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NEW STUDENT GUIDEBOOK



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

GRADUATE SCHOOL OF EDUCATION
OFFICE OF ADMISSIONS

Dear New Student,

Let me begin by congratulating you once again on your acceptance to Fordham University Graduate School of Education (GSE). You are about to embark on a journey with us, and it is our hope that the information in this GSE New Student Guidebook will help guide you.

I look forward to supporting you in your transition to our school and wish you success in your academic and professional endeavors. If you have any questions, feel free to contact me at the email address or phone number listed in the GSE directory. I look forward to welcoming you to Fordham University Graduate School of Education.

Best Regards,

Abraham Johnson
Director of Admissions and Enrollment Services
Graduate School of Education
Fordham University

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Graduate School of Education Helpful Offices

<u>Department</u>	<u>Contact</u>	<u>E-mail/Phone</u>	<u>*Office Location</u>
Admissions Office	Abraham Johnson Director of Admissions and Enrollment Services	ajohnson183@fordham.edu 212-636-6558	113 West 60th Street, Suite 1108
	Navin Kumar Admissions Counselor	nkumar23@fordham.edu 212-636-6401	113 West 60th Street, Suite 1108
	Nanette Michel Secretary	amichel@fordham.edu 212-636-6400	113 West 60th Street, Suite 1108
Bookstore, Lincoln Center		www.bkstr.com/fordhamstore/home 212-636-6080	
Bookstore, Westchester		www.fordham.edu/westchester 212-636-6400	
Career Planning/Placement			
Certification	Curriculum & Teaching Karen Andronico	andronico@fordham.edu 212-636-6491	1102
	Ed. Leader Admin & Policy Stanley Kaminsky	kaminsky@fordham.edu 212-636-6437	1119G
	Psych. & Ed. Services Elizabeth Casey	elcasey@fordham.edu 212-636-6469	1008E
Center for Non-Public Education	Dr. Gerald Cattaro Director	cattaro@fordham.edu 212-636-6420	1024
	Natasha Rambarran Office Assistant	rambarran@fordham.edu 212-636-6420	1024
Counseling Center		212-636-6225	McMahon Hall 211
Dean's Office	Dr. José Luis Alvarado Dean	alvarado@fordham.edu 212-636-6000	1121
	Dr. Diane Rodriguez Associate Dean	drodriguez11@fordham.edu 212-636-6000	1121
	Carolyn Velazquez-Atis Director of Administration, Records, and Strategic Initiatives	vasquezat@fordham.edu 212-636-6409	1121
Academic Divisions/ Departments Curriculum & Teaching	Dr. Aida Nevarez-LaTorre Chairperson	nevarezlatorre@fordham.edu 212-636-6475	1102DF
	James Welch Executive Secretary	jwelch12@fordham.edu 212-636-6450	1102
	Karen Andronico Director, Field Based Education & Accountability	andronico@fordham.edu 212-636-6491	1102E

	<u>Contact</u>	<u>E-mail/Phone</u>	<u>*Office Location</u>
Educational Leadership Administration & Policy	Dr. Margaret Orr Chairperson	morr4@fordham.edu 212-636-6432	1119H
	Linda Negron Secretary	lnegron@fordham.edu 212-636-6430	1119
Psychological & Educational Services	Contact the Dean's Office	gsedeans@fordham.edu 212-636-6406	1121
	Alicia Bowen Secretary	abowen@fordham.edu 212-636-6477	1012
GSE Online Learning	Veronica Szczygiel Director of Online Learning	vszczygiel@fordham.edu 212-636-7546	1102H
	Michael Taylor Student Success Counselor	mtaylor84@fordham.edu 212-636-7482	1120E
Enrollment Services	Academic Records Academic Transcripts Financial Aid Registration Issues Student Accounts	212-636-6460 718-817-4900 acadrecords@fordham.edu	
GSE Scholarships & Graduate Assistantships	Anisa Torres-Sanchez Director GSE Financial Aid	anitorres@fordham.edu 212-636-7611	1120B
Health Services/Lincoln Center		212-636-7160 212 636-7164 (fax)	140 W 62nd Street, Rm G-16
I.D. & Duplicating office	Brian Daly Lincoln Center Westchester	212-636-6048 914-367-3045	SL128A 400 Westchester Avenue Room G-13
IT Helpdesk		718-817-3999, 212-636-6282 HelpIT@fordham.edu	Lincoln Center
Mission Integrations	Dr. Robert Parmach	212-636-6268 parmach@fordham.edu	
Office of Disability Services		disabilityservices@fordham.edu	
Quinn Library		212-636-6062	Lincoln Center
Security Desk, Lincoln Center		212-636-6075	Front Lobby
Security Desk, Westchester		914-367-3333	Front Lobby
Student Affairs	D. Keith Eldredge Dean of Students, Lincoln Center	212-636-6250	140 W 62nd St, Rm. G-33
Office of Assessment	Office of Assessment and Accreditation	gseassess@fordham.edu (preferred method of contact)	45 Columbus Ave 2nd FL
Weather Related Information & Cancellations		1-800-280-SNOW	
Westchester Campus		914-367-3230 www.fordham.edu/ westchester	400 Westchester Avenue West Harrison, NY 10604


*Office locations are at Lincoln Center unless otherwise noted

Academic Calendars

The GSE Academic Calendar is your resource for important dates throughout the academic year for dates such as academic advisement, course registration, add/drop deadline dates, school closings, class make-up dates, etc.

