



FORDHAM UNIVERSITY
THE JESUIT UNIVERSITY OF NEW YORK

5/26/2011

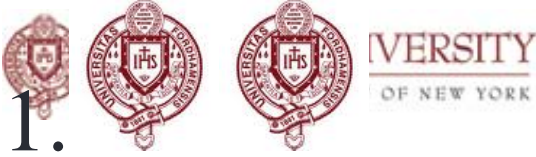


FORDHAM
GBA

FIRST TRIMESTER GUIDEBOOK

What you need to know before you start your studies | GBA

FIRST TRIMESTER GUIDEBOOK



GRADUATE SCHOOL OF
BUSINESS ADMINISTRATION
Academic Programs

Dear Fordham GBA Student,

Congratulations on your acceptance at the Fordham Graduate School of Business! I know that you have worked hard to overcome many obstacles in your way to get to this point, but I believe that it was worth “pushing the car uphill”* and being a Fordham MBA student will open a new exciting chapter in your life.

In the time you spend here, no doubt, you will find yourself immersed in many challenging, engaging and sometimes frustrating tasks, and you may rest assured that my team is here to help and assist you. As you embark on this journey, let me share simple, yet important advice with you. Equip yourself with as much information as you can, get to know your fellow travelers, ask for directions ever so frequently, check to make sure that you’re on the right path, and most importantly, enjoy the trip.

It is my pleasure to present you the *First Trimester Guidebook*. This guidebook will provide you with the important information you need as a new student. It includes not only guidelines on the process of registration and selecting your first trimester classes, but also information on student clubs, international student services and much more.

If you have not done so, I encourage you to visit our website bnet.fordham.edu and explore information under the Student tab. In this site, we have devoted one section especially to Newly Admitted Students.

I welcome you to our community and look forward to meeting you at the new student orientation, which, I hope, will be enjoyable and worthwhile experience.

Very truly yours,

Stuart J. Lipper
Associate Dean of Academic Programs

* You will hear the full story about this during the new student orientation

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OFFICES DIRECTORY

| <u>Department</u> | <u>Contact</u> | <u>E-mail/Phone</u> | <u>Location</u> |
|--------------------------------------|--|--|---|
| Admissions Office | | 212-636-6200 gbaadmissions@fordham.edu | 33 W. 60 th St., 4 th fl. |
| Area Chairs | | | |
| Accounting & Taxation | Dr. Allen Schiff | 212-636-6177 schiff@fordham.edu | Lowenstein, 6 th fl. |
| Communications | Dr. Philip Napoli | 212-636-6196 pnapoli@fordham.edu | Lowenstein, 6 th fl. |
| Finance and Bus. Econ. | Dr. Sris Chatterjee | 212-636-6120 chatterjee@fordham.edu | 1790 Broadway, 13 th fl. |
| Information Systems | Dr. Mark Silver | 212-636-6755 silver@fordham.edu | Lowenstein, 6 th fl. |
| Legal & Ethical Studies | Dr. Kenneth Davis | 212-636-7267 kedavis@fordham.edu | 33 W. 60 th St., 4 th fl. |
| Management Systems | Dr. Falguni Sen | 212-636-6160 fsen@fordham.edu | 1790 Broadway, 11 th fl. |
| Marketing | Dr. Dawn Lerman | 212-636-7358 lerman@fordham.edu | Lowenstein, 6 th fl. |
| Bookstore (Lincoln Center) | | | Lowenstein, 1 st fl. |
| Enrollment Services | Academic Records Academic Transcripts Financial Aid Tuition Payment/Billing | 212-636-6700 | Lowenstein, 2 nd fl. |
| Faculty Center | Professor Mailboxes | 212-636-6150 | Lowenstein, 6 th fl. |

| <u>Department</u> | <u>Contact for</u> | <u>E-mail/Phone</u> | <u>Location</u> |
|---|---|---|---|
| Health Services | Immunizations Insurance | 212-6356-7160 | McMahon Rm. 203 |
| ID & Duplicating Offices | Identification Cards Duplicating/Printing | 212-636-6048 | Lowenstein Rm. 128A |
| IT Helpdesk | Problems logging into my.fordham or using the Fordham internet on campus and other IT related issues | 718-817-3999 helpdesk@fordham.edu | |
| Office of Academic Advisement | Planning courses and course schedule towards your degree | 212-636-7202 | 33 W 60 th St 4 th fl. |
| Office of Career Management | Advice on building career tools and optimizing applications. Career planning | 212-636-7796 mbacareers@fordham.edu | 33 W 60 th St 4 th fl. |
| Office of Student Life | Student life/student clubs, classes, scheduling, updating and maintaining student files | 212-636-6104 gbastudents@fordham.edu | 33 W 60 th St 4 th fl. |
| Ram Van | Inter-campus transport | 212-636-6250 | |
| Residential Life | | 212-636-7100 | McMahon 1 st fl. |
| Security Desk (Lincoln Center) | | 212-636-6075 | Lowenstein Front Lobby |
| Weather Related Info | | 1-800-280-SNOW | |
| Westchester Campus | | 914-367-3426 | |
| Other Services | | http://www.fordham.edu/cgi-bin/directory.cgi | |

GBA'S ACADEMIC CALENDAR 2011/2012

SUMMER 2011

June

30 (R) New Student Registration begins - Fall 2011

July

4 (M) Independence Day Observed – University closed

August

26 (R) – 27 (F) New Student Orientation

FALL 2011

September

5 (M) Labor Day – University closed

6 (T) Classes begin (100% refund)

13 (T) Last day of 100% refund

14 (W) 70% refund begins

21 (W) 55% refund begins

28 (W) 40% refund begins

October

5 (W) 25% refund begins

10 (M) Columbus Day – University closed

12 (W) 0% refund begins

13 (R) Last day for removal of ABS/INC from the Summer 2011 trimester

21 (F) Additional session for Monday classes due to Columbus Day

28 (F) Last day to withdraw from a Fall 2011 class

November

4 (F) Additional session for Wednesday classes due to Thanksgiving

11 (F) Additional session for Thursday classes due to Thanksgiving

14 (M) Registration begins – Spring 2012

17 (R) Registration for 1st term students

18 (F) Additional session for Saturday classes due to Thanksgiving

23 (W)–27 (Su) Thanksgiving – University closed

December

12 (M) Last day of classes

13 (T) Final examinations begin

19 (M) Last day of final examinations

23 (F)–Jan 2 (Su) University closed – Christmas Break

SPRING 2012

January

3 (M) University re-opens

3 (M) Classes begin (100% refund begins)

10 (M) Last day of 100% refund

11 (T) 70% refund begins

13 (F) Additional session for the Late Trimester Start

16 (M) University closed – Martin Luther King Day

17 (T) 55% refund begins

20 (F) Additional session for Monday classes due to Martin Luther King Day

24 (T) 40% refund begins

31 (T) 25% refund begins

February

1 (W) 25% refund begins

1 (W) Last day to file a Candidate for Degree Card for May 2012 Graduation

8 (T) 0% refund begins

8 (W) Last day for removal of ABS/INC from the Fall 2011 trimester

20 (M) Presidents' Day – University closed

24 (F) Last day to withdraw from a Spring 2012 class

24 (F) Additional session for Monday classes due to Presidents' Day

March

2 (F) Additional session for Thursday classes due to Holy Thursday

11 (Su)–18 (Su) Spring Break – no classes – University open

19 (M) Registration begins – Summer 2012

22 (R) Registration for 1st term students

23 (F) Additional session for Saturday classes due to Holy Saturday

30 (F) Additional session for Monday classes due to Easter

April

5 (R) – 9 (M) Easter Weekend – University closed

14 (S) Last day of classes

16 (M) Final examinations begin

21 (S) Last day of final examinations

SUMMER 2012

April

23 (M) Classes begin (100% refund)

