



# FORDHAM UNIVERSITY

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## THE JESUIT UNIVERSITY OF NEW YORK

This packet contains brief information regarding academic programs as well as information regarding health insurance and required forms for immunization and Student ID cards. The full **Student Handbook** can be found on our website at:

[http://www.bnet.fordham.edu/files/orientation\\_package.pdf](http://www.bnet.fordham.edu/files/orientation_package.pdf)

Additionally, other resources for information are the First Trimester Guidebook and Financial Aid Guidebook, both of which can be found online at:

**First Trimester Guidebook:**

[http://www.bnet.fordham.edu/files/GBA\\_Guidebook.pdf](http://www.bnet.fordham.edu/files/GBA_Guidebook.pdf)

**Financial Aid Guidebook:** [http://www.bnet.fordham.edu/files/FINANCING\\_YOUR\\_MBA.pdf](http://www.bnet.fordham.edu/files/FINANCING_YOUR_MBA.pdf)



# Academic Information

## **MBA**

Fordham's Master of Business Administration Program provides the knowledge and basic skills necessary for graduates to become leaders in business. Students acquire a comprehensive education in the fundamentals of business through required courses and also develop expertise in a specific field by concentrating in one or two of six areas: Accounting and Taxation, Communications and Media Management, Finance and Business Economics, Information Systems, Management Systems, Marketing and Personal Financial Planning. Each concentration is complemented by advanced courses in other areas. The information, skills and contacts provided by these courses are seen as assets that students combine into a career-enhancing portfolio of knowledge, experience and networks. Fordham's MBA Program views business education in the same way that an investor combines a carefully balanced assortment of financial assets to achieve maximum returns. The result is a powerful combination of knowledge and abilities designed to serve graduates throughout their professional careers. Each student receives an MBA or MS Academic Advising Sheet, which is a document that outlines the specific courses a student must complete to earn an MBA or MS. This document, provided by the Office of Student Life, is individualized for each student in consultation with the office's academic advisors to reflect the student's personal goals.

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## **MS in Media Management**

The Master of Science in Media Management is a 39-credit graduate program. This program is designed specifically to meet the professional needs of:

- Individuals currently working in the media and entertainment industries, especially those in creative and content areas who need additional high-level professional training in business administration as well as in media management.
- People in business and other professions interested in specialized work in media and entertainment industries.
- Managers working in the diverse financial services sector interested in obtaining an extensive understanding of the media and entertainment industries.
- College graduates interested in securing comprehensive professional training prior to embarking on careers in the media and entertainment industries.

## **MS in Quantitative Finance**

The MS in Quantitative Finance (MSQF) Program is a full-time, one-year program, spread over three terms (fall term beginning in September, spring term and summer term ending in early August). Refresher classes are offered in financial accounting, microeconomics and macroeconomics and introductory finance for those who need them during the summer term before the regular program begins.

Each of the fall and spring terms has ten required half-term courses. Five meet during the first half of each term, and five meet during the second half. All courses have been specifically designed for Fordham's MS in Quantitative Finance Program. The summer term consists of an internship, which spans the entire term and counts as two courses. Students also take a communications course and can choose two electives from among the regular MBA course offerings.

Students most likely to benefit from the program will have an undergraduate degree in mathematics, physics or an engineering field, or will otherwise be able to demonstrate proficiency in mathematics. They should also have at least two semesters of undergraduate economics. Prior training in financial accounting, probability and statistics and introductory finance is desirable, but not essential.

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## **MS In Information Systems**

The Master of Science in Information Systems (MSIS) Program comprises 39 credits and provides technical and business skills to students who plan to pursue a technical career in management of Information Technology. The program caters to students who already have a graduate degree in business and would like to acquire in-depth knowledge of IT. Students interested in information resources management should also consider the option of pursuing an MBA with a concentration in Information Systems. Students interested in more theoretical foundations and in pursuing research and an academic degree should discuss the possibility of taking computer science, economics and mathematics courses in lieu of Business School courses with the area chair and academic advisor.