Integrate the GSE Academic Calendar with your Fordham Gmail Calendar!

(1) Go to www.fordham.edu/gse and click on Academic within the black horizontal bar running across the top of the page

(2) When the calendar page opens, scroll down to the bottom of the page and click . You will then automatically be taken to your Gmail calendar. When the prompt below appears, click on “ADD, add this calendar”.

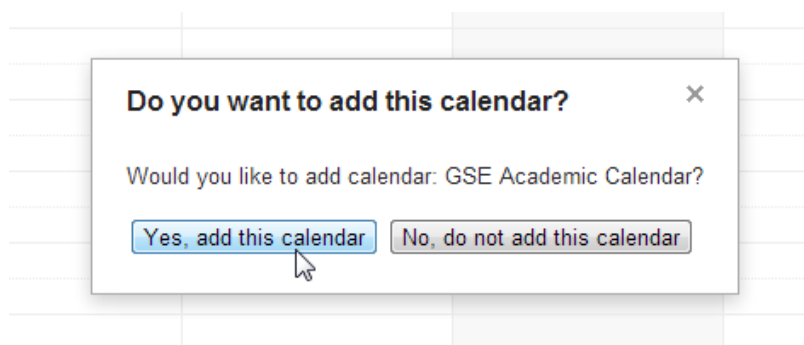
Resources

[Academic Calendars](#)

[Career Services](#)

[Centers & Institutes](#)

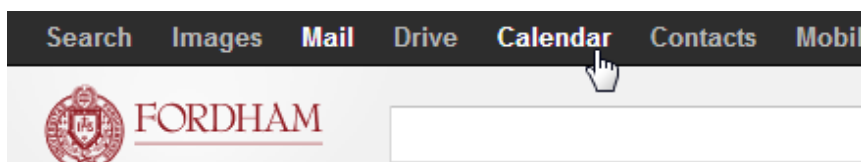
[Course Descriptions](#)



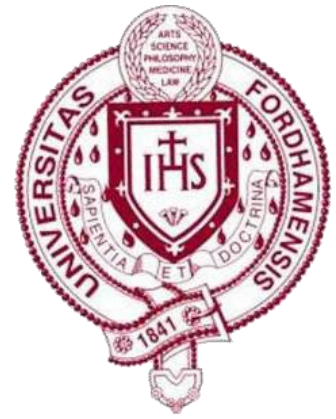
(3) You will now see all available events have been added to your Gmail calendar. ***Please make sure to visit the calendar regularly as dates are subject to change.***

To view Gmail Calendar...

- (1) Log in to your Gmail account
- (2) At the top of the page, click Calendar



MyFordham Your University Portal Page



What is MyFordham?

My.Fordham.edu is the gateway to Fordham's online services for students, faculty, staff and alumni. Other information available includes: bookmarks, calendar, an online directory, announcements, an email interface for accessing your Fordham University email, discussion groups, Blackboard access and registration, financial aid, bill payment, and academic course information.

Claiming your Account

In order to access the features listed above, you **MUST** claim your MyFordham account. To claim your account, please follow the instructions below.

- (1) Go to <http://my.fordham.edu>
- (2) Click on First Time Users

- (3) You will then be taken through the account claim process to retrieve your AccessIT ID.

The retrieval process involves answering several security questions, one of which involves the last 5 digits of your social security number, or in the case of international students, the last 5 digits of your Fordham Identification Number (FIDN).

Multi-Factor Authentication (MFA)

Multi-factor authentication (MFA) provides your password protected, online accounts at Fordham with an additional layer of security. Verifying your identity using MFA reduces the risks associated with unauthorized access to your accounts, should your passwords ever be compromised. Fordham's MFA service is provided by Duo Security, a trusted company used by many higher education institutions.

All active online accounts are required to enroll in MFA. You will be asked to enroll in MFA via an email sent from Duo Security or when you first encounter an MFA-enabled application through a browser. You are strongly urged to enroll multiple devices. For more information on MFA, please visit the [Fordham IT website](#).

Encountering Technical Problems?

If you are experiencing problems claiming your AccessIT ID, please contact the helpdesk at (718) 817-3999, only they can help you validate your personal information and escalate the issue if necessary.

Please visit the [Fordham IT website](#) for more information on AccessIT.

New Student Course Registration in Banner

WELCOME! As a new Fordham GSE student, you can use this document as a guide for registering for courses.

First: You must claim your AccessIT ID at my.fordham.edu.

Registering and Checking for Holds

Before attempting to register for classes, please ensure there are no holds on your account. In the event of holds, you will be prevented from registering.

- 1) Log on to my.fordham with your AccessIT ID (the short name of your Fordham email address) and password.
 - a. If you have forgotten your password, please select the “Forgot your Password?” link on the my.fordham login page.
 - b. To log in, you will need your two-factor authentication (via a push/call/passcode).
- 2) Select “**Log in to the New Portal**” located at the top of your screen. You will be directed to a new page.
- 3) Select “**My Pages**” at the top of your screen to see the drop-down menu. Select “**Student.**” You will be redirected to a new page.
- 4) Under **Student Services**, select “**My Account.**”
- 5) Select “**Courses.**”
- 6) On the left-hand side of the screen, select “**Student Schedule.**”
- 7) Select “**Register for Classes,**” and choose your term and date range.
- 8) Select the term you wish to register for, then:
 - Enter the Course Registrations Numbers (CRNs) given to you by your academic advisor. If you do not know the CRNs, select “Class Search” to locate to correct CRN. Please use the following as a guide for selecting the correct subject.