30 (M) Last day of 100% refund

May

1 (T) 70% refund begins

8 (T) 55% refund begins

15 (T) 40% refund begins

- 20 (S) University Commencement (GBA Diploma Ceremony date TBD)
- 22 (T) 25% refund begins
- 22 (T) Last day for removal of ABS/INC from the Spring 2012 trimester
- 28 (M) Memorial Day – University closed**
- 29 (T) 0% refund begins

June

- 1 (F) Additional session for Monday classes due to Memorial Day
- 1 (F) Last day to file a Candidate for Degree Card for September 2012 graduation
- 7 (R) Last day to withdraw from a Summer 2012 class
- 25 (M) Registration begins – Fall 2012**
- 28 (R) Registration for 1st term students
- 29 (F) Additional session for Monday classes due to Independence Day

July

- 4 (M) Independence Day – University closed**
- 28 (S) Last day of classes
- 30 (M) Final examinations begin

August

- 4 (S) Last day of final examinations

2010-2011??? GBA TUITION AND FEE SCHEDULE

Tuition Fees

| Credits | Tuition | Fees | Total Cost |
|------------|-----------------------|---|------------|
| | \$1,158.00 per credit | w/ \$90 General Fee & \$66 technology Access Fee | |
| 3 Credits | \$3,474 | \$156 | \$3,630 |
| 6 Credits | \$6,948 | \$156 | \$7,104 |
| 9 Credits | \$10,422 | \$156 | \$10,578 |
| 12 Credits | \$13,896 | \$156 | \$14,052 |
| 15 Credits | \$17,370 | \$156 | \$17,526 |

Additional Fees

| | |
|---|--|
| Orientation Fee (Non-Refundable)* | \$150.00 |
| International Student Service Fee (per term) | \$ 26.00 |
| Returned Check Surcharge | \$ 35.00 |
| Replacement of Picture ID Card | \$ 25.00 |
| Study Abroad Fee (per term) | \$250.00 |
| Waiver Examination Fee (per exam) | \$100.00 |
| Maintenance of Matriculation Fee (charged if the student takes the term off) | \$ 40.00 |
| Monthly service charge on outstanding tuition balance | 1.5% of total outstanding balance |

- *Orientation is mandatory for all newly admitted students and the orientation fee is not refundable.*

IMMEDIATE STEPS TO TAKE

1. Mail in your letter of intent

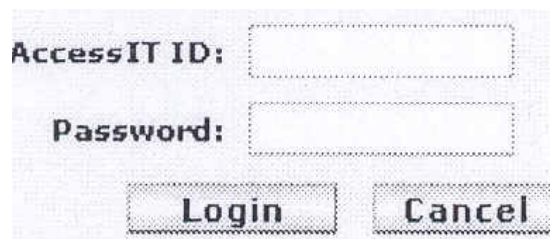
If your application to Fordham Business School has been accepted, you will receive an admissions packet. Included in this packet is an “Intent to Enroll” form. You can either fax or mail in your letter of intent to confirm that you will be joining us. Registration for classes usually begins three months prior to each term. (Please refer to the Academic Calendar for dates). It is advised to send in this letter at least 48 hours before you expect to start registering for classes. Once we receive this letter, you will be put into the system as a new student and a Fordham ID number and Fordham email address will be generated for you. You will receive information on this from the IT department. This is important information for you to have to be able to complete any further steps and register for your classes.

2. Claim Your Access ID

Students register via the University Portal, <http://my.fordham.edu>. This portal is the gateway to Fordham's online services for students, faculty, staff and alumni. It offers a variety of services under one page including bookmarks, calendars, an online directory, campus announcements, an email interface, academic course and enrollment tools, discussion groups, registration, financial aid, bill payment, and academic course information.

In order to register for the Fall, you must claim your AccessIT ID on the my.fordham page

- Go to the following website: <http://my.fordham.edu>
- Click on First Time Users



AccessIT ID:

Password:

[Click Here to claim your AccessIT ID and set your password](#)

- You will 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 (FIND). International students will need to contact the Admissions Office to obtain this information.

3. Register for Classes

Please see pages 7-9 for step-by-step details on how to register for classes. Also, please review pages 10-17 for guidance on how to select courses for your first trimester.

4. Attend Orientation

Orientation is mandatory for all new students. Please refer to the next page for more details about the orientation session.

2. Attend Classes

Classes for the Fall, and Spring terms usually begin the first week in September and January. Classes for Summer term usually begin the last week in April. Please refer to your schedule on my.fordham.edu for the most updated listing of classroom assignments and additional course details prior to attending classes. Additionally, a listing of all classroom assignments will be posted on the 6th floor of the Lowenstein Building during the first week of classes.

IMPORTANT INFORMATION TO REMEMBER

New Student Orientation

All students are required to attend the Orientation program. The Office of Student Life will provide you with the specific details of your orientation date, time, activities.

Please note: Orientation is mandatory for all new students. Be sure to check the GBA website for specific times, updated information and to RSVP. If you have questions, please contact the Office of Student Life at (212) 636-6104 or via e-mail at gbastudents@fordham.edu.

Attire is business casual.

Waiver Examinations

There are certain terms and conditions that must be met in order to be waived out of a class. Once admitted, you may submit an application to the admissions office to qualify for a waiver, or if you are over the 6 year limit, you may choose to take a waiver exam for prerequisites and core courses (except Business Policy).

Students have until the end of their first trimester to take their waiver exams. The cost of each exam is \$100. Waiver exam dates are listed each term on the GBA Calendar.

Students that took ESL classes in their first trimester will be given the option to take waiver exam either in their first term or second term. However, ESL students who attempted to take waiver exams in their first trimester cannot take waiver exams again in their second trimester.

To register for a waiver exam or to find out more information regarding waivers, please go to our Business School website, <http://www.bnet.fordham.edu>. Click on "Students" and then click on "Waiver Policy/Exams". If you have any questions, please send inquiries to gbastudents@fordham.edu.

Registering for Classes

New Student Registration usually begins three months prior to each term and ends following the first week of classes. You may add or drop classes at 100% refund until the first week of classes has concluded. Following the first week of classes, the University Portal will not be accessible for adding/dropping classes on-line. At this time, if you need to make adjustments to your schedule, you must come to the Office of Student Life to fill out an add/drop form. Be advised that after the first week, you will no longer receive a 100% refund for classes you drop. Please refer to refund policy/dates listed on the academic calendar. After the first week of classes, any courses that are dropped will result in a "W" (withdrawal) on the student's transcript.

Using my.fordham.edu for registration

- my.fordham.edu will be accessible for registration for new students, and remain open twenty-four hours a day, seven days a week. The system will not allow you to register before this time.
- Registration dates are determined by how many Earned Credits you have. Earned credit is credit you receive by actually registering, completing, and receiving a grade for a class. Waived courses do not count towards Earned Credit Hours.
- There is no wait-list for closed courses, so it is a good idea to prepare a few possible schedules in case some of your desired classes are closed.
- Once you have claimed your account, log-on to my.fordham.edu by entering your AccessIT ID and password.

