780.

- **Disabilities, Henry & Lucy Moses Center for Students with:** 240 Greene Street, 4th floor, (212) 998-4980 Voice/TTY.

- **Drug and Alcohol Education:** 726 Broadway, Suite 352, 3rd floor, (212) 443-1220.

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

- **Housing Office, Residential:** 8 Washington Place, (212) 998-4600.

- **Information Center:** Shimkin Hall, 1st Floor, (212) 998-INFO.

- **International Students and Scholars, Office for:** 561 LaGuardia Place, 1st Floor, (212) 998-4720. Advisement and assistance on matters related to immigration, student status, finances and foreign exchange, employment, and personal concerns.

- **New York University Health Center:** 726 Broadway, 3rd and 4th floors, (212) 443-1000. (See page 24.)

- **New York University Office of LGBT Student Services:** 244 Greene Street, Room 305 (The Student Activities building, one block East of Washington Square Park), (212)998-4424.

- **Night Talk:** 443-TALK, volunteer student organization providing confidential support, information and referral services to NYU students. The organization seeks to provide an outlet for students to talk over issues or concerns. NightTalk is open every night from 9:00pm-1:00am.

- **Protection Services:** 14 Washington Place, (212) 998-2222.

- **Registrar’s Office:** Student Services Center, 25 West 4th Street, (212) 998-4800.

- **Spiritual Diversity Network:** 240 Greene Street, 2nd floor, (212) 998-4956.

- **Student Activities, Office of:** 244 Greene Street, (212) 998-4700.

- **Student Life, Office of:** 240 Greene Street, 2nd floor, (212) 998-4959.

- **Writing Assistance:** Writing Center, 269 Mercer Street, Room 230, (212) 998-8866.

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**Directory of the Undergraduate Deans’ Office**

TISCH HALL, SUITE 800  
(212) 998-0921

- Frederick D. S. Choi, Dean, 998-4011
- Maureen Mamarella, Assistant to the Dean, 998-4043
- Sylvia M. Viola, Manager of Support Services, 998-4027

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**Directory of University Services**

- **Admissions, Office of Undergraduate:**  
  22 Washington Square North, New York, New York 10011-9191, (212) 998-4500. Provides information concerning the admissions process and requirements, evaluation of transfer credit, entrance conditions, and transfer to other undergraduate colleges within NYU.

- **American Language Institute:** 48 Cooper Square, Room 200, (212) 998-7040.

- **African-American, Latino and Asian-American Student Services, Office for:** 240 Greene Street, 3rd floor, (212) 998-4343. Provides broad array of outreach programs, services, and activities.

- **Bobst Library and Study Center:** 70 Washington Square South, (212) 998-2520.

- **Book Center:** 18 Washington Place, (212) 998-4667.

- **Bursar:** Student Services Center, 25 West 4th Street, (212) 998-2800.

- **Campus Transportation System:** (212) 998-4636.

- **Career Services:** 719 Broadway, Third Floor, (212) 998-4730. Assists students in making career decisions, exploring career opportunities and securing employment appropriate to their career goals and aspirations. Students are encouraged to begin utilizing the full range of services offered early in their careers at Stern.

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- **Student Life, Office of:** 240 Greene Street, 2nd floor, (212) 998-4959.

- **Writing Assistance:** Writing Center, 269 Mercer Street, Room 230, (212) 998-8866.

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**Directory of the Office of Undergraduate Advising & Student Services**

TISCH HALL, SUITE 800  
(212) 998-4800, Fax (212) 955-4000

- Victor Mullins, Director of Academic Affairs  
- Carolyn Magnani, Director of Advising & Student Services  
- Lea Arnold, Associate Director of Advising & Student Services

Academic Advisers:  
- Diann Witt: Class of 2002  
- Jon White: Class of 2003  
- Jennifer Baron: Class of 2004  
- TBA: Class of 2005
Go to the Advising Office in Tisch Hall, Suite 800:

- To meet with an Adviser
- To declare or change your major or double major
- To declare a minor in the College of Arts & Sciences (CAS)
- To declare a pass/fail
- To withdraw from a class or all classes
- To take a leave of absence
- To request an incomplete (note: Incompletes are generally granted only in the case of extenuating personal circumstances and must be requested by the last day of class)
- To get information and approval for study abroad
- To find out about summer courses
- To discuss some personal problems and/or call University Counseling, 726 Broadway, 4th Floor, (212) 998-4780 to make a confidential appointment
- To discuss your international student status
- To find out about community service, or visit the Office of Community Service, 25 West 4th Street, (212) 998-2329
- To get information on independent study
- To find out which courses you should take next term

Call TorchTone at (212) 995-4747:

- To drop and/or add a class (during first 2 weeks of classes)
- To add your name to a waitlist of a closed Stern class (until the end of the first week of class)
- To check TorchTone or Albert daily to see if you have been enrolled. If you no longer wish to be on the waitlist or be enrolled do not forget to drop the course or you will be automatically billed.
- To confirm if the Bursar received your tuition
- To check your final grades, or check the NYUVIEW kiosk on the Lower Concourse of Tisch Hall
- To find out about your financial aid, or check the NYUVIEW kiosk.