ASGE = Administration and Supervision

CTGE = Curriculum and Teaching

CLGE = Contemporary Learning & Interdisciplinary Research

EDGE = Interdivisional

PSGE = Psychological & Educational Services

UEGE = Urban Education

- When you have entered all CRNs that you wish to register for, select “Submit Changes.”

- 9) To verify that you have registered for the correct courses, or to check the location and time the classes that you’re registered for, select “View Registration Information.”

You can now find your registered courses and student schedule under **Registered Courses.**

Note: As a Fordham University student, you are responsible for familiarizing yourself with all rules and regulations affecting your program of study, including degree requirements. You are expected to meet with your advisor periodically in order to review these requirements and get course selection approval.

Course Registration Classes in Banner Cont'd

1) To verify that you have registered for the correct courses, or to check the location and time the classes that you registered for select "View Registration Information".

You can find your registered courses and student scheduler under **Registered Courses**.

If you are experiencing problems with registration, please contact:

Fordham University Help Desk

(718) 817-3999

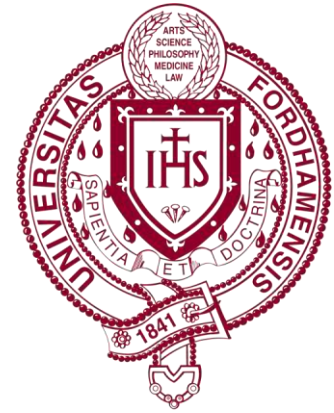
HelpIT@fordham.edu

Policies and Procedures

We welcome you and thank you for choosing to pursue professional training and certification at Fordham University, Graduate School of Education (GSE). As you are aware, all universities function under a set of rules. Some of these rules are statutes, some are policies, and others are procedures. Though we are governed by University statutes, as a graduate student in the GSE, it is your responsibility to know the GSE's policies and procedures as they pertain to you and your program.

For this reason, we encourage you to visit the [2023-2024 Graduate School of Education Bulletin](#) and learn about program policies and procedures. We especially encourage you to become familiar with the GSE [Academic Policies section](#) of the Bulletin. Not knowing the policies and procedures does not absolve you from your responsibilities as a graduate student in the GSE. We wish you success as you begin your professional growth journey with us.

Student Handbook



The Fordham University Student Handbook is provided as a resource and reference guide to University operations, policies and regulations. Additional information is available in the Graduate School of Education Bulletin.

You are responsible for knowledge of the regulations and information contained within these and other publications. If you do not understand a policy or regulation, it is your responsibility to ask the [Dean of Students Office](#) for clarification or interpretation.

Policies and Regulations included in this Handbook may be amended from time to time by the authorized administrators of Fordham University.

Please review the [website](#) for more information on:

University Regulations

Division of Student Affairs

Colleges and Schools

Academic Offices Additional

University Offices

Safety and Security

An effective security program relies upon the active participation of every student, faculty and staff member. Here at Fordham your personal safety is most important. With your assistance and cooperation we will provide the services, staffing and guidance to achieve that end. The Annual Security and Fire Safety booklet is designed to assist you with information about a variety of security services, programs and policies. A number of University departments, including Residential Life and Student Activities, produce informational materials in more detail than found in this reference guide.

The [Department of Public Safety](#) provides 24-hour, 7-day-a-week coverage at the Rose Hill and Lincoln Center campuses. Public Safety personnel are carefully screened before being assigned to Fordham University. They are strictly supervised to ensure quality performance. Public Safety personnel are overseen by a duty supervisor on every tour at all campuses.

Directions to Lincoln Center Campus



By Car

From the Lincoln Tunnel: Follow signs uptown. Take 10th Avenue uptown to 62nd Street. Turn right onto 62nd Street. The School of Law is on the right near the corner of Columbus Avenue. A public parking garage is located on 62nd Street across from the school of Law. To reach the main entrance of the Lincoln Center campus, proceed on 62nd Street to Columbus Avenue and turn right. Keep to the left side of Columbus Avenue and turn left onto 61st Street. A public parking garage is on the right. The main entrance to the University is across Columbus Avenue at the corner of 60th Street.

From Points North, via the George Washington Bridge/95: Join the Henry Hudson Parkway (Westside Highway) South. Exit at 79th Street. (Boat Basin). At the second traffic light, turn right onto West End Avenue. Continue south to 65th Street and turn left. Turn right onto Columbus Avenue. Keep to the left of Columbus Avenue and turn left onto 61st Street. A public parking garage is on the right. The main entrance to the University is across Columbus Avenue at the corner of 60th Street.

From East Side (Queensboro Bridge, Midtown Tunnel): Uptown to 66th Street and turn right. Transverse through Central Park. Continue on 66th Street to Columbus Avenue. At Columbus Avenue, turn left. Keep to the left of Columbus Avenue and turn left at 61st Street. A public parking garage is on the right. The main entrance to the University is across Columbus Avenue at the corner of 60th Street.

