

Student Services

ACADEMIC SUPPORT CENTER

Located adjacent to the Computer Center on the ground level of the Samuel C. Williams Library, the Academic Support Center (ASC) assists Stevens' undergraduate students in reaching their academic goals and becoming more effective learners.

Peer Tutoring is available to enhance students' classroom experience, and is provided free of charge by qualified upperclass students. While students are encouraged to also take advantage of professors' office hours for more insight into a specific subject, ASC tutors interactively approach the same subject from a peer perspective. Upperclass peer mentors are made available to all incoming new students to assist them with their transition and academic goals throughout their first year at Stevens.

The ASC also helps students learn more effective methods for approaching their studies. Workshops and individual meetings on areas including improved study skills, time management, overcoming procrastination and test preparation strategies are available to all students free of charge.

For more details, and to request a tutor, visit the ASC's web site at <http://www.stevens.edu/asc> or contact the ASC at (201) 216-8248 or asc@stevens-tech.edu.

CAMPUS POLICE/SECURITY

The mission of the Stevens Institute of Technology Police Department ("SITPD") is to provide safety and related services to the Institute community and to enforce all laws pertaining to orderly conduct on its premises. These include residence, traffic, parking and classroom safety. SITPD Officers are sworn law enforcement pursuant to N.J.S.A. 18A:6-45, and obligated hereunder to enforce state laws, city and county ordinances, and campus policies. The SITPD also provides referrals to resources in the greater community such as victim assistance and mental health services. Campus police will identify hazards and opportunities for crime and will investigate all incidents.

The duties of Campus Police at Stevens are to ensure a safe environment on campus in which you can freely pursue your academic interests and to safeguard the property of Stevens and the campus community. In addition to these duties, they also provide an escort service and emergency services, oversee fire safety, regulate campus parking, operate a Lost and Found for the Stevens community, have the powers of arrest and detention, and are available 24 hours a day.

Stevens' Campus Police are housed in the Stevens Gatehouse, (201) 216-5325 and officers are also at the Wesley J. Howe Center reception desk, (201) 216-5105.

CAREER DEVELOPMENT

The Office of Career Development (<http://www.stevens.edu/ocs>) offers career-related services to all undergraduate and graduate students and alumni. It serves as a clearinghouse for full-time, part-time and summer job opportunities in business, industry, government and education. It is located on the ninth floor of the Wesley J. Howe Center. Professional practice is considered an integral part of your Stevens education and it includes cooperative education, summer internships, research opportunities and industry-sponsored senior design projects. As you approach graduation, we expect that you will engage in one or more forms of professional practice. For more information about cooperative education and sponsored senior design projects, please refer to the appropriate sections in this catalog. Career Development also focuses on summer internships and research opportunities. The Office of Career Development offers the following services:

CareerCorner:

The office communicates to our student body through CareerCorner, our weekly newsletter. Announcements, career fairs, seminars, job listings and a host of other career-related information is provided each week. During the academic year this column appears in The Stute, the student newspaper, and is available each Friday at the Howe Center Desk.

MonsterTRAK®:

Career Development uses an on-line scheduling system that enables students to review career openings 24/7. Students must attend an orientation program prior to registering and are then granted access to corporate information that enables them to submit approved resumes directly to employers for review and possible pre-selection for an interview on campus.

On-Campus Recruiting Program:

This office also provides an optimal opportunity for students to network and interview with corporate representatives who participate in our On-Campus Recruiting Program. To be eligible to participate in the On-Campus Recruiting Program, students must be graduating within the current academic year (December, May, and Summer). Students must attend an On-Campus Recruiting Orientation and an Interviewing Techniques Presentation. Orientations are held each month.

Resume Book:

The resumes of graduating students seeking full-time employment is contained in an impressive book. It is published every year in both paper and CD-ROM format, and is sent to employers across a broad range of industries interested in hiring Stevens' students.

Corporate Information Sessions:

Each fall and spring, companies may elect to sponsor information sessions, which are typically open to all students interested in learning more about career opportunities. These sessions are mandatory for students participating in On-Campus Recruiting.