## **MS in Accounting**

The Master of Science in Accounting program is designed to meet the educational requirements for the NYS CPA examination and is intended for students with baccalaureate degrees in Public Accounting. A minimum residency of 30 upper level credits is required to complete the program.

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## **Joint MBA and MSIS Degree**

Students interested in learning in detail about technology while pursuing a career in management may also choose to enroll in the Joint MBA and MSIS Degree Program. Please contact the Office of Student Life for more information at 212-636-6104.

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## **Global Professional MBA (GPMBA)**

The Global Professional MBA Program is designed for individuals planning careers in international business. This program responds to the growing demand for professionals who understand the mechanics of international business as well as the unwritten rule of cross-cultural communication and management.

GPMBA is a dual core program in which students can expand on the regular MBA program. In addition to the traditional prerequisites and core courses, the program offers students a comprehensive international core plus experiential bridge courses and a concentration in their chosen functional area.

## **Joint JD/MBA Program**

Fordham Business and the School of Law at Fordham University have established a combined program of graduate study in law and business administration. Both full- and part-time students may participate.

The JD/MBA Program enables a full-time student to complete both degrees in as little as three-and-a-half calendar years rather than the five necessary if each degree were pursued separately. A part-time student can earn both degrees in as little as six-and-a-half years rather than the seven-and-a-half it would take if each degree was pursued separately.

Students must apply and be admitted to each school separately. Matriculated students from the Law School and from the Business School may be accepted into the Joint JD/MBA Program anytime prior to their final year. Depending on the courses already taken in their program, students may not receive full credit reduction.

In the JD/MBA Program, students alternate their studies between the two schools. As they conclude studies for the two degrees, students may take classes in both schools concurrently.

Students in the JD/MBA Program are allowed the following from both schools:

- Fordham Business allows 12 credits, (four Law School Courses), toward the Business School requirements, plus any additional waivers from the Business prerequisite and core classes. Should a JD/MBA student drop below the minimum residency requirement of 39 credits, the student must take additional upper-level classes in same academic area to reach the minimum residency.
- Fordham Law allows 13 credits (seven Business School courses) toward JD/MBA Degree Program requirements. The courses must be in the Accounting and Taxation or Finance areas and they cannot duplicate Law School courses.
- Fordham Business courses taken after the first years of study at Fordham Law may apply toward the Law School Program.
- The tuition rate for the Fordham Business School is per-credit, whereas Fordham Law charges tuition on a semester basis. Full- or part-time students in residence at Fordham Law, who are also taking classes at Fordham Business, must pay Fordham Law semester tuition in addition to the Fordham Business per-credit rate.

# FORDHAM BUSINESS SCHOOL - GRADUATE CALENDAR 2010-2011

## Summer 2010

### July

**1 (R) New Student Registration begins – Fall 2010**

**5 (M) Independence Day Observed – University closed**

31 (S) Last day of classes

### August

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

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## Fall 2010

### September

**6 (M) Labor Day – University closed**

7 (T) Classes begin (100% refund)