From Brooklyn: Take the Brooklyn Queens Expressway to Brooklyn Battery Tunnel. Out of the tunnel, bear left, then turn right onto West Street. Follow West Street to the Henry Hudson Parkway North (West Side Highway). Exit at 54th Street. Take 10th Avenue uptown to 62nd Street. Turn right onto 62nd Street. The School of Law is on the right near the corner of Columbus Avenue. A public parking garage is located on 62nd Street across from the School of Law. To reach the main entrance to the rest of the Lincoln Center campus, proceed on 62nd Street to Columbus Avenue and turn right. Keep to the left side of Columbus Avenue and turn left onto 61st Street. A public parking garage is on the right. The main entrance to the University is across Columbus Avenue at the corner of 60th Street.

From Long Island: Long Island Expressway to the Midtown Tunnel, to 34th Street West. Turn right onto 10th Avenue. Take 10th Avenue uptown to 62nd Street. Turn right onto 62nd Street. The School of Law is on the right near the corner of Columbus Avenue. A public parking garage is located on 62nd Street across from the School of Law. To reach the main entrance to the rest of the Lincoln Center campus, proceed on 62nd Street to Columbus Avenue and turn right. Keep to the left side of Columbus Avenue and turn left onto 61st Street. A public parking garage is on the right. The main entrance to the University is across Columbus Avenue at the corner of 60th Street.

By Subway

The A, B, C, D, and I subway trains all stop at 59th Street/Columbus Circle. The campus is located one block west.

By Bus

For local bus service take the M5, M7, M10, M11, M31, M57, or M104. All stop close to Columbus Circle or Lincoln Center.

By Ram Van

To get you back and forth between our Rose Hill, Lincoln Center, and Westchester campuses, Fordham University offers intercampus transportation via the Ram Van. Call (212) 636-6250 for schedule information.

Directions to Westchester Campus



Fordham Westchester is located at:
400 Westchester Avenue

Phone:
914-FORDHAM

Driving Directions

From the East via I-287:

- Follow I-287 to Exit 9N-S (Hutchinson/Merritt Parkway) and Westchester Avenue (CR-62) West bound.
- After exiting from I-287, stay on Westchester Avenue (CR-62) West bound.
(Do not get onto Hutchinson/Merritt Parkway or back onto I-287)
- Stay on CR-62/Westchester Avenue West
- Turn right at Wm. Butcher Bridge traffic light onto Fordham Westchester campus.
- Continue up hill for campus parking and Fordham Westchester

From the West via I-287:

- Follow I-287 to Exit 8E - Westchester Avenue (CR-62) East bound
- Follow Westchester Avenue (CR-62) East to the second traffic light
- Turn left at second traffic light onto the Wm. Butcher Bridge
- At light on other side of bridge, continue straight across road
- Continue up hill for campus parking and Fordham Westchester

From the North via I-684:

- Follow 684 south to 287 West and Westchester Avenue (CR-62) West bound
- Stay on Westchester Avenue (CR-62) West bound
- Turn right at first traffic light at Wm. Butcher Bridge onto the Fordham Westchester campus.
- Continue up hill for campus parking and Fordham Westchester

From the South via I-95:

- Take exit #21 off I-95 for 287 West/Cross Westchester Expressway towards White Plains/Tappan Zee Bridge
- Get onto 287 West
- Take exit 9N-S (Hutchinson/Merritt Parkway) and Westchester Avenue (CR-62) West bound.
- Stay on Westchester Avenue (CR-62) West bound (**do not get onto Hutchinson/Merritt Parkway or I-287**)
- Turn right at Wm Butcher Bridge traffic light onto Fordham Westchester campus.
- Continue up hill for campus parking and Fordham Westchester

Please note - the directions above were developed as on-line sites such as Bing, Mapquest, Google and others are incorrect or follow longer than necessary driving routes. Also - there is a 400 Westchester Avenue in Port Chester, NY and several on line sites and GPS systems have directed individuals to that location, please make sure that you put West Harrison as the destination city if using on-line directions or a GPS. Please drive safely when coming to Fordham Westchester.

To reach Fordham Westchester by Train

There are two Metro-North stations that are close to Fordham Westchester - they are the "White Plains" (on the Harlem Line) or "Port Chester" (on the New Haven Line) stations. For train schedules, please visit the [MTA website](#). From either train station, it is a short taxi or bus ride to the Fordham Westchester Campus.

To reach Fordham Westchester by Bus

The Westchester County Bee Line Bus system has three routes to get to the Fordham Westchester campus. The routes serving Fordham Westchester are the Local 12, Local 13 and Shuttle Loop A. For Bee Line Bus schedules, please visit the Westchester Bee Line Bus website.

Ram Van



To get you back and forth between our Rose Hill and Lincoln Center campuses, Fordham University offers inter campus transportation via the Ram Van.

Some important things to know ...

- Ram Van service is available to any University member holding a valid Fordham ID card.
- Because seating is limited, passengers are encouraged to sign up in advance for their trip online or from your mobile from at: <http://www.fordham.edu/ramvan>. You will need to log into your MyFordham account to make a reservation.
- Passengers are asked to arrive five minutes before scheduled departure to ensure the van leaves on time.
- Ram Vans do not operate when the University is closed during Christmas and Easter Breaks.
- If the service is suspended due to inclement weather, attempts will be made to provide shuttle service between Rose Hill and the D Train subway station. If you suspect that Ram Van may not be running please call 718-817-INFO.
- Eating, drinking, and smoking is prohibited on Ram Vans.
- The fare for a one way ticket is \$3.50. Cash is not accepted on the vans. Please purchase a ticket from either the Ram Van office at Rose Hill or from the ticket machines located in the Lowenstein Lobby at Lincoln Center. Cash, credit and debit card is accepted at both locations.
- During the academic semesters, service generally runs from 6:30 AM until Midnight. On Thursday, Friday and Saturday nights, service runs until 4 AM.