Career and Employment Fairs:

Three Career and Employment Fairs are conducted each year. A career fair serves as an information exchange between students and corporate representatives. An Informational Career Fair is held in September for the upcoming graduating class, the Annual Career Fair for all students is held the first Wednesday in December. An Employment Fair is held in early March for companies who have immediate full time and summer internship openings.

Career and Corporate Library:

The office maintains job search information, employer directories, corporate videotapes, and corporate literature. In addition, the majority of companies participating in the on-campus recruiting program provide take-out material for those students being interviewed.

Career Exploration:

An eight-session program designed specifically for first and second year students. You learn about career options with business, engineering and science degrees, meet corporate representatives and get an introduction to the job search process.

Career Counseling:

At any point during your enrollment at Stevens, you can meet with a member of the Career Development staff for one-on-one career counseling.

Resume Preparation:

In order to obtain a professional practice experience, a resume is required. Our staff can help you create one through group and one-on-one resume preparation sessions.

Interview Preparation:

Applying for a professional practice opportunity leads to a formal job interview. Members of our staff conduct practice interviews and also receive written feedback from corporate representatives on your interview performance.

Summer Internship Program:

If you choose to proceed through your college experience in the traditional program, we recommend you participate in the summer internship program. The objective is to provide you with a paid engineering, science or technology-based business work experience. You can participate in the program by meeting with a staff member in January or February, preparing a resume, and interviewing on- and off-campus with

companies seeking Stevens' students.

Research Opportunities:

Industrial, government and academic research opportunities are collected and made available to you. Typically, research positions require the submission of an application, a statement of interest and faculty recommendations. Our staff is available to review your application for completeness.

Job Search:

A structured full-time job search process begins at the end of your junior year. The first step is an appointment with a staff member when we identify your interests and review your resume. Between October and March, companies visit Stevens to interview students. Companies that do not visit the campus send job descriptions for consideration as well. In the end, we expect that you will succeed in finding a full-time employment position that matches your interests and capabilities.

DINING SERVICES

Our main dining hall is the Pierce Room, located on the second floor of the Wesley J. Howe Center. In addition to an unlimited variety of foods, soups and desserts, it provides a spectacular view of the Hudson River and the Manhattan skyline. Café on the Hudson houses our new Sushi and Miso bar while Colonel John's and Java City in Burchard serve a host of a-la-carte specialties and traditional snack items. All dining facilities are open when classes are in session. When classes are in recess but the campus is open, Aramark, our food service, maintains a limited schedule and selection for your convenience in the Pierce Room dining hall.

If you are an undergraduate and live in Stevens housing, you must participate in a meal plan. There are various meal plans for resident students and commuter students. Please refer to the section entitled "Tuition and Fees" in this catalog for current pricing information; all meal plans and their prices are subject to change.

Graduate students are not required to be on a meal plan, but they are welcome to select any meal plan offered.

For any other meal plan information please contact the Office of Residence Life, Wesley J. Howe Center, 7th floor, (201) 216-5128 or visit www.stevens.edu/housing.

FACULTY ADVISORS

A Freshman Faculty Advisor is assigned to you upon your arrival at Stevens. If you are pursuing a degree in business, you will be assigned a permanent business program advisor. If you are pursuing a degree in a program other than business, your Freshman Faculty Advisor is your advisor until you formally enter your concentration area of study. This change occurs with the completion of a Study Plan with a Concentration Advisor during Term 2 for science, computer science and humanities students; Term 3 for engineering students; and Term 5 for engineering students in the five-year plan.

If you transfer to Stevens to pursue a degree in engineering or one of the sciences, including computer science, we assign a Concentration Advisor to you upon your arrival at Stevens. You must complete a Study Plan with your Concentration Advisor during the semester prior to taking your first concentration elective. If you are undecided about your concentration area of study, we assign a Freshman Faculty Advisor to you upon your arrival. Your Faculty Advisor is available to solve problems or answer questions, and to review and sign various administrative and academic forms.