- Click on the “Student” tab at the top of the page
- The “Registration Tools” box at the top left of the page contains everything you will need to complete your registration.

Searching for Courses

- First click on “Registration Status” in the “Registration Tools” box to make sure you do not have any holds that prevent registration.
- Next, you may click on “Look Up Classes” to view the available course selections for the term. Make sure you are in the **Correct** term. You may search by subject by entering the criteria you choose from the pull-down boxes. Click “Class Search” at the bottom of the page to pull up all the possible courses for your criteria. Please note courses preceded by a “C” are already closed. To find more information about a course click on the 5 digit Course Reference Number.

Adding/Dropping Courses

- You may register for a course from the search page by clicking on the box to the left of the course listing. Scroll down to the bottom of the page, and click “Register.”
- If you already know a course’s CRN (Course Reference Number) and do not need to view detailed course information, you may add or drop classes directly from the “Add or Drop Classes” link in the “Registration Tools” box. In the “Add Classes Worksheet” page, enter the CRNs for the courses you wish to register for and click “Submit Changes.” You will automatically be directed to your current schedule. If the status of the courses lists “Web Registered,” you’ve been successfully added to the classes. Any problems will appear under “Registration Add Errors.”
- You may only register for courses which are open and which you have satisfied all the prerequisites.
- Please note, courses for the Westchester campus end in section OOA. All Lincoln Center courses should end in sections with numbers (i.e., 001, 002, etc.).
- To drop a course you registered for, refer to the “Action” section of your current schedule. In the pull-down menu for the class you wish to drop, click “Web Dropped” and “Submit Changes” at the bottom of the page.

Conditional Add/Drop

- Once you have completed registration, you may drop a class contingent upon the availability of another course.
- You may do this under the “Registration Status” section of the “Registration Tools” box.
- You will be brought to a “Registration” page where you can click on the “Conditional Add or Drop Classes” option. Under your “Current Schedule,” click on “Conditional Drop” in the pull-down menu next to the class you wish to drop. Then, add the CRN (Course Reference Number) for the class you wish to add under “Add Classes Worksheet.” The add/drop will take effect once you hit “Submit Changes” pending the availability of the class you added.

Other Features

- In the “Registration Status” field, you may find all your registration information such as class schedules, current and past registrations, fee assessments, etc. You may also view your holds, see your account balance, and view your unofficial transcript.

Helpful Resources

- For help navigating my.fordham registration, go to the “Student Registration Tutorial” or the “Banner Registration Quicktips” in the box on the top right of the “Student” tab.
- For technical support, please contact the Fordham IT Help Desk at (718) 817-3999 or via email at helpdesk@fordham.edu.
- For all other questions or concerns, contact the Office of Student Life at (212) 636-6104 or via e-mail at gbastudents@fordham.edu.

GUIDE TO SELECTING FIRST TRIMESTER COURSES

1. The normal course load for a full-time student is 12 - 15 credits (4-5 courses). Part-time students generally register for 6 credits (2 courses) but may register for 3 credits (1 course) if necessary.
2. The term's course schedule is posted on my.fordham. You can access it by selecting *Look up classes* under the *Student* tab and select *your upcoming term* on the drop down menu under *Search by Term*. The term subject items for GBA are:
 - GBA Accounting
 - GBA Business Economics (includes Managerial Economics)
 - GBA Business Law
 - GBA Design Management (includes Statistics and Mathematical Methods for Business)
 - GBA Finance
 - GBA Information Systems
 - GBA Management
 - GBA Marketing
 - GBA Taxation
 - GBA Media and Communications

Quick tips for looking up classes: To quickly access the GBA areas click “G” in the window on the right side of Subject:



- You can select all subjects by holding the “Shift” key down and scrolling to the bottom of the Subject menu.
 - You can select multiple subjects and/or other options by holding the “Ctrl” key down and clicking on various options.
 - Please note that the schedule is subject to change up until the classes begin.
3. As a first year student, you should take mostly prerequisites and core courses. You may register for upper-level course(s) in addition to core courses if you have satisfied the prerequisites for the upper-level course(s).
 4. With your letter of acceptance, you received a Waiver Sheet. It outlines which of the prerequisite and core courses you are required to complete to receive your degree. If you were not waived out of classes, you may take any of the following courses during your first trimester as they do not require prerequisites:

SUGGESTED FIRST TRIMESTER COURSES BASED UPON WAIVERS

**IF YOU RECEIVED
THIS/THESE WAIVER(S)**

**YOU MAY REGISTER FOR ANY OF THESE
PREREQUISITE OR CORE COURSES**

| | |
|---|---|
| No Waivers | DG6810 Mathematical Methods for Business DGGB6820 Statistics BE6220 Managerial Economics AC6111 Fundamentals of Accounting BL6310 Business Law I IS6910 Management Information Systems |
| Only DG6810 Mathematical Methods for Business | DG6820 Statistics BE6220 Managerial Economics AC6111 Fundamentals of Accounting BL6310 Business Law I IS6910 Management Information Systems |
| Only DG6820 Statistics | DG6810 Mathematical Methods for Business BE6220 Managerial Economics AC6111 Fundamentals of Accounting BL6310 Business Law I IS6910 Management Information Systems |
| Only BE6220 Managerial Economics | DG6810 Mathematical Methods for Business DG6820 Statistics AC6111 Fundamentals of Accounting BL6310 Business Law I IS6910 Management Information Systems |
| Only AC6111 Fundamentals of Accounting | DG6810 Mathematical Methods for Business DG6820 Statistics BE6220 Managerial Economics BL6310 Business Law I FN6411 The Financial Environment IS6910 Management Information Systems |
| Only BL6310 Business Law I | DG6810 Mathematical Methods for Business DG6820 Statistics BE6220 Managerial Economics AC6111 Fundamentals of Accounting IS6910 Management Information Systems |
| Only FN6411 The Financial Environment | DG6810 Mathematical Methods for Business DG6820 Statistics BE6220 Managerial Economics AC6111 Fundamentals of Accounting BL6310 Business Law I IS6910 Management Information Systems |

**IF YOU RECEIVED
THIS/THESE WAIVER(S)**

**YOU MAY REGISTER FOR ANY OF THESE
PREREQUISITE OR CORE COURSES**

| | |
|---|---|
| Only MK6411 Marketing Management | DG6810 Mathematical Methods for Business DG6820 Statistics BE6220 Managerial Economics AC6111 Fundamentals of Accounting BL6310 Business Law I IS6910 Management Information Systems |
| Only IS6910 Management Information Systems | DG6810 Mathematical Methods for Business DG6820 Statistics BE6220 Managerial Economics AC6111 Fundamentals of Accounting BL6310 Business Law I |
| DG6810 Mathematical Methods for Business & BE6220 Managerial Economics | DG6820 Statistics AC6111 Fundamentals of Accounting BL6310 Business Law I IS6910 Management Information Systems |
| DG6810 Mathematical Methods for Business & DG6820 Statistics | BE6220 Managerial Economics AC6111 Fundamentals of Accounting BL6310 Business Law I IS6910 Management Information Systems |
| DG6820 Statistics & BE6220 Managerial Economics | DG6810 Mathematical Methods for Business AC6111 Fundamentals of Accounting BL6310 Business Law I MK6710 Marketing Management MG6613 Fundamentals of Management IS6910 Management Information Systems |
| DG6810 Mathematical Methods for Business & AC6111 Fundamentals of Accounting | DG6820 Statistics BE6220 Managerial Economics BL6310 Business Law I FN6411 The Financial Environment IS6910 Management Information Systems |
| DG6810 Mathematical Methods for Business & BL6310 Business Law I | DG6820 Statistics BE6220 Managerial Economics AC6111 Fundamentals of Accounting IS6910 Management Information Systems |
| DG6810 Mathematical Methods for Business & FN6411 The Financial Environment | DG6820 Statistics BE6220 Managerial Economics AC6111 Fundamentals of Accounting BL6310 Business Law I IS6910 Management Information Systems |