For information on the Inter-campus Transportation and scheduling, please visit: www.fordham.edu/ramvan

Parking Garages

Lincoln Center Campus

Daily parking for students, faculty, administrators, staff, or visitors to our Lincoln Center campus is currently available at any of the following private locations by having your parking ticket stamped at the Lowenstein Security desk for preferential rates.

Allie Garage (212) 246-7220: 425 West 59 Street (Between 9th and 10th Aves.)

Holiday Inn(212) 765-7069: 440 West 57th Street (Between 9th and 10th Aves.)

Prior Parking (212) 245 9594: West 61st Street (Between Columbus and Broadway)

Central Parking (212) 582-7110: 345 West 58th Street (Between 9th and Broadway)

Other Garages:

Lincoln Center Garage (212) 874-9021: 138 West 62nd Street (Between Columbus and Amsterdam)

Note: Columbus Ave. becomes 9th Ave south of 59th Street.

Rose Hill Campus

Follow this [link for information on parking](#).

Westchester Campus

To use the parking facilities, except as a visitor, a vehicle must be registered and parking fees must be paid. Registration fees are determined on a yearly basis, from September 1 to August 31. The full fee must be paid regardless of the month that the vehicle is registered.

Vehicle registration will take place inside the Security Office during building hours of operation. When applying for a Westchester Campus parking decal, you must complete a "Parking Permit Application" form. The owner's current state registration form must be shown. Each person must also present a current Fordham University identification card. Decals will not be issued without identification cards and current State Registration certificates.

The decal will be issued after compliance with the requirements listed above. If a vehicle does not have a decal affixed, the vehicle WILL NOT be permitted to make use of the parking facilities. Students/Faculty assigned to our Westchester Campus may park at Rose Hill to use the Walsh Family Library at no additional charge.



Identification Cards

The Fordham Duplicating Center/ID Center located down the hall from Quinn Library, near McMahon Hall, issues, validates and replaces Fordham University Identification cards throughout the year.

New Student Information

Students at Fordham University receive their official University ID card when they arrive on campus. The cards are prepared in advance of your expected arrival. **Newly admitted students** must upload a photo in the Student Life tab in the University portal, my.fordham.edu. Students must have registered for their courses and be cleared to attend classes by the University in order to receive their ID card. Generally, only your school or the Registrar's Office will be able to update your records to a cleared status. Your ID card has a microchip in addition to a magnetic stripe, and will be the one ID card for your entire career at Fordham.

For more information on your Fordham University ID card [click here](#).

Lost or Stolen ID Cards

Your new ID card is more than just an identification card, it's an essential part of campus life at Fordham University, you will want to keep it with you at all times. Please guard your card as you would any important document. Do not lend your card to anyone for any reason. As soon as you realize your card is lost, please report it as lost or stolen via the my.fordham.edu on the Web. You cannot receive a new card without first reporting it as lost or stolen via my.fordham.edu. To obtain a replacement you may go to the Duplicating Center/ID Center during regular business hours. There is a *\$20 charge for replacing a lost or stolen ID card for the first time. The fee for additional replacements is *\$30. **You must have your Fordham ID Number (FIDN) to obtain your new card.**

* The Fordham Duplicating Center/ID Centers do not accept payment directly. Simply fill out the form and you will be billed later.

Fordham University ID Card Features

- **Identification** - With your picture on the front and your account information magnetically encoded on the back, the Fordham University ID Card functions as your official University identification card— instantly identifying you as a fully privileged member of the University community and should be carried with you at all times.
- **Library Privileges** - Using the University libraries is a big part of your life as a Fordham University student. With your ID card you can access Quinn Library as well as Walsh and the Law Libraries.
- **Building Access** - Your Fordham University ID card allows you to access classroom buildings, specified computer laboratories, and other campus areas. You must present your ID card upon entering any of the Fordham Campuses

Libraries



The **Gerald M. Quinn Library at Lincoln Center** contains some 400,000 volumes and is named in memory of the late Dean of Fordham College at Lincoln Center. In addition to a general collection serving Fordham College at Lincoln Center, the Quinn Library also has strong collections in business, education, and social service serving the three graduate schools on that campus. Contact the Reference Desk at (212) 636-6050.

The **Walsh Library at Rose Hill** contains over 1,000,000 volumes and is named after William Walsh, a Fordham alumnus and member of the University Board of Trustees, who made a major contribution toward its construction. All Rose Hill Library services including the science library, audio visuals, electronic services, government documents, archives, special collections, microforms, and Fordham dissertations are housed here. Contact the Reference Desk at (718) 817-3586.

The **Westchester Campus** has a library to accommodate students' research needs with particular emphasis on the newest social service materials. The Fordham Westchester Library is located on the ground level and features a 30,000 volume library, access to the nearly 400 databases, and 50,000 electronic journals subscribed to by the University, and individual study/learning stations. Contact the Reference Desk at (914) 367-3061.

For more information ...