INTERNATIONAL STUDENT AND SCHOLAR SERVICES

The mission of the Office of International Student and Scholar Services (ISSS), <http://www.stevens.edu/iss>, is to provide services and programs to international students and scholars, to assist them in achieving their personal, professional and academic goals, and attract qualified new international students to Stevens. We pursue this mission by:

- Providing liaison between international students and scholars and the Department of Homeland

Security's immigration bureaus and other government agencies;

- Insuring accurate and timely documentation of international students and scholars, providing them with orientation materials and information on international and cross-cultural issues and opportunities, helping to improve their English language skills and assisting them in solving problems in adjusting to life in the U.S.;
- Expanding Stevens linkages with foreign educational officials and institutions to increase awareness of Stevens programs overseas and increase recruitment of international students;
- Strengthening a continued relationship with international alumni of Stevens;
- Working to develop Stevens resources in support of international education; and
- Promoting international and multicultural understanding on the Stevens campus and in the local community.

ISSS is responsible for all student- and scholar-related immigration documents and issues, such as I-20's and DS-2019's, work authorizations, maintenance of status and foreign travel. ISSS also works closely with the Office of Student Life and the academic departments to prepare pre-arrival information and orientation materials for new students. The ISSS office is located in the Wesley J. Howe Center, 5th floor (201-216-5189).

LORE-EL CENTER FOR WOMEN IN ENGINEERING AND SCIENCE

The Lore-El Center is a beautiful Victorian-style house located on the Stevens campus. Its mission is to introduce girls and women to engineering and science, to inspire them to pursue technical careers and to promote their success. The Center offers nationally-recognized programs at the pre-college, undergraduate and graduate levels. The facility also provides residential space for 10 female students, a student lounge, conference room and offices for the Lore-El staff. In 1998, the White House honored the Lore-El Center with the Presidential Award for Excellence in Science, Mathematics and Engineering Mentoring.

Undergraduate Programs:

Stevens' female students can participate in a wide variety of dynamic programs at Lore-El. Each fall we invite new students to attend the annual Welcome Luncheon for freshmen, transfer and full-time graduate women. During this special event we introduce you to female student leaders, faculty and staff, and encourage networking. To help enhance your academic and professional development, we offer a variety of programs including:

- **MentorNet** is an e-mail-based mentoring program that pairs you with engineers and scientists from across the nation.
- **MILES**, Mentoring Initiative for Launching Engineering and Science Careers, is a more personalized mentoring program. MILES pairs you with female engineers and scientists who are also Stevens' alumnae. Mentors and their students engage in an on-campus-training program and other in-person meetings. They also communicate via e-mail and telephone.
- **MAPPS**, the Managing Academic, Personal and Professional Success Seminar Series, can further enhance your professional and academic development. It features monthly seminars on topics such as time management, balancing career and family, resume writing and more. The staff offers personal, academic and career counseling to you as well.

As advisors to the student chapter of the Society of Women Engineers (SWE), the Lore-El Center staff work closely with student members to organize activities to strengthen their leadership skills and advance their professional development. We also encourage female students to become active participants in the Lore-El programs by helping the staff design and coordinate programs. You can serve as speakers, tour guides, resident assistants, writers and lab instructors.

The Lore-El Center also maintains a large database of scholarship, fellowship and research programs.

Pre-College Programs:

Another major focus of the Lore-El Center is to introduce pre-college students to career and educational opportunities in the technical professions. The cornerstone of the Center's pre-college initiatives is ECOES - Exploring Career Options in Engineering and Science Summer Program. ECOES has attracted thousands of top high school students throughout the United States to Stevens each summer to engage in hands-on labs, research projects and site visits to local industry. Other pre-college services include one-day seminars and conferences, a high-school visit program, a newsletter profiling female engineers and engineering students, and a career literature library.

National Programs:

On the national level, the Lore-El Center is the co-founder of WEPAN - Women in Engineering Programs and Advocates Network and Stevens is the WEPAN Eastern Regional Training Center. WEPAN provides technical assistance to colleges and universities across the county to help them initiate or expand their own women in engineering and science programs focused on recruitment and retention at all educational levels.

For more information, please visit the Lore-El Center, 802 Castle Point Terrace, (201) 216-5245.

ORIENTATION FOR NEW UNDERGRADUATES

Freshmen:

Freshmen Orientation is designed to get first year students off to a good start. That is accomplished through programs and activities that facilitate classmate interaction, the opportunity to meet faculty and staff, and time to get comfortable in their new home away from home. In addition, during Orientation students learn what they need to do to be successful inside and outside the classroom.