14 (T) Last day of 100% refund

15 (W) 70% refund begins

22 (W) 55% refund begins

29 (W) 40% refund begins

### October

6 (W) 25% refund begins

**11 (M) Columbus Day – University closed**

13 (W) 0% refund begins

14 (R) Last day for removal of ABS/INC from the Summer 2010 trimester

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

29 (F) Last day to withdraw from a Fall 2010 class

### November

1 (M) Last day to file a Candidate for Degree Card for February 2011 graduation

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

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

**15 (M) Registration begins – Spring 2011**

18 (R) Registration for 1<sup>st</sup> term students

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

**24 (W)–28 (Su) Thanksgiving – University Closed**

### December

13 (M) Last day of classes

14 (T) Final examinations begin

20 (M) Last day of final examinations

**24 (F)–Jan 2 (Su) University Closed – Christmas Break**

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## Spring 2011

### January

**3 (M) University re-opens**

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

11 (T) Last day of 100% refund

12 (W) 70% refund begins

**17 (M) University closed – Martin Luther King Day**

19 (W) 55% refund begins

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

26 (W) 40% refund begins

### February

1 (T) Last day to file a Candidate for Degree Card for May 2011 Graduation

2 (W) 25% refund begins

9 (W) 0% refund begins

9 (W) Last day for removal of ABS/INC from the Fall 2006 trimester

**21 (M) Presidents' Day – University closed**

25 (F) Last day to withdraw from a Spring 2007 class

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

### March

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

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

**13 (Su)–20 (Su) Spring Break – no classes – University Open**

**21 (M) Registration begins – Summer 2011**

24 (R) Registration for 1<sup>st</sup> term students

### April

13 (W) Last day of classes

14 (R) Final examinations begin

20 (W) Last day of final examinations

**21 (R) – 25 (M) Easter Weekend – University closed**

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## Summer 2011

### April

26 (T) Classes begin (100% refund)

### May

3 (T) Last day of 100% refund

4 (W) 70% refund begins

11 (W) 55% refund begins

18 (W) 40% refund begins

21 (S) University Commencement (GBA Diploma Ceremony date TBD)

24 (T) Last day for removal of ABS/INC from the Spring 2011 trimester

25 (W) 25% refund begins

**30 (M) Memorial Day – University closed**

### June

1 (W) 0% refund begins

3 (F) Last day to file a Candidate for Degree Card for September 2011 graduation

3 (F) Additional session for Monday classes due to Memorial Day

9 (R) Last day to withdraw from a Summer 2011 class

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

**27 (M) Registration begins – Fall 2011**

30 (R) Registration for 1<sup>st</sup> term students

### July

**4 (M) Independence Day – University closed**

### August

1 (M) Last day of classes

2 (T) Final examinations begin

8 (M) Last day of final examinations



# **Health Insurance**

## Immunization

## **Health Insurance**

Fordham University is concerned about the health of our students and the high cost of medical care. The information below describes the student accident and optional sickness insurance plans designed for Fordham University students. All students are automatically enrolled in the Accident insurance plan. This is only for accidents and is NOT a comprehensive plan. Coverage is for 24 hours a day and is valid world-wide.

### **Fordham Plan**

In addition to the accident and sickness insurance plan, Fordham also offers two additional choices for more comprehensive coverage. Additional insurance is available on a per semester basis (students who pay for fall semester only will be billed in December by Special Risk Consultants for the spring semester.) Insurance premiums may also be paid by Visa or Mastercard.

- ***Sickness and Supplemental Medical Expense Benefits*** - The Sickness and Supplemental Expense benefits provide up to \$100,000 of medical expense benefits for each covered accident or sickness for an annual premium of \$1,650.00.
- ***Enhanced Supplemental Medical Expense Benefit*** - The Enhanced Supplemental Medical Expense benefit together with the Sickness and Supplemental Medical benefits provide a lifetime maximum of \$250,000 of medical expense benefits payable for all conditions for an annual premium of \$1,910.00.

A benefit for prescription medicines (for up to \$600 per policy year) is included for students who purchase the additional insurance listed above. This benefit is administered by Medco Health Prescriptions Inc., a nationwide pharmacy network. In order to use the benefit, you must go to a participating pharmacy, present your insurance ID card, and pay the co-pay amount. Persons insured under the above plans may choose to be treated within or outside the Beech Street Network of health providers. Beech Street consists of hospitals, physicians, and other health care providers organized into a network for the purpose of delivering quality health care at affordable rates. The plan pays a greater portion of the bill when you use a Beech Street provider and Beech Street providers treat insured students for a reduced fee.