[Visit Fordham Libraries online.](#)

Just some of Fordham University's library online features:

- Catalogs and Collections
 - Fordham Library Catalog
 - Other Library Catalogs
 - DigitalResearch@Fordham
- Library Resources
 - Databases & Indexes
 - Subject Specific Research Guides
 - Electronic Books
 - Electronic Journals
- Library Services
 - Ask a Librarian, Text a Librarian (66746)
 - Electronic Information Center
 - Archives & Special Collections
- Library Information
 - Library News
 - Remote Access
 - Library Hours

Fordham University Lincoln Center Bookstore

Everything from textbooks, to apparel, school supplies, gifts and technology can be found at the Fordham University Lincoln Center Bookstore. The bookstore is located on the street level, just beyond the escalators.

Stop by and take a look around, or [visit the bookstore online](#) .

Convenient Online Bookstore Features:

Purchase textbooks online. All you need to know is your division (ASGE, CTGE, or PSGE), course number, and section. You can search for books for all of your courses at once or do them individually.

Add/Drop Protection

They say "...you better shop around," but here's one time you may want to reconsider. Many online book sellers won't refund your purchase if you drop a class - leaving you out of luck. If you drop a course during the school's add/drop period, you can return your books to the bookstore for a refund (check our refund and exchange policy for details).

Purchase digital textbooks online

Purchase apparel, and gifts

Purchase school supplies

Purchase computer hardware, software, accessories and other electronics

The latest in computer hardware and software is available for you at a discounted rate. Check the website for the latest deals!

Fordham University Lincoln Center Bookstore

113 West 60th Street

New York, NY 10023

Store telephone: (212)636-6080



Locker Rental Information

The Office of Student Leadership and Community Development rents lockers each fall, spring and summer session to commuting students. Locker rental fees are \$20.00 for the full academic year and \$15.00 for a single semester or summer session. To rent a locker, please stop by the Office of Student Leadership and Community Development in LL 408.

Student Lounges, Cafes & Study Areas

Lincoln Center Campus

There are several student lounges in the Lowenstein building including a quiet study space on the third floor, a casual lounge on the second floor (adjacent to the student government offices) and a student lounge at the rear of the cafeteria. Students can be found studying, conversing and participating in group work in each of these lounges, as well as in the cafeteria or on the Plaza during the time between their classes. Many students also spend free time in the stacks of the Quinn Library.

The cafeteria is a great place to relax before a class, meet up with other students, or grab a bite to eat. Make sure to visit Freshens for a delicious smoothie or great frozen yogurt treat. Also, visit Jazzman's next to the security desk of the main entrance of the Lowenstein building for a quick refreshing snack/coffee.

Rose Hill Campus

The Rose Hill campus is full of great locations for commuting students to relax, study, and mingle in between classes and meetings.

The Student Lounge - Lower Level of the McGinley Center

The Student Lounge is the most popular place to meet commuting students. The lounge contains a large screen television, kiosk, comfortable seats, tables, wireless Internet and a pool table. The Student Lounge often hosts events sponsored by the Commuting Student Association (CSA) and Commuter Assistants. This is also where all flyers are posted about programs or promotions pertaining to commuter students.

Westchester Campus

Students will have access six days per week to hot and cold food and beverages at the ground level Common Ground Cafe, and everyday access to modern food and beverage vending machines. A spacious student lounge area is available for dining.

Computer Labs

Computer labs are accessible to Fordham University students on all three campuses.

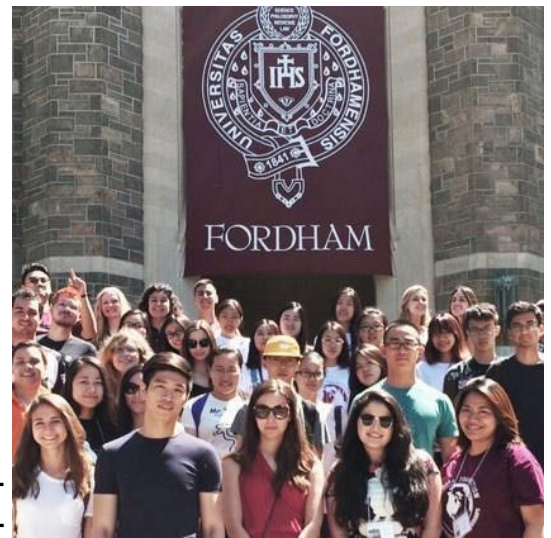
The Graduate School of Education has its own computer lab on the 10th floor of the Lowenstein Building at the Lincoln Center Campus in room 1025. The hours of operation are:

Monday - Friday: 10:50am - 4:50pm

Saturday & Sunday: 12:00pm - 4:00pm

For more information on Fordham University's computer labs on all 3 campuses [click here](#).

Office for International Services



The Office of International Services is a resource center for the University's international community and their interests. For our international non-immigrant students, the office facilitates their adjustment to life in the United States by assisting students in matters concerning immigration, such as visa, status, SEVIS, I-20 or DS-2019 forms, employment and travel authorizations. This office also provides the students with personal counseling, information on health insurance requirements and banking, and programs to promote cross cultural and international understanding. Our office also serves as a resource for our Academic Departments and Administrative Offices on immigration matters regarding our international faculty, researchers and scholars.

For more information ...

Visit the Office for International Services [online](#).