IF YOU RECEIVED THIS/THESE WAIVER(S)

YOU MAY REGISTER FOR ANY OF THESE PREREQUISITE OR CORE COURSES

DG6810 Mathematical Methods for Business &
MK6710 Marketing Management

DG6820 Statistics
BE6220 Managerial Economics
AC6111 Fundamentals of Accounting
BL6310 Business Law I
IS6910 Management Information Systems

DG6810 Mathematical Methods for Business &
IS6910 Management Information Systems

DG6820 Statistics
BE6220 Managerial Economics
AC6111 Fundamentals of Accounting
BL6310 Business Law I

DG6820 Statistics &
AC6111 Fundamentals of Accounting

DG6810 Mathematical Methods for Business
BL6310 Business Law I
FN6411 The Financial Environment
IS6910 Management Information Systems

DG6820 Statistics &
BL6310 Business Law I

DG6810 Mathematical Methods for Business
BE6220 Managerial Economics
AC6111 Fundamentals of Accounting
IS6910 Management Information Systems

DG6820 Statistics &
FN6411 The Financial Environment

DG6810 Mathematical Methods for Business
BE6220 Managerial Economics
AC6111 Fundamentals of Accounting
BL6310 Business Law I
IS6910 Management Information Systems

DG6820 Statistics &
IS6910 Management Information Systems

DG6810 Mathematical Methods for Business
BE6220 Managerial Economics
AC6111 Fundamentals of Accounting
BL6310 Business Law I

BE6220 Managerial Economics &
AC6111 Fundamentals of Accounting

DG6810 Mathematical Methods for Business
DG6820 Statistics
BL6310 Business Law I
FN6411 The Financial Environment
MK6710 Marketing Management
IS6910 Management Information Systems

BE6220 Managerial Economics &
BL6310 Business Law I

DG6810 Mathematical Methods for Business
DG6820 Statistics
AC6111 Fundamentals of Accounting
MK6710 Marketing Management
IS6910 Management Information Systems

BE6220 Managerial Economics &
FN6411 The Financial Environment

DG6810 Mathematical Methods for Business
DG6820 Statistics
AC6111 Fundamentals of Accounting
BL6310 Business Law I
MK6710 Marketing Management
IS6910 Management Information Systems

IF YOU RECEIVED THIS/THESE WAIVER(S)**YOU MAY REGISTER FOR ANY OF THESE PREREQUISITE OR CORE COURSES**

BE6220 Managerial Economics &
IS6910 Management Information Systems

DG6810 Mathematical Methods for Business
DG6820 Statistics
AC6111 Fundamentals of Accounting
BL6310 Business Law I

AC6111 Fundamentals of Accounting &
BL6310 Business Law I

DG6810 Mathematical Methods for Business
DG6820 Statistics
BE6220 Managerial Economics
FN6411 The Financial Environment
IS6910 Management Information Systems

AC6111 Fundamentals of Accounting &
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AC6111 Fundamentals of Accounting &
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IS6910 Management Information Systems

AC6111 Fundamentals of Accounting &
IS6910 Management Information Systems

DG6810 Mathematical Methods for Business
DG6820 Statistics
BE6220 Managerial Economics
BL6310 Business Law I
FN6411 The Financial Environment

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DG6810 Mathematical Methods for Business
DG6820 Statistics
BE6220 Managerial Economics
AC6111 Fundamentals of Accounting
IS6910 Management Information Systems

BL6310 Business Law I &
MK6710 Marketing Management

DG6810 Mathematical Methods for Business
DG6820 Statistics
BE6220 Managerial Economics
AC6111 Fundamentals of Accounting
IS6910 Management Information Systems

BL6310 Business Law I &
IS6910 Management Information Systems

DG6810 Mathematical Methods for Business
DG6820 Statistics
BE6220 Managerial Economics
AC6111 Fundamentals of Accounting

IF YOU RECEIVED THIS/THESE WAIVER(S)**YOU MAY REGISTER FOR ANY OF THESE PREREQUISITE OR CORE COURSES**

| | |
|--|---|
| MK6710 Marketing Management & IS6910 Management Information Systems | DG6810 Mathematical Methods for Business DG6820 Statistics BE6220 Managerial Economics AC6111 Fundamentals of Accounting BL6310 Business Law I |
| MK6710 Marketing Management & FN6411 The Financial Environment | DG6810 Mathematical Methods for Business DG6820 Statistics BE6220 Managerial Economics AC6111 Fundamentals of Accounting BL6310 Business Law I IS6910 Management Information Systems |
| FN6411 The Financial Environment & IS6910 Management Information Systems | DG6810 Mathematical Methods for Business DG6820 Statistics BE6220 Managerial Economics AC6111 Fundamentals of Accounting BL6310 Business Law I |
| DG6810 Mathematical Methods for Business & DG6820 Statistics & BE6220 Managerial Economics | AC6111 Fundamentals of Accounting BL6310 Business Law I MG6613 Fundamentals of Management IS6910 Management Information Systems MK6710 Marketing Management |

If you have received waivers for three or more courses, and this combination does not appear on the list, please call The Office of Student Life or the Office of Academic Advisement at 212-636-6104 for assistance in selecting the most appropriate courses.

5. Most upper level Communications courses do not require prerequisites, so you may also take a CMGB course as an elective (or concentration course if Communications is your concentration) as long as there is room in your program to do so.
6. Depending on your concentration(s), you should try to plan your schedule for the first few trimesters as strategically as possible. Many concentrations have upper level prerequisites you need to plan for. For instance, if you are pursuing a Finance concentration, you will most likely take FNGB7421 Principles of Modern Finance as it is a prerequisite for most other upper level Finance courses. However, in order to take Principles of Modern Finance you must first take FNGB6411 Financial Environment, which requires ACGB6111 Fundamentals of Accounting as a prerequisite.

PREREQUISITES

| | |
|-----------|-----------------------------------|
| DGGB 6810 | Mathematical Methods for Business |
| DGGB 6820 | Statistics |
| BEGB 6220 | Managerial Economics |

CORE COURSES

| | |
|-----------|--|
| ACGB 6111 | Fundamentals of Accounting |
| BLGB 6310 | Business Law I |
| ISGB 6910 | Management Information Systems |
| MGGB 6613 | Fundamentals of Management - <i>Managerial Economics</i> - <i>Statistics</i> |
| FNGB 6411 | Financial Environment - <i>Fundamentals of Accounting</i> - <i>Mathematical Methods for Business</i> |
| MKGB 6710 | Marketing Management - <i>Managerial Economics</i> |
| MGGB 6627 | Operations Management - <i>Fundamentals of Management</i> |
| MGGB 7660 | Business Policy - <i>All other Core Courses</i> |

* Courses listed in italics are prerequisites for the course listed above. All three prerequisites and the first three core courses do not have prerequisites.