## **International Student Health Insurance**

Effective Fall 1994, all students in F-1 or J-1 visa status and their dependents are required to maintain health insurance. Insurance fees are billed separately from tuition charges, after the first month of classes. Insurance will cost about \$900.00 each year for you, but considerably more for a spouse (\$1,448 for your spouse for 2004-2005) or children (\$1,196 for each child for 2004-2005 Academic year.) If you have dependents and wish to enroll them in the Insurance Plan, read our enrollment section below. The ID card will be mailed to your local address within the first month of classes. If you can provide evidence that you have adequate medical insurance from an outside source, you may be waived from the University's policy. In order to waive the Fordham insurance, please obtain an insurance waiver card from the office and submit it with a copy of your insurance card.

**IMPORTANT INFORMATION REGARDING WAIVERS:** Two of the coverage requirements for the Fordham International Health Insurance Plan are Medical Evacuation (minimum limit OF \$10,000) and Repatriation in the event of death (\$7500 minimum). Please make sure that your outside insurance plan has these two options. In the case that it does not, you can purchase these two plans under a separate health insurance policy plan from Special Risk Consultants. This additional coverage costs around \$100 for 6 months. For brochures, please contact one of our offices.

**NOTE:** You will automatically be billed for health insurance if you do not officially waive Fordham's policy every September.

### **CONTACT INFORMATION REGARDING YOUR HEALTH INSURANCE:**

Fordham University Health Services:

Rose Hill: (718) 817-4160 - Lincoln Center: (212) 636-7160

For enrollment information you can contact us or the insurance carrier:

SPECIAL RISK CONSULTANTS, INC. (610) 489-6100 [www.src-ncua.com](http://www.src-ncua.com)

## **Immunization Schedule**

*ALL STUDENTS MUST HAVE MET THE REQUIREMENTS FOR IMMUNIZATIONS BEFORE YOUR 1<sup>ST</sup> TERM IS FINISHED.*

**The Health Center is available for administering Measles, Mumps, and Rubella**

**Immunizations on the following days:**

### **McMahon Residence Hall – Lincoln Center Campus**

155 West 60<sup>th</sup> Street  
2<sup>nd</sup> Floor

#### **Monday through Thursday**

Appointment Only:

**Monday – Thursday**

10:00/am - 6:00/pm

**Friday**

10:00/am – 3:00/pm

**Saturday - Sunday**

TBD or call 212-636-7160/718-817-4160

If you should need to contact a Health Center Representative please call (212) 636-7160
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### **McGinley Center - Rosehill – Bronx Campus**

Appointment Only:

**Monday through Friday**

8:00/am – 6:00/pm

**Saturday and Sunday**

9:00/am – 1:00/pm

## Immunization Instruction Sheet

*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:*

Name/phone, etc.: Please print all information legibly.

**Section I. Measles, Mumps, & Rubella Immunizations.** Required for **EVERYONE** born on or after **Jan. 1, 1957**.

If serology titer is done, a copy of the report **must** be attached. Physician diagnosis alone is **NOT** acceptable.

**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 1<sup>st</sup> birthday. (2) The second dose must have been received at least 30 days after the first dose and at age 15 months or greater as per NYS DOH guidelines.

**B. Measles (Rubeola):** Two doses are required. (1) One dose must have been received on or after the 1<sup>st</sup> birthday and in 1968 or later. (2) The second dose must have been received at least 30 days after the first dose and at age 15 months or greater.

**C. Mumps:** One dose is required. One dose required on or after the 1<sup>st</sup> birthday.

**D. Rubella (German Measles):** One dose is required. One dose is required on or after the 1<sup>st</sup> birthday.

**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 (Menomune):** Please consider this vaccine. Students wishing to decline this vaccine must read the information in the box below. **Signing the waiver will indicate 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 vaccine, Menomune, probably protects for 3-5 years, and is extremely safe for use. 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/nvsdoh/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. The vaccine is also recommended for adults who may be at high risk for infection. Space is provided to record this information for the series of three (3) doses.

**C. Varicella (Chicken Pox) Vaccine: History of disease or vaccine is acceptable.** Indicate the date you had the Chicken Pox, OR provide proof of two doses of Varivax, OR provide results of a blood test on a laboratory form.