Online features include:

- Health Insurance Information
- Information for applying for a Social Security Number
- Drivers License information
- Information for Continuing Students
 - Maintaining Legal Status
 - F-1 Program Extension
 - J-1 Program Extension
 - Reduced Course Load
 - Employment Resources

Institute of American Language and Culture

Fordham University's Institute of American Language and Culture (IALC) provides courses in English as a Second Language (ESL) to students at all levels of proficiency. The IALC specializes in preparing non-native English speakers for study in an American university classroom.

For more information, please visit: www.fordham.edu/esl

Office for Disability Services

The **Office of Disability Services** at Fordham University helps to ensure equal educational access and opportunity for all members of our community. In the Jesuit tradition of *cura personalis*, members of the ODS staff work individually with each student to understand his or her strengths and limitations in order to develop the most effective and comprehensive accommodation plan.

In addition to working in a direct service capacity with our students, the Office of Disability Services also collaborates with administrators, faculty, and staff to ensure that the facilitation of reasonable and appropriate accommodations for students with disabilities is provided. As a University, Fordham will offer reasonable and appropriate auxiliary aids and services to assist otherwise qualified persons in achieving access to its programs, services, and facilities in accordance with Section 504 of the Federal Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

For more information ...

Visit the Office of Disability Services [online](#).

Online features include:

- FAQs
- Documentation Guidelines
- Accommodations
- Office of Disability Services Forms
- Scholarships and Funding
- Career Resources
- Campus Access Information
- Upcoming Events

Veterans Services



Fordham Veterans Association

The Fordham Veterans Association maintains a weekly newsletter offering unique opportunities to Military and Veteran associated students and alumni. To sign up for the newsletter, please visit their [website](#).

Services and Resources for Veterans

Campus Counseling

Fordham's Counseling and Psychological Services is here to serve the mental health needs of those in the Fordham community. These services are available to Fordham students and the campus community for personal issues in any aspect of their lives.

Writing Workshops

The Veterans Writing Workshop gives veterans the tools and confidence they need to bring their stories to life. Veterans will meet once a week for valuable peer support and feedback.

Barnes and Noble Assists Veterans

In recognition of processing backlogs at the Veterans Administration and the resultant difficulties that can be experienced by newly admitted student-veterans when book stipends are delayed, the Barnes & Noble Bookstores at the Rose Hill and Lincoln Center Campuses will provide a deferred payment option for student-veterans in their first term of study at Fordham.

Edge4Vets Transition Support Workshops

In the military, you learned critical strengths, including the ability to change with the circumstances, the engagement that enables you to work with others, the pro-action that helps you get things done, and the optimism that keeps you positive. And through the workshops that make up our Edge4Vets program, you'll see how to use these leadership traits to succeed in an academic environment. With the community at [Edge4Vets](#) you can share your personal transition story, discuss ongoing challenges, and get tips from other veterans. This one-of-a-kind program is just one of the ways Fordham helps veterans transition to academic life and achieve their goals.

Four Block Internship Program

Four Block Foundation is a nonprofit organization committed to providing career development and transition support services to returning veterans and their families. Four Block represents a call-to-action to support transitioning veterans and their families with beginning new careers and discovering meaningful ways to continue their service here at home. [Learn more here](#).

Veterans Integration to Academic Leadership (VITAL)

Veterans Integration To Academic Leadership is VA's approach to reaching out to student veterans to help facilitate the transition from soldier to student. The VITAL Initiative is a partnership between VA New York Harbor Healthcare System and local colleges and universities. We're here to help you navigate your needs and concerns and maximize your unique set of strengths, skills and life experiences as you develop and translate your interests and talents into the academic setting. For more Information on VITAL, [click here](#).

Free Yoga Class for Veterans

Connected Warriors is a community-based volunteer organization providing free, trauma-conscious yoga therapy for service members, veterans and their families and friends in the United States. At the Fordham location, we have opened the class up to veterans, their classmates and staff members. For more information, [click here](#).

For more information, visit the [Fordham Veterans website](#).

Student Health Services



Fordham University is pleased to announce that the Student Health Plan has been renewed with Aetna Student Health and will continue to be offered to all eligible Fordham students for the 2023-2024 policy year. The Student Health Plan provides comprehensive health insurance, including access to Aetna Student Health networks and nationwide pharmacies.

The annual rate is a \$4,260 premium charge. *This rate is pending approval by the state insurance department and is subject to change in the meantime.

Learn about Student Health Insurance

Students who are already covered by another insurance will be eligible to waive the health insurance fee, as soon as they receive their first fall tuition bill, including the insurance fee, and are fully registered for fall courses. [The website is now available.](#)

Part-time graduate students, Gabelli online students, and PCS students taking 5 credits Less

Graduate, Law, and Dissertation students carrying 5 or fewer credits as well, as students enrolled in Gabelli online programs with four semester starts each calendar year, and PCS students may purchase coverage voluntarily. Students do not have to do a waiver. Students can go online and choose the part-time student plan. The student will not be charged for the insurance on their student account. The student will have to pay with a credit card.

All full-time domestic students' waiver requirements

Students who are enrolled in a health plan that is comparable to the Student Health Plan may waive the Fordham coverage through [Aetna Student Health](#) to provide proof of comparable coverage, a student will need to have information about his or her current health insurance plan readily available. By waiving the Fordham coverage, a student is confirming the following:

- The student is covered by the indicated medical insurance policy and will maintain coverage for the fall semester or the year.
- The student has compared their policy to the Student Health Insurance Plan and certifies that their plan provides benefits that are at least comparable to the Student Health Insurance Plan.
- The student's plan provides reasonable comprehensive coverage of health services, including primary care, emergency services, surgical services, hospitalization benefits, ambulatory patient services, and mental health services, along with coverage for lab work, diagnostic x-rays, physical therapy, chiropractic care, and prescription coverage, and that these services are reasonably accessible in the area where the student is attending school.