NEW STUDENT ACADEMIC ADVISING

If you have questions regarding your program after reading your *First Trimester Guidebook* or would like to set up an appointment to discuss your first trimester courses, you may call The Office of Academic Advisement at (212) 636-6104.

We recommend new students come in for Academic Advising during the first term of their studies. There will be more information on the curriculum and course choices made available to the new students during orientation and details will be available through an academic advisor.

We kindly request students come in for academic advising 3 times throughout the academic cycle:

1. **During the first term** of your studies to make sure that you declare your concentration and/or designation and learn about the study options at GBA.
2. **At the half-way point** of your studies to **double-check that you're on track**. We can help you to identify relevant concentration and elective courses for your career.
3. **Before you start your last term** to make sure that with your final course selection you have **met all requirements** for your program of study. We can help you select that last elective course of particular interest that will conclude your time at Fordham.

FREQUENTLY ASKED QUESTIONS

| Program | Number of Credits |
|--|---|
| Regular MBA - single concentration | 69 |
| Regular MBA - dual concentration | 72 |
| MBA in Public Accounting (CPA track) | 69 |
| Global Professional MBA - single concentration | 73.5 |
| Global Professional MBA - dual concentration | 85.5-88.5 |
| MS in Media Management | 39 |
| MS in Accounting | 30 (those who need to take a prerequisite 33) |
| MS in Taxation | 30 (those who need to take a prerequisite 33) |
| MBA/MSIS | 84 |
| MTA (MBA in Professional Accounting/MS Taxation) | 99 |

How long does it take for a Full Time/Part Time student to complete the regular MBA degree? Taking 2 classes a trimester, a Part Time student can finish the program in 4 years. Taking 4 classes, a Full Time student can finish in 2 years. Please note that this estimation does not consider waivers. If you've been waived out of classes or take more classes per term, you may be able to complete the program earlier.

What is the typical course load for a Full Time/Part Time student?

Full Time students usually take 4-5 classes per trimester. Part Time students usually take 2-3 classes per trimester. Please note international students must take at least 3 classes per trimester to maintain Full Time status.

What areas can I concentrate in? How do I change a concentration?

All students are required to choose one or two concentrations at the onset of their term. GBA students may declare a concentration in any of the following areas: Accounting, Communications & Media Management, Finance, Information Systems, Management, and Marketing. Some students may wish to change their concentration once they have completed the prerequisite and core courses. To change a concentration, you will need to contact an academic advisor and fill out the Change of Concentration Form.

How many extra classes do I have to take to have a dual concentration?

Just one, but the program requirements do change with a dual concentration, so you should speak to an advisor before switching. These criteria change if you are enrolled in one of our special programs, such as the MTA or GPMBA. Speak to your academic advisor for details.

What is the difference between Breadth Electives and Free Electives?

Breadth Electives are courses that may NOT be in your area(s) of concentration. Similarly, you may only take a maximum of two classes from a single departmental area to count towards your Breadth Electives. Students pursuing a single concentration are required to take five Breadth Electives, and those pursuing a dual concentration must take three.

Free Electives can be any course that is either from your area of concentration or not. Unlike breadth electives, you can choose any upper-level GBA course you like to complete your free electives.

Which courses are considered upper-level?

Upper-level or advanced courses are 7000- or 8000- labeled courses

What is a designation?

Students may, but are not required to pursue a designation. A designation adds more of a focus to your program. It is not a concentration, but rather an opportunity to cluster courses around a specific area. GBA offers designations in Electronic Business, Entrepreneurship, International Business, and Global Sustainability. Students pursuing a designation must take five designation classes among their five concentration courses, five breadth electives, and two free electives. Classes can be chosen from a pre-approved list of courses specific to the designation. For a list of appropriate courses or for more information, visit the Office of Academic Advisement.

When am I eligible to take a waiver exam?

Students can take waiver exams **only during their first trimester** for the following classes: Math Methods for Business, Statistics, Managerial Economics, Fundamentals of Accounting, Business Law I, Management Information Systems, Fundamentals of Management, Financial Environment, Marketing Management, and Operations Management. Each exam lasts two hours, and students may take a maximum of two exams on the same day. Please note that Business Law I is a four hour exam and students taking this exam will not be able to take another exam on the same day. The cost of each exam is \$100, paid in the form of check or money order made out to Fordham University.

Students who believe they could be waived out of any of the above classes due to prior course work should contact the Admissions Office prior to or during their first trimester. You will be asked to fill out a Waiver Request Form as well as turn in any course descriptions for the classes in question. This information and documentation should have been sent to you by the Admissions Office at the time of admittance. If you have not yet received this information, please contact the Admissions Office at (212) 636-6200.

What should I do if I need to take a semester off?

You should register for Maintaining Matriculation on my.fordham.edu. You will also need to contact the Office of Academic Advisement for assistance as you cannot complete this process on your own. You may maintain matriculation for up to 6 trimesters and will be billed \$40 for each term you are away. Please note that you cannot apply for maintaining matriculation in your first term. If you cannot attend the first trimester, you will need to defer your admission.

Can an international student take a leave of absence?

International students wishing to take a full load of classes for only two out of the three trimesters and maintain matriculation for the third may only do so during the Summer term. Always check with the Office of International Students to ensure that you are legally maintaining your student status.

Can I receive credit for an internship?

You may receive class credit for up to two internships once you have completed your prerequisites and core courses. During the Summer session, GBA offers internship classes in some departmental areas, so you may register yourself for the course pending the professor's approval of the internship. If you wish to receive credit for an internship during the Fall or Spring terms, you need to come into the Office of Academic Advisement to fill out an Internship Form. This requires approval from the area chair of the department the internship will count for as well as from a Full-Time professor from the same department to supervise the work for the course. You should also submit a letter on company letterhead stating the nature of the internship as well as the start and end dates. In both scenarios, you will be billed for 3 credits.

International students who wish to obtain credit for an internship, must also fill out a CPT form in addition to the above requirements. This form is available at the Office of International Students.

After I register, when will I receive my bill?

You should receive your bill about three weeks after you register for classes. Students who do not pay the entire tuition bill by the due date on their statement will be assessed a 1.5% monthly finance charge on their overdue balance.

What is GBA's refund policy regarding dropped classes?

The University allows students to drop classes on-line at 100% refund through the first week of classes. Thereafter, the University will refund a percentage of tuition based on the number of weeks that have passed since the beginning of the term. After the first week of classes, you may no longer add/drop classes on-line. You'll need to come into the Office of Student Life to fill out an add/drop form.

How do I know where my classes are located?

Room assignments will be posted shortly before classes start and can be accessed on your detailed schedule under the "Registration Status" section of the my.fordham "Registration Tools" box. Classroom assignments will also be posted during the first week of classes on the 6th floor of the Lowenstein Building by the elevators.

Do I need a minimum GPA in order to graduate?

Yes. In order to graduate, you must maintain a minimum of a 3.0 cumulative GPA. If after any trimester you fall below a 3.0, you will be put on academic probation. At that time you have three trimesters to raise your GPA or you will be automatically withdrawn from the program. GBA reserves the right to put students who's GPA's fall below 3.0 on probation.

Can I take classes at another school?

Once you have completed all prerequisites and core courses, you may, under special circumstances, study at another school; however, **you may not take classes within the tri-state area.** You may take a maximum of 12 credits abroad, and studies must be completed at an AACSB accredited school (www.aacsb.edu). All courses must be approved by the Office of Academic Advisement before you study abroad. We currently have partnerships with the ESADE School of Business in Barcelona, the BiMBA program in Beijing, and Thunderbird in Arizona.