Orientation is conducted in two parts. Pre-Orientation is optional but highly recommended and is followed immediately by the required portion of Orientation. Pre-Orientation begins on Saturday or Sunday and continues until Wednesday. In Pre-Orientation participants select one of five program tracks which include: Outdoor Adventure, Performing Arts, Service Learning, Sports and Fitness, and Urban Experience. The primary objective is to allow students to get to know one another while exploring mutual interests. The required portion of Orientation begins on Wednesday and continues until the first day of classes. Orientation programming addresses academics, social life, health and safety, the Stevens Honor System, student clubs and organizations, and adjusting to college life.

Transfer Students:

Transfer students have different questions and issues to resolve before they begin classes; we offer a day of Orientation solely for you. You have the opportunity to learn about life at Stevens, including academic programs, extracurricular activities and support services. You also meet other transfer students, Stevens's faculty and administrators. This is an important day in the start of the transition toward becoming a member of the Stevens community and we encourage you to attend.

Information about Pre-Orientation and Orientation is mailed to you in June.

PERFORMING ARTS

The performing arts at Stevens, centered around the Grace E. and Kenneth W. DeBaun Auditorium in Edwin A. Stevens Hall and the Music Department in the Wesley J. Howe Center, offer events and opportunities for students in various ways:

The Center for the Performing Arts at DeBaun Auditorium:

The Center offers performances and events in theater, music, dance, the visual arts and the spoken word from September through May to the Stevens and Hoboken community. Students produce all of the events at The Center, as well as being involved on-stage and behind-the-scenes. Workshops in the performing arts are also offered to Stevens students.

- For the latest schedule of events and workshops or for audition information, visit www.debaun.org or www.stevens.edu/debaun.
- For ticket reservations, call (201) 216-8937 or e-mail: BoxOffice@debaun.org
- If you are interested in becoming a staff member or volunteer, send an e-mail

to Carl Russell, Technical Director, at crussell@stevens-tech.edu

Grace E. and Kenneth W. DeBaun Auditorium:

A full-functioning theater with conference capabilities, DeBaun Auditorium can host theatrical events or seminars for Stevens' departments or organizations. With seating for 485, events can be scheduled with staffing provided by the Auditorium. For more information, contact David Zimmerman, Executive Director, at (201) 216-8960 or e-mail: dzimmerm@stevens-tech.edu.

The Music Department:

The Music Department located in the William Ondrick Music Room on the 4th floor of the Wesley J. Howe Center, offers accredited Humanities courses, which can lead to a Music Minor. Performance groups that are offered through this department include the Stevens Choir, the Jazz Band, and the Pep Band, but there is always the potential for new ensembles to form depending upon students' interests. Private lessons and rehearsal time are also available. For more information, please contact Music Department at (201) 216-5111.

PERSONAL PROPERTY AND INSURANCE

Stevens cannot be responsible for loss or damage to your personal property. Even if your computer is included in our personal computer payment plan, you are responsible for a deductible. In general, it is advisable to remove any valuables from your residence hall room during periods when classes are not in session. You may want to consider obtaining personal property coverage under your family's existing homeowner's insurance policy or to apply for separate coverage to further protect your property on campus.

The Office of Residence Life can provide additional advice on personal property insurance and can refer you to a private insurance carrier not affiliated with Stevens.

POST OFFICE

Mailboxes are assigned at Orientation to all resident and commuter students. Prior to assignment of box numbers, all mail should be marked "Hold at Post Office for Arrival" and your name must appear on all mail. Student mailboxes are located in the Stevens Post Office on the main floor of the Wesley J. Howe Center and you have the same mailbox for each year you are at Stevens. Please have all correspondence addressed to: (Your Name), (Your Box Number), Stevens Institute of Technology, One Castle Point on Hudson, Hoboken, NJ 07030.

PRINT SHOP

The Stevens print shop is a facility on campus that can help meet your copying and printing needs, from resumes on fine paper to full-color brochures and posters. It is located in the basement of the Wesley J. Howe Center, (201) 216-5110.