Incomplete waivers would not be processed. Waivers must be completed every fall semester. Waivers are not carried over from previous years or semesters. **All waivers must be submitted by September 10.** Students who do not complete a waiver prior to the deadline will automatically be enrolled and charged for the semester in which the student is enrolled. Once the waiver is submitted, the charge will be removed from the student account. Students and authorized payers can verify the adjustment by logging in to my.fordham.edu ("My EBill").

Students are responsible for verifying that their waiver was submitted correctly. Students will receive an email confirmation after completing the waiver application to confirm that the application is approved or denied. If you do not receive an email, please call Aetna Student Health at 866-381-1529, so they can confirm if the waiver has been submitted or not.

Providing insurance information to other offices on campus (e.g., Athletics, Health Services, online portal, and loan applications) does not fulfill the waiver requirement. If a student does not complete the waiver through www.aetnastudenthealth.com before the deadline, he or she will automatically be enrolled in and charged for the Student Health Insurance Plan.

International Students (F-1 or J-1)

International students can learn more about their insurance requirements at [Fordham's Office of International Students Health Insurance](#).

The deadline to complete the Insurance Registration Process is September 10. Please see the new changes to waive the student insurance plan below.

Aetna Student Health offers on-call interpreters as well as translation services for plan documents. Language services information can be found at [Aetna Student Health Language Services](#).

Fordham University will no longer allow insurance companies that do not meet or exceed the limits offered by Fordham University's Student Health Insurance Plan. This is to ensure that all international students are covered by a plan that is comparable and accessible to provide health coverage.

To meet these criteria, you must:

- Maintain other insurance coverage that is equal to or greater than the Student Health Insurance Plan benefits and with no additional exclusions.
- The insurance company must be headquartered and operating in the US, with a US claims address and customer service telephone number.
- The plan must be ACA compliant (Affordable Care Act) and the plan must provide inpatient hospitalization benefits in the New York City area, including mental health benefits. The plan must provide outpatient benefits in the New York City area (including office visits, outpatient mental health visits, and laboratory and radiology procedures). Coverage for emergency-only care does not satisfy the requirement.
- The maximum benefit payable under the insurance plan must be unlimited. (no dollar limit) The insurance plan must include coverage for medical evacuation of at least USD \$50,000 per year, repatriation of remains of at least USD \$25,000 per year, and a deductible not to exceed USD \$500 per year.

The following types of insurance plans will not be acceptable for waiving the Fordham plan:

- The plan must be ACA-compliant for travel policies with limited benefits and exclusions of coverage.
- Insurance plans always require students to pay for out-of-pocket treatment and then be reimbursed.
- Plans advertised as ACA Comparable do not satisfy the waiver requirement.

Continuation of Benefits

(Extension for a 90-day coverage is available for students who graduated in May and their coverage ends on August 22. Coverage is from August 23 to November 22. Students can go online to enroll at [Aetna Student Health](#). The deadline to enroll is September 10.

Students can enroll in this Dental discount program.

- To enroll in this savings plan, click here: [Fordham Enrollment Link](#).

Dependent Enrollment

Insured students have the option of enrolling their **eligible dependents** (a spouse or a child under the age of 26). You may also enroll dependents online at www.aetnastudenthealth.com.

Dependents must be enrolled for the same time period as the student. For example, a student enrolled beginning in the fall semester cannot purchase dependent coverage starting in the spring unless there is a qualifying life event (loss of coverage, new baby, marriage). Dependents enrolled for the fall must be re-enrolled for the spring and you are responsible for enrolling and re-enrolling your eligible dependents each semester. The deadline to enroll dependents is September 10, for the fall semester. Enrollment applications received after that date would not be accepted.

Enrollment after Waiving the Health Insurance Plan

After the waiver deadline, a student may enroll in the Student Health Insurance Plan only on the basis of a **qualifying life event**. Qualifying life events include marriage, the birth of a child, or loss of coverage from an existing policy. Students who qualify may submit an email to studentinsurance@fordham.edu and the Insurance Compliance Administrator will email you a qualifying event form.

Financial Hardships

Students can contact the Student Health Insurance Coordinator in the event they or their families experience financial hardship and need to explore alternate avenues for coverage procurement.

Insurance Questions or Concerns

Insurance questions or concerns should be directed to Fordham University Insurance Coordinator Maritza Rivera-Garcia at studentinsurance@fordham.edu or you can reach me at 718-817-4164.

Fordham Fitness



McMahon Residence Hall at the **Lincoln Center** campus houses the Fitness and Exercise Center on the second floor. The Center is equipped with Nautilus machines, stationary bicycles, and step machines. For an additional cardiovascular workout, aerobics classes are also offered.

Fordham GSE Community Online

Now that you are a member of the Graduate School of Education, come join us online! You can visit us on Facebook, keep up on the latest around GSE on our Blog, join us on LinkedIn, or follow us on Twitter! Get information on upcoming events, conferences and workshops, announcements, and so much more!

Follow Us!



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