STUDENT ADVISORY COUNCIL AND STUDENT CLUBS

The Student Advisory Council (SAC) is the Fordham Business School's principal student organization. Student opinion on programs, curriculum and faculty is channeled through SAC. SAC is an elected body consisting of a President, two Vice Presidents (one for full-time students and one for part-time students), a Treasurer, and a P.R. Representative/Social Chairperson. Officers and members also participate in student orientations and in graduation as well as the joint sessions of the faculty of the College of Business Administration and Graduate Business. In addition, SAC oversees the budgets of the various student organizations. As the umbrella organization for the School's various clubs, it seeks to stimulate interest in school activities and works towards the continuous improvement of the MBA program. Through presentations, club programs and social gatherings, SAC promotes ties with alumni and the business community.

Fordham's student clubs foster a sense of community for students with similar interests. Students meet informally at meetings and social events to discuss educational, career, and worldwide concerns and opportunities. All students are welcome to join any club.

Student Club List

- Asian Business Network
- Black and Hispanic MBA Association
- Chinese Business Club
- Fordham Entrepreneur Society
- Fordham Finance Society
- Fordham Retail Club
- Global Professional MBA Club
- Fordham International Students' Association
- Fordham Jewish Student Association
- Marketing Society
- Media and Entertainment Alliance
- Net Impact
- Outbiz!
- Real Estate Club
- Sports Management Club
- Tax Society
- Fordham Women in Business

For more information ...

contact SAC members at fordhamSAC@gmail.com
or look up www.fordhamsac.com

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. During registration periods, the Center is open for extended hours.

All new students must fill out the Photo ID Response Form attached to the back of this booklet in order to receive an official University ID. You will need a University ID card in order to enter any Fordham building. This magnetically encoded ID card will be your official University ID for the length of the Fall - Spring academic year. Every Fall a new card will be issued to you. Students must already have registered for their courses in order to receive their ID card. For your first trimester, you may pick up your ID card at orientation or during the first week of classes before the start of each class on the 6th floor of the Lowenstein Building.

Your new ID card is an essential part of campus life at Fordham University, and you will want to keep it with you at all times. Should your card be lost or stolen, please report it immediately to Fordham University Security at (212) 636-6075. To obtain a replacement, you may go to the Duplicating/ID Center during regular business hours. You will be billed \$25 for replacing a lost or stolen ID card. The fee is waived if you present proper documentation from the Security Office or Police Department indicating the theft of your card. Provided you can present the pieces to ID staff, the fee is also waived for broken cards you wish to replace.

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.

Library Privileges - Using the University libraries is a big part of your life as a Fordham student. With your ID card you can access Quinn Library as well as the Walsh and 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.

Neighborhood Discounts - Many neighborhood stores give discounts to Fordham students.

To help you enhance your Fordham experience, United Student Government will provide you with a list of businesses that provide a discount for Fordham students. You may enjoy a discount at the following places by presenting your ID card at the time of payment. :

- J Crew (the Shops at Columbus Circle; inside the Time Warner Building)
- The Flame Diner (Corner of 58th and 9th Avenue)
- Alan's Marketplace (27 Columbus Avenue ... right across from Lowenstein)
- Strokos Pizza (Corner of 58th and 10th Avenue)
- Starbucks (59th and Columbus Avenue)
- The Olympic Flame Diner (60th and 10th Avenue)
- Your Fordham University **ID** card also makes you eligible for student discounts at various museums, movie theatres and on and off Broadway theatres, and other cultural attractions. For a listing of museums/galleries that offer discounts, visit: <http://offers.nycarts.org/students/home>.

ON AND AROUND CAMPUS

Directions to Lincoln Center

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 Pkwy (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 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 Pkwy North (Westside Highway). Exit at 54th Street. Take 10th Avenue uptown to 62nd Street. Turn right into 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 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 into 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.

By Subway or Bus

The A, B, C, D, and 1 subway trains all stop at 59th Street/Columbus Circle. The campus is located one block west.

For local bus service take the M5, M7, M10, M11, 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.

(For directions to the Westchester campus, please go to <http://www.fordham.edu/academics/westchester>)

Fordham University Libraries

The Gerald M. Quinn Library at Lincoln Center contains some 375,000 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 available for the three graduate schools on campus.

The Walsh Library at Rose Hill contains about 900,000 volumes and is named after William Walsh, a Fordham alumnus and member of the Board of Trustees, who made a major contribution towards 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.

The Westchester Campus Library houses over 30,000 volumes and serves Fordham's graduate schools of Business, Education, Religious Education, and Social Services. All of Fordham University Libraries' electronic books and databases are available in the Westchester Campus Library.

For more information...

Visit Fordham Libraries online at www.library.fordham.edu

Just some of Fordham University's library online features:

- Catalogs and Collections
 - Fordham Library Catalog
 - Other Library Catalogs
 - DigitalResearch@Fordham
- Library Resources
 - Databases and Indexes
 - Electronic Books
 - Electronic Journals
- Library Services
 - Ask a Librarian
 - Electronic Information Center
 - Archives & Special Collections
- Library Information
 - Library News
 - Remote Access
 - Library Hours

Lincoln Center Bookstore

Everything from textbooks to apparel, school supplies, gifts and technology can be found at the Fordham University Bookstore. The bookstore is located on the street level of the Lowenstein Building, just beyond the escalators. You may also visit the bookstore online at <http://fordhamIC.bkstore.com> to purchase textbooks, school supplies, apparel, computer hardware, and gifts.

Locker Rentals

The Office of Student Leadership and Community Development rents lockers each fall, spring, and summer session to commuting students. Locker rental fees are \$15.00 for the full academic year and \$10.00 for a single semester or summer session. To rent a locker, please stop by the Office of Student Leadership and Community Development in Room 408 of the Lowenstein Building.

Student Lounges & Cafes

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 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 frozen yogurt treat. Also, visit Jazzman's next to the security desk of the main entrance of the Lowenstein building for a quick snack or coffee.

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. Aerobics classes are also offered. Tennis and basketball courts are located just outside McMahon Hall for use by the Fordham community. There is no charge to use the Lincoln Center Fitness Center.

Other

West Side YMCA - 5 W. 63rd St. (btw. Broadway and Central Park West) - offers a special student rate for students taking at least 12 credits per semester

New York Sports Club - 61 W. 62nd St. (btw. Broadway and Columbus Circle) - discounts offered with a one or two year membership contract

Equinox - 10 Columbus Circle @ W. 60th St. - members receive a 10% discount at the full-service spa and have access to the lap pool, sauna, steam room, and juice bar

Club H Fitness - 423 W. 55th St. - discounts offered to Fordham students with valid ID

OFFICE OF INTERNATIONAL SERVICES

The Office of International Services (OIS) is a resource center 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 1-20 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. The office also serves as a resource for Fordham's Academic Departments and Administrative Offices on immigration matters regarding international faculty, researchers, and scholars.

For more information ...

Please visit the online site at www.fordham.edu/ois

Online features include: Health insurance information, information for applying for a Social Security Number, Driver's License information, and information for Continuing Students, such as maintaining legal status, F-1 program extension, J-1 program extension, reduced course load, and employment resources.