RESIDENCE LIFE

Most Stevens undergraduate students live on campus. Some may have homes within commuting distance but prefer, nonetheless, to stay in Stevens housing for better study opportunities and closer association with faculty, their peers and the total Stevens community. Students who submit their application by the deadline are guaranteed housing. Upperclass students who participate in the cooperative education program are not guaranteed housing in the residence halls during the co-op semester(s) if their job is within commutable distance to their home but will be accommodated if housing is available.

At Stevens each residence hall has been designed to meet your needs. All residence halls have completely furnished rooms and all rooms have been completely rewired with state-of-the-art connection service into the campus-wide computer network. All rooms are equipped with campus telephone service, basic voicemail and cable access. Outside telephone service is available and information can be obtained from the Stevens Operator in the Wesley J. Howe Center, 7th floor. For the safety of all students, cooking and cooking appliances are not permitted in undergraduate student rooms that do not have a kitchen; however, each residence hall has at least one cooking facility and bringing a microwave and/or refrigerator is permitted (only one 700W or less microwave per room).

The undergraduate residence halls are conveniently located throughout campus and within walking

distance of all classrooms, laboratories, dining and recreational facilities.

- **Davis Hall** provides double occupancy housing for over 200 male and female freshmen.
- **Humphreys Hall** provides double occupancy for more than 160 male and female undergraduates, including freshmen and upperclass students.
- **Hayden Hall** provides double occupancy housing to accommodate 135 male and female undergraduate students, including freshmen and upperclass students.
- **Lore-El Center** provides specialized housing for 10 female upperclass students in single and double occupancy.
- **Palmer Hall** houses 90 male and female upperclass students in single and quad occupancy.
- **Technology Hall** contains double rooms with private bathrooms and houses 216 male and female upperclass students.
- **Castle Point Apartments** provide apartment style, shared occupancy living for upperclassmen in newly renovated studio apartments.
- **733 Jefferson Street**, provides 2-bedroom apartments, with double occupancy rooms, off-campus living for male and female upperclassmen.
- **Avenue Apartments** (538 Washington Street), provides 2-bedroom apartments, with double occupancy rooms, off-campus living for male and female upperclassmen.

Graduate students may choose to live in our off campus facilities. Stevens housing for graduate students offers both single and shared occupancy. Residence halls for graduate students include:

- **1036 Park Avenue**, single or shared occupancy for graduate men only
- **110 Washington Street**, 2-bedroom apartments with a single room and double room in each, houses male and female graduate students.

Married student or family housing is not available through Stevens Housing at this time. Please visit the "Alternative Housing" list on the Residence Life website for various independent housing options in Hoboken.

Graduate students interested in housing should contact the Office of Residence Life directly.

Information and contracts are available online through the Office of Residence Life website at www.stevens.edu/housing. Housing contracts must be accompanied by the housing deposit, which is applied to the semester's total fee.

For specific information about each facility, please visit the Office of Residence Life's web site at www.stevens.edu/housing or refer to the section entitled "Financing the Stevens Education" in this catalog. You may also contact the Office of Residence Life reslife@stevens.edu, located in the Wesley J. Howe Center, 7th floor, (201) 216-5128.

STEVENS ALUMNI ASSOCIATION

The Stevens Alumni Association was founded in 1876 "... to establish, maintain, and cultivate among its members a sentiment of regard for one another, and an attachment to Stevens Institute of Technology, and to promote in every way the interests of the Institute. ..."

A measure of Stevens' strength is the enthusiastic spirit and significant support provided by our 21,000 active alumni. Alumni volunteer their time and talent in many activities for Stevens, and a number of Stevens graduates serve on the faculty, staff or Board of Trustees. The loyalty of our alumni also takes the form of important financial support, both in dollars and in the percentage of those who donate.

The interplay between students and alumni at Stevens is significant. You can gain inside information on careers in various scientific and technical fields and build important contacts for your after-college years.