Visit the NYU Offices Below for Other Services:

- To buy your books, go to the NYU Book Center at 18 Washington Place
- To get your student ID card, go to 7 East 12th St., 1st Floor
- To check on your transfer credits, go to the NYUVIEW kiosk located on the Lower Concourse of Tisch Hall and follow instructions to see your transcript
- To request a transcript go to the Student Services Center, 25 West 4th St., 1st floor
- To find out about internships or part-time jobs, go to the Student Employment & Internship Center, 3-5 Washington Place
- To find out about on-campus housing, go to the Office of Housing and Residence Life, 8 Washington Place
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- To find out about meal plans, go to NYU Dining Services, 5-11 University Place, Lower Level or call the Dining Information Line at (212) 995-3034
- To get medical attention while on campus, go to University Health Center, 726 Broadway, 3rd & 4th floors, (212) 443-1000
How to Read the Course Schedule

Information Systems

<table>
<thead>
<tr>
<th>COURSE ID</th>
<th>TITLE</th>
<th>TYPE</th>
<th># OF CREDITS</th>
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<td>LEC</td>
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<td>73210/01A</td>
<td>MW 10:00AM-11:20AM</td>
<td>TISC</td>
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<td>M</td>
<td>07:50AM-08:40AM</td>
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COURSE CALL NUMBER

SECTION NUMBER

DAYS AND TIMES

LOCATION

PROFESSOR'S NAME

VARIABLE CREDITS

ACCESS CODE

TELEPHONE INPUT

NEW YORK UNIVERSITY

TELEPHONE REGISTRATION WORKSHEET

TERM

TOTAL CREDITS

PLANNED SCHEDULE

ALT

ALT

Student ID Number

Student Name

(T2) 955-4SS (4747)

On-campus 5+4SS

If you are planning to take this course on-campus, please call (212) 955-4SS for more information.

On-campus 5+4SS

If you are planning to take this course on-campus, please call (212) 955-4SS for more information.
BEFORE YOU CALL
Go for advisement as required by your school. New students will be asked to select a PIN the first time they call Torchtone. If you forget your PIN, you may call the University Registration Office at 212-998-4290.

Complete your registration worksheet.
- First, write in complete course information in the PLANNED SCHEDULE portion of the Worksheet.
- Include alternate courses in case you are not successful in getting your first choices.
- Using the Schedule of Classes, complete all Telephone Input information related to your course request.
- The 5-digit COURSE CALL NUMBERS required for telephone entry appear in bold next to each section of the course in the Schedule of Classes.

WHEN YOU ARE READY TO CALL
Be sure you have your Student ID and your confidential PIN available. (Never write your PIN where it can be identified with your Student ID or with your NYU record). Listen carefully to the instructions and responses given by TorchTone’s Voice Response System. Remember, you can listen to your schedule at any point during the registration process, and if you have problems you may press 0 to speak to a Registration Representative during office hours.

CLOSED COURSES:
You cannot enroll in a closed course on TORCHTONE. If you have written permission to enter a closed course, you may bring the permission form to the University Registration Office. You may also have the option of hearing alternate sections that fit into your schedule, and some closed courses will offer a waitlist. If you choose to listen to available sections of a closed or cancelled course, be ready to write down section numbers and meeting times as they are read.

WAITLISTING:
It is vitally important that you understand your responsibilities when placing your name on the WAITLIST of a closed course. YOU ARE RESPONSIBLE FOR CHECKING ON YOUR STATUS IN A WAITLISTED CLASS BY CALLING TORCHTONE AND LISTENING TO YOUR SCHEDULE. IF YOU GAIN ENTRY TO A WAITLISTED CLASS, YOU ARE RESPONSIBLE FOR ALL CHARGES INCURRED WITH THE BURSAR, AND FOR ADJUSTING YOUR SCHEDULE TO STAY WITHIN THE RANGE OF POINTS AS APPROVED BY YOUR SCHOOL.
1. Enrollment in the waitlisted course may put you over the maximum credit load policy of your school.
2. You will be billed for any extra charges connected with enrollment in the waitlisted course.
3. Once you are on the Class List, you are responsible for attending or officially dropping the course.

AFTER YOU CALL
You may call back at anytime to listen to your schedule. This is especially important if you have placed your name on a WAITLIST. When you receive your Statement of Account from the Bursar, please read carefully all information concerning payment policies.
OFFICE HOURS
9:00 a.m.-6:00 p.m., Monday-Thursday
9:00 a.m.-5:00 p.m., Friday
9:00 a.m.-5:00 p.m., summer

UNDERGRADUATE ADVISING & STUDENT SERVICES
Leonard N. Stern School of Business
New York University
40 West 4th Street
Tisch Hall, Suite 800
New York, NY 10012-1118

PHONE (212) 998-4020
FAX (212) 995-4000