The Office of International Services
33 W.60th St., 3rd FI
New York, NY 10023
(212) 636-6270

GRADUATE STUDENT HOUSING

The four Fordham graduate schools (GBA, LAW, GSS, GSE) provide affordable housing to graduate students. Housing is under the management of the Office of Residential Life at Lincoln Center.

Fordham has allocated a number of single-occupancy only studio and one bedroom apartments for graduate school students within blocks of the Lincoln Center campus. They are very accessible to campus, public transportation, Central Park, grocery stores, and restaurants and bars. Students living in these apartments form a community with other Fordham graduate students and gain valuable life experience.

- **Step 1:** Look through the detailed description and floor plans of our studio and one bedroom apartments on the Graduate Student Housing website
- **Step 2:** If you are interested, check the Application page to see if applications are being accepted
- **Step 3:** After they receive your request and verify your qualification, they will contact you with information about move in or joining our waitlist
- **Step 4:** If there is a vacancy and you decide to take it, they will provide you with the Residence Agreement to sign and will request payment from you

To access the Graduate Student Housing website for more information and to fill out an application for housing, please follow the directions below.

1. Go to <http://www.bnet.fordham.edu/>
2. Click on Admissions at the top of the page
3. On the drop down menu, click Housing
4. Under the Housing Options, click on Graduate Housing

STUDENT ACCIDENT & SICKNESS INSURANCE

It is recognized that the University student is faced with the pressures of academics, financial issues, changing roles and responsibilities, and achieving long range goals. Student Health Services has a role in helping the student understand and cope with these issues in a "healthful" way and have a successful University experience.

Student Health Services at Fordham University strives to provide a variety of health related services to the campus community, in the clinic setting. These services include primary health care such as acute illness care, women's and men's health care, treatment of minor injuries, public health issues, and mental health concerns. In providing these services, an emphasis is placed on health education, illness prevention, and encouraging healthy lifestyle choices.

All students are required to complete the Health eU on-line Insurance Registration Process. During this process you will be asked to either provide information on your current medical insurance coverage, purchase the Fordham sponsored Student Insurance Plan, or complete a brief opinion survey.

It is mandatory for international students to have medical hospitalization insurance. The Fordham International Student Insurance plan can be accessed by going to www.fordham.edu/ois. Information regarding this coverage is available at the Office of International Students at (718) 817-3145 or (212) 636-6270.

For more information ...

Please visit the Student Health Services on-line at:

www.fordham.edu/health

Student Health Services - Lincoln Center
McMahon Residence Hall, Rm 203 155 W.
60th St
New York, NY 10023
(212) 636-7160
(212) 636-7164 FAX

FORDHAM UNIVERSITY STUDENT HEALTH SERVICES

Accurate and complete immunization information is required for registration at Fordham University. Incomplete information may result in your registration being delayed or even blocked. Please follow these directions:

Students: Once your health care provider has completed this form, make a copy for your records and return the original to the address listed on this sheet. Forms may also be faxed to (718) 817-3218. This form is not valid if any information is missing and will not be processed without a health care provider's signature, stamp, and license number.

Health Care Providers: Complete all parts of Section I A or Section I B1-B3. For each section, place a check beside the relevant documentation being provided and provide the date of immunization, illness and/or serologic testing, in the corresponding space to the right. Please note the date format of Month/Day/Year (MM/DD/YY). All immunizations must have been received after the first birthday. This form will not be processed without a health care provider's signature, stamp, and license number.

Section I. Measles, Mumps, & Rubella Immunizations. NEW YORK STATE VACCINATION LAW 2165 and Fordham University requires verification of vaccination or immunity for **EVERY REGISTERED FORDHAM STUDENT** born after **Dec. 31, 1956** to document proof of their immunity to Measles, Mumps, and Rubella.

A. MMR: This combination vaccine is often given because it protects from measles, mumps, and rubella. Two doses are required for entry into Fordham University. (1) One must have been received on or after the 1st birthday. (2) The second dose must have been received at least 28 days after the first dose and at age 15 months or greater as per NYS DOH guidelines. ***MMR was not available in the U.S. before 1/1/1972; there NO immunizations administered before that date are acceptable for U.S. students.**

B1. Measles (Rubeola): **A.** Two doses are required. (1) One dose must have been received on or after the 1st birthday and in 1969 or later. (2) The second dose must have been received at least 28 days after the first dose and at age 15 months or greater. **B.** A previous history of having Measles is acceptable proof of immunity. The provider must enter the dates of initial diagnosis in the space provided. **C.** Immunity may be proven by a blood test for antibodies. The provider must enter the date of the immune results.

B2. Mumps: **A.** One dose is required. One dose required on or after the 1st birthday and in 1969 or later. **B.** A previous history of having Mumps is acceptable proof of immunity. The provider must enter the dates of initial diagnosis in the space provided. **C.** Immunity may be proven by a blood test for antibodies. The provider must enter the date of the immune results.

B3. Rubella (German Measles): **A.** One dose is required. One dose is required on or after the 1st birthday and in 1969 or later. **B.** A previous history of having Rubella is **NOT** acceptable proof of immunity. **C.** Immunity may be proven by a blood test for antibodies. The provider must enter the date of the immune results.

Section II. Meningococcal Vaccine. This section is NEW and must be completed. READ CAREFULLY. As per New York State Public Health Law 2167, you MUST either have the vaccine or sign a waiver stating you have read about the disease and decline the vaccine.

A. Meningococcal meningitis vaccine (Menactra™/Menomune™): Please consider this vaccine. Students wishing to decline this vaccine must read the information in the box below. **Signing the waiver indicates that you understand the possible risk involved in not receiving this immunization.** If you are under the age of 18, a parent or legal guardian must sign this waiver for you.

Waiver Statement-Meningococcal Meningitis: College students, especially freshman living in residence halls, are at a slightly increased risk for contacting meningococcal disease. The bacterial form of this disease can lead to serious complications such as swelling of the brain, coma, and even death within a short period of time. A vaccine is currently available that will decrease, but not completely eliminate, a person's risk of acquiring meningococcal meningitis. This element of uncertainty remains because there are five (5) different serotypes (A, B, C, Y, & W-135) and the current vaccine does not offer any protection from serotype B. The vaccines, Menactra™/Menomune™, probably protects for 3-5 years, and is extremely safe for use. Menactra™/Menomune™ vaccine is available at the Fordham University Student Health Center for a cost of \$ 90. For more specific information about meningococcal meningitis and college student risks, please visit the NYS DOH Web Site at: <http://www.health.state.ny.us/nysdoh/immun/meningococcal/index.htm>

Section III. Recommended for good health (not mandatory)

A. Tetanus-Diphtheria: booster shot within the past 10 years. Space is provided to record this information.

B. Hepatitis B Vaccine: It is recommended that all infants, children and adolescents up to the age of 18 receive the hepatitis B vaccine. It is also recommended for adults who may be at high risk for infection. Space is provided to record this information.

Section IV. History & Physical Examination Form (If applicable); go to www.fordham.edu/health to print out form

This section is recommended for incoming undergraduate freshman only. A physical examination by a clinician should be performed within the last year.