The professional staff of the Alumni Office, located on the ninth floor of the Wesley J. Howe Center, is supplemented by many volunteers, and together they perform a wide variety of services. All graduates, as members of the Association, are eligible for these services, and there is no dues structure. Besides maintaining a myriad of records on alumni culminating in the publication of the periodic Alumni Directory, the Alumni Office publishes a quarterly magazine, The Stevens Indicator, and a newsletter, The Stevens

Alumni letter. It assists the drive for annual gifts via the Stevens Fund with more than 700 alumni volunteers and sponsors an annual Alumni Day each spring or summer and an Alumni Banquet each fall.

The Association maintains programs in such areas as awards, educational and social activities, reunions, communications, license plates and a nationwide network of clubs. It also fosters networking among alumni who share special interests by means of evening meetings or full-day conferences for professionals or graduate alumni.

For more information, please call the Stevens Alumni Office at (201) 216-5163, or log onto the Association's Web site at <http://alumni.stevens-tech.edu>.

STUDENT COUNSELING SERVICES

Student Counseling Services offers vocational, education and career counseling, including the assessment of your interests, values, abilities and personality factors. We also offer individual counseling for personal concerns and provide referrals when appropriate.

All services provided by the Counseling Center are free of charge and confidential. We hold in the strictest confidence information about why you have seen us and what is discussed. No information is released without your permission. In addition, we do not retain a record of your contact with us on permanent college records or transcripts.

To schedule an appointment please come to the Student Health Center in Jacobus Hall, (201) 216-5177, or e-mail Tim Welles at twelles@stevens-tech.edu.

STUDENT HEALTH CENTER

The Student Health Center, located in Jacobus Hall, is open Monday through Friday from 9 a.m. to 4 p.m. A registered nurse is on duty full-time. A physician is available Monday, Tuesday, Wednesday and Friday. Contact the Health Center at (201) 216-5678 for the physician's hours. During off-hours please contact Campus Police via the Wesley J. Howe Center desk at (201) 216-5105 for assistance.

All Stevens' students are required by state law to have a physical exam prior to enrollment. It is also necessary that a record of immunization be sent to the Student Health Center in Jacobus Hall. You cannot enroll at Stevens if you do not have these records on file with Health Services.

Services performed in the Student Health Center are free. Charges for health care services performed outside the Center are an individual's responsibility. Check with your health insurance provider to determine what is covered under your plan and what is not.

For additional information and answers to specific questions, please contact the Office of Health Services, Jacobus Hall, (201) 216-5678, during the hours of operation noted above.

STUDENT SERVICE CENTER

The Student Service Center (SSC), located in the Wesley J. Howe Center, represents a re-engineered approach to providing efficient, quality administrative services. Stevens wants it to be a valuable resource for navigating through administrative tasks with convenience and efficiency.

The SSC houses most staff members of the three offices that Stevens believes students visit most frequently - Financial Aid, Registrar, and Student Financial Services (formerly the Bursar and the Cashier). However, this move is more than a simple physical relocation of existing offices. The counseling and support staff members are cross-trained and empowered so that the first person you meet with has the knowledge and authority to resolve the most common questions and problems. Management-level staff from all areas are also present in the SSC to oversee operations and meet with you, if required.

Inside the SSC, there are campus network ports so you may bring a notebook computer if you need to refer to information on the Internet, including using Web for Students. Outside the SSC, kiosks equipped with touch-screen technology enable you to view similar information, including your schedule and class location, your account, transcript and financial aid status. In addition, the technology allows for credit card payments. The kiosks are available at all times, 24 hours a day. You may contact the Service Center by

calling 201-216-5555 or by e-mail at sscenter@stevens-tech.edu.

UNDERGRADUATE ACADEMICS

The Office of Undergraduate Academics provides general academic advising and support services to the entire undergraduate student body, in addition to the concentration-specific advising provided by your faculty advisor (see Faculty Advisors). If you have questions regarding academic policy, procedure or advising issues, contact the Office on the 10th Floor of the Wesley J. Howe Center, (201) 216-5228. Or, visit the web site at http://attila.stevens-tech.edu/ugrad_academics/.

The Deans may also be contacted directly: Dean Larry Russ, (201) 216-5379, lruss@stevens.edu; Associate Dean Erol Cesmebasi, (201) 216-5576, ecesmeba@stevens.edu; Associate Dean Michelle Dahl, (201) 216-5017, mdahl@stevens.edu.