**D. Tuberculosis Skin Test (PPD by Mantoux):** Note! If both the PPD and the MMR are given, they must be given on the same day for the PPD to be accurate or given 30 days apart. PPDs must be read between 48-72 hours of administration. The result must be listed in "mm" in the space provided. If the PPD is positive, **attach a copy of chest x-ray report.**

**An MD office, clinic, or health department "official stamp" AND an official signature must be included for this document to be completed and approved.**

**Section IV. History & Physical Examination Form (If applicable)**

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

The Student Health Services would like to welcome you to Fordham University. Each campus has its own Health Center. These Health Centers are for currently enrolled students only. There is no fee for being seen in the Health Center. However, charges may be incurred for the dispensing of medications and/or lab tests, etc. We encourage anyone being seen in the Health Center to have a current copy (front & back) of their insurance card. If you have any questions regarding this form or the services of the Health Centers, feel free to call us.

All paperwork should be returned to: **Fordham University Student Health Services**

**Attn: Immunizations  
441 East Fordham Road  
Bronx, NY 10458  
(718) 817-4160 (718) 817-3218 FAX**

# Immunization Form

Student's Name \_\_\_\_\_ Social Security #: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

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

### A. MMR (MEASLES, MUMPS, RUBELLA): (see instruction sheet for explanations)

Dose 1 \_\_\_\_\_  Dose 2 \_\_\_\_\_  
Month / Day / Year                      Month / Day / Year

**or**

### B. MEASLES (RUBEOLA)

Dose 1 \_\_\_\_\_  Dose 2 \_\_\_\_\_ **or**  Titer/Date \_\_\_\_\_  
Month / Day / Year                      Month / Day / Year                      Month / Day / Year

\*copy of lab report must be attached\*

**and**

### C. MUMPS:

Dose 1 \_\_\_\_\_ **or**  Titer/Date \_\_\_\_\_ \*copy of lab report must be attached\*  
Month / Day / Year                      Month / Day / Year

**and**

### D. RUBELLA:

Dose 1 \_\_\_\_\_ **or**  Titer/Date \_\_\_\_\_ \*copy of lab report must be attached\*  
Month / Day / Year                      Month / Day / Year

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## II. New Requirement for ALL Students

### A. Meningococcal Meningitis Vaccine (Menomune) given within the past 10 years:

Date: \_\_\_\_\_ **OR** Read information on Instruction sheet & pamphlet and sign waiver, below.  
Month / Day / Year

\_\_\_\_\_ 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: \_\_\_\_\_

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## 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

C. Varicella Vaccine Dose 1 \_\_\_\_\_ Dose 2 \_\_\_\_\_  
Month / Day / Year                      Month / Day / Year

### D. Tuberculosis Screening

PPD (Mantoux) test result:  Negative     Positive    Induration \_\_\_\_\_ mm    Date: \_\_\_\_\_  
Month                      Day                      Year

Chest x-ray (in the past 6 months if positive PPD) Result:  Negative     Positive    Date: \_\_\_\_\_  
Month                      Day                      Year

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

\_\_\_\_\_  
Name (Office Stamp)

\_\_\_\_\_  
Clinician Signature

\_\_\_\_\_  
Date

Send or fax completed form to:  
Fordham University Student Health Services, Attn: Immunizations 441 East Fordham Road Bronx, NY 10458  
(718) 817-3218 FAX

# 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 a Photo ID Response Form (found in the First Trimester Guidebook) 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 2009-2010 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 6<sup>th</sup> 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 58<sup>th</sup> and 9<sup>th</sup> Avenue)
- Alan's Marketplace (27 Columbus Avenue ... right across from Lowenstein)
- Strokos Pizza (Corner of 58<sup>th</sup> and 10<sup>th</sup> Avenue)
- Starbucks (59<sup>th</sup> and Columbus Avenue)
- The Olympic Flame Diner (60<sup>th</sup> and 10<sup>th</sup> 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>.