Call us to schedule an appointment or if you have questions regarding the Health Services. Visit us on-line at www.fordham.edu/health

Please return forms to:

Fordham University Student Health Services
Attn: Immunizations
441 East Fordham Road
Bronx, NY 10458
(p) (718) 817-4160 fax (718) 817-3218

Student's Name _____

Fordham ID #: _____ Phone _____

Number:(_____) _____

Date of Birth: _____

E-mail: _____

Expected Date of Graduation: _____

Campus: Rose Hill Lincoln Center Marymount Status: Graduate student Undergraduate student

I. REQUIRED IMMUNIZATIONS for ALL Students born after 1/01/57

| | |
|--|----------------|
| Section A. MMR (Measles, Mumps, Rubella; was not available in the US before 1/1/72) | Month/Day/Year |
| _____ 1 st MMR Dose (Administered after 1 st birthday AND after 1/1/1972) | ____/____/____ |
| AND | |
| _____ 2 nd MMR Dose (Administered after 15 months of age and at least 28 days after 1 st dose) | ____/____/____ |

| | |
|---|----------------|
| Section B1. Measles | Month/Day/Year |
| _____ 1 st Live Virus Dose (Administered after 1 st birthday & 1/1/69) | ____/____/____ |
| AND | |
| _____ 2 nd Live Virus Dose (Administered after 15 months of age and at least 28 days after 1 st dose) | ____/____/____ |
| OR | |
| _____ History of Illness (documented by Health Care Provider) | ____/____/____ |
| OR | |
| _____ Immunity (Proven by Serologic Testing) | ____/____/____ |

| | |
|--|----------------|
| Section B2. Mumps | Month/Day/Year |
| _____ Live Virus Dose (Administered after 1 st birthday & 1/1/69) | ____/____/____ |
| OR | |
| _____ History of Illness (documented by Health Care Provider) | ____/____/____ |
| OR | |
| _____ Immunity (Proven by Serologic Testing) | ____/____/____ |

| | |
|--|----------------|
| Section B3. Rubella (German Measles) | Month/Day/Year |
| _____ Live Virus Dose (Administered after 1 st birthday & 1/1/69) | ____/____/____ |
| OR | |
| _____ Immunity (Proven by Serologic Testing) | ____/____/____ |
| Note: History of Illness is NOT acceptable | |

II. New Requirement for ALL Students

(circle one) Menomune /Menactra

A. Meningococcal Meningitis Vaccine (Menomune or Menactra) given within the past 10 years: Date: ____/____/____
Month Day Year

OR Read information on Instruction sheet and sign waiver, below.

_____ I have read, or have had explained to me, the information regarding meningococcal meningitis disease. I understand the risks of **not** receiving the vaccine. I have decided that my child/I will not obtain immunization against meningococcal meningitis disease.

Signature of Student or Parent/Guardian (If student under 18) _____ Date: _____

III. Recommended for good health (not mandatory)

A. Tetanus-Diphtheria Immunization booster within last 10 years Date: ____/____/____
Month Day Year

B. Hepatitis B Vaccine Dose 1 ____/____/____ Dose 2 ____/____/____ Dose 3 ____/____/____
Month Day Year Month Day Year Month Day Year

An official stamp from a doctor's office, clinic, or health department AND an authorized signature must be provided below.

Send or fax completed form to:

Fordham University Student Health Services, Attn: Immunizations 441 East Fordham Road Bronx, NY 10458 (718) 817-3218 FAX

IV. PHYSICAL EXAMINATION FORM (Recommended for incoming *freshman only* within the last year)

NAME: _____ **Fordham ID #:** _____ **DOB:** _____

PERSONAL HISTORY Do you have now or have you ever had (check all that apply) **CAMPUS:** _____ **GRAD DATE:** _____

- | | | | |
|---|--|---|--|
| 1. <input type="checkbox"/> Acne | 10. <input type="checkbox"/> Depression | 19. <input type="checkbox"/> Malaria | 26. <input type="checkbox"/> Seizure disorder |
| 2. <input type="checkbox"/> Anemia | 11. <input type="checkbox"/> Diabetes | 20. <input type="checkbox"/> Migraines/headaches | 27. <input type="checkbox"/> Sickle Cell Disease |
| 3. <input type="checkbox"/> Anorexia/Bulimia | 12. <input type="checkbox"/> Emotional/Mental illness | 21. <input type="checkbox"/> Mononucleosis | 28. <input type="checkbox"/> Thyroid Disease |
| 4. <input type="checkbox"/> Appendectomy | 13. <input type="checkbox"/> Hepatitis | 22. <input type="checkbox"/> Neuromuscular Disease | 29. <input type="checkbox"/> TB/tuberculosis |
| 5. <input type="checkbox"/> Arthritis | 14. <input type="checkbox"/> High Blood Pressure | 23. <input type="checkbox"/> Phlebitis/Deep vein clot | 30. <input type="checkbox"/> Ulcer/Stomach problem |
| 6. <input type="checkbox"/> Asthma | 15. <input type="checkbox"/> High Cholesterol | 24. <input type="checkbox"/> Pneumothorax | 31. <input type="checkbox"/> UTI's (frequent) |
| 7. <input type="checkbox"/> Blind/visual impairment | 16. <input type="checkbox"/> HIV infection/disease | 25. <input type="checkbox"/> Positive TB Test | 32. <input type="checkbox"/> Other _____ |
| 8. <input type="checkbox"/> Cancer/malignancy | 17. <input type="checkbox"/> Impaired mobility/paralysis | | _____ |
| 9. <input type="checkbox"/> Deaf/Hearing impairment | 18. <input type="checkbox"/> Kidney disease | | |

PLEASE EXPLAIN ALL POSITIVE ANSWERS (with dates): _____

FAMILY HISTORY List anyone in your immediate family with significant health problems (i.e. diabetes, cancer)

DATE OF EXAM: _____ (to be completed only by MD, NP or PA)

Height: _____ **Weight:** _____ **BP:** _____ **Pulse:** _____ **Vision: R 20/** _____ **L 20/** _____

| SYSTEM | NORMAL | DESCRIBE ABNORMALITY |
|-------------------------------|--------|----------------------|
| Skin | | |
| HEENT | | |
| Lungs/Chest | | |
| Breasts | | |
| Heart/Vascular System | | |
| Abdomen (rectal if indicated) | | |
| Genito-urinary | | |
| Pelvic (if indicated) | | |
| Musculoskeletal | | |
| Neurological | | |
| Psychological | | |
| Other: | | |

CURRENT & CHRONIC PROBLEMS

1. _____ 2. _____ 3. _____

IF THE STUDENT IS UNDER CARE FOR A CHRONIC OR SERIOUS ILLNESS, PLEASE ATTACH ADDITIONAL CLINICAL REPORTS TO ASSIST US IN PROVIDING CONTINUITY OF CARE.

CURRENT MEDICATIONS: _____

ALLERGIES TO MEDICATIONS: _____ Type of reaction: _____

ALLERGIES TO OTHER THINGS: _____ Type of reaction: _____

RECOMMENDATIONS FOR PHYSICAL ACTIVITY: Unlimited Limited (specify): _____

Health Care Provider (please print) _____

Address: _____

Phone:(_____) _____ Fax:(_____) _____

Provider's Signature: _____

Mail completed form to:
Fordham University
 Student Health Svcs
 Attn: Immunizations
 441 East Fordham Road
 Bronx, NY 10458

FORDHAM BUSINESS

PHOTO ID RESPONSE FORM

Use Adhesive Tape or
Glue
PLEASE DO NOT
STAPLE

Name: _____

Student ID Number: _____

Photos **must** be received five weeks prior to the
beginning of your first term.

Send to: Duplicating/Identification Office 113 West 60th Street Lowenstein
Building, Rm. 128A New York, NY 10023