

Student Services

ACADEMIC SUPPORT CENTER

Located on the 5th floor of the Wesley J. Howe Center, 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.edu.

CAMPUS POLICE/SECURITY

The mission of the Stevens Institute of Technology Police Department ("SITPD") is to provide safety and related services to the 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 students can freely pursue their 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.

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CAREER DEVELOPMENT

The Stevens Office of Career Development provides career guidance and recruitment services to all undergraduate and graduate students and alumni. Information on a wide variety of careers is offered and direction is provided in the selection of a career path. Programming is designed to teach the job search skills necessary to access employment opportunities in today's globally competitive environment.

Professional Practice is considered an important part of the Stevens education and includes cooperative education, summer internships, research opportunities and industry-sponsored senior design projects. We expect that students will engage in one or more forms of professional practice. For more information on cooperative education and sponsored senior design projects, please refer to the appropriate sections in this catalogue.

The Office of Career Development is located on the 9th Floor of the Wesley J. Howe Center and offers the following services:

Career Counseling and Career Exploration

At any point during enrollment at Stevens, students can meet with a member of the Career Development staff for one-on-one career counseling. A Career Exploration Program is offered specifically for first- and second-year students, where they can learn about career options in business, engineering and science and receive an introduction to the job search process. In addition, interactive workshops on best interviewing practices, facilitated by experienced corporate recruiters, are offered in the fall and spring semesters. Professionals from business, industry and government also participate in seminars to provide students with an inside look at the current direction of specific careers.

On-Campus Recruiting Program

More than 300 organizations recruit at Stevens for full-time employment and paid internships on an annual basis. The Office continually develops employer relationships in business, industry and government, to provide access for Stevens students. Through the use of an interactive database system, StevensTRAK, students can post their resumes, review job descriptions, apply for employment opportunities and schedule interviews 24/7.

Career Fairs

The Office hosts three career fairs annually: September, December and March. Career Fairs serve as an information exchange between students and corporate representatives. The September Fair is targeted to graduating students. The December and March Fairs are open to all students and provide access to both full-time and summer internship opportunities.

Summer Internships

It is important to gain professional practice experience to confirm one's choice of major and career goals, as well as gain practical experience in a chosen field. The Summer Internship Program puts students in touch with paid summer internship opportunities in engineering, science and technology-based businesses. Students participate by meeting with a Career Development staff member who will assist them in creating a resume and applying for opportunities. Once a student has secured a summer internship, a staff member will visit him/her on the job, meet with his/her supervisor, and assist in monitoring his/her professional development.

Research

Engaging in a meaningful research project is an exciting and rewarding experience. At Stevens, we believe it's important for undergraduate students to gain research experience. The Career Development staff can help students identify research opportunities on campus and assist them with the application process for industrial and government research opportunities.

The Senior Job Search

A structured, full-time job search begins at the end of the junior year. The first step is meeting with a Senior Advocate, the Career Development staff member who will help each student identify his/her interests, review his/her resume, and personally assist him/her through the job search process. A student resume book, representing graduating students school-wide, is published annually and made available in CD-ROM format to company representatives across a wide range of industries. Throughout the senior year, corporations will be on campus to actively recruit graduating students.

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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. 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, these locations may maintain a limited schedule and selection.

Undergraduates who live in Stevens housing must participate in a meal plan. There are various meal plans for resident students as well as 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 all undergraduates upon their arrival at Stevens. Students who are pursuing a degree in business will be assigned a permanent business program advisor. Students pursuing degrees in programs other than business, the Freshman Faculty Advisor serves as your advisor until the students formally enters a 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.

Students who transfer to Stevens to pursue a degree in engineering or one of the sciences, including computer science, are assigned a Concentration Advisor upon their arrival at Stevens. Transfer students must complete a Study Plan with their Concentration Advisor during the semester prior to taking their first concentration elective. If a transfer student is undecided about his/her concentration area of study, we assign a Freshman Faculty Advisor to him/her upon arrival. The Faculty Advisor is available to solve problems or answer questions, and to review and sign various administrative and academic forms.

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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 a 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).

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WOMEN IN BUSINESS, ENGINEERING AND SCIENCE

Undergraduate Programs:

Stevens' female students can participate in a wide variety of dynamic programs. 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 new students to female student leaders, faculty and staff, and encourage networking. To help enhance female students' 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.
- **MAPPS**, the Managing Academic, Personal and Professional Success Seminar Series, can further enhance a student's 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 as well.

The Society of Women Engineers (SWE) 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 Women's programs by helping the staff design and coordinate programs. Students can serve as speakers, tour guides, resident assistants, writers and lab instructors.

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Pre-College Programs:

ECOES is a program designed to introduce pre-college students to career and educational opportunities in the technical professions. The cornerstone of the 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, Stevens 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.

Freshmen and Transfer Students:

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 City Life 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.

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PERFORMING ARTS

Grace E. and Kenneth W. DeBaun Auditorium is a 480-seat theater in Edwin A. Stevens Hall where many performances are held throughout the semester, with most events free to students. DeBaun Auditorium is run by a student staff trained in technical theater by its professional staff, including lighting design and operation, sound design and operation, set design, decor and construction, stage management and costumes and props.

The Ondrick Music Room in the Howe Center is available for open rehearsals most weekdays from 10AM until Midnight, and for at least 6 hours each day on weekends. Two new Boston pianos are available for use, along with two electric pianos and a number of other instruments. Recordings and sheet music are available for review and check-out. Instrument and voice lessons are also available for undergraduate students at only \$25/lesson, and are given either in the Music Room or in the teacher's studio near campus.

The Office of the Performing Arts runs both DeBaun Auditorium and the Ondrick Music Room. In addition, the Stevens Choir, Jazz Band and Concert Band are student organizations produced by the Office of the Performing Arts. Concerts for each group are at least once per semester, with rehearsals 1-2 times per week. Additional ensembles are formed as needed by student interest and availability, along with corresponding concerts and performance opportunities.

The Stevens Dramatic Society, our oldest active student organization, produces several productions per year. Students handle all aspects of production, from acting to scenery design, lighting and sound to stage and business management. In addition to book plays and musicals, improvisational theater is presented by the Off-Center Comedy Troupe. Performances are held either at DeBaun Auditorium or in the Bissinger Room.

For more information on all of the performing arts at Stevens, please contact David Zimmerman, Executive Director, at 201-216-8960 or dzimmerm@stevens.edu. For a list of Artists-in-Residence, organizations and the latest schedule of performances, please reference www.stevens.edu/performingarts.

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PERSONAL PROPERTY AND INSURANCE

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

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

POST OFFICE

Mailboxes are assigned at Orientation to all undergraduate resident and commuter students.

Prior to assignment of box numbers, all mail should be marked "Hold at Post Office for Arrival" and the recipient's name must appear on all mail. Students may keep the same mailbox just as long as they are enrolled at Stevens. Student mailboxes are located in the Stevens Post Office on the main floor of the Wesley J. Howe Center. Please have all correspondence addressed to: (Student's Name), (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 student 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 student 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).

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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-EI Center** is a beautiful Victorian-style residential house located on the Stevens campus. The facility provides residential space for 13 female students, doubles and singles as well as a student lounge.
- **Palmer Hall** houses 90 male and female upperclass students in single and quad occupancy.
- **Jonas 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 "Alternate Housing" list on the Residence life website for various independent housing options in Hoboken.

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.

Please contact the Office of Residence Life located in the Wesley J. Howe Center, 7th floor, at (201) 216-5128 or email reslife@stevens.edu with any questions.

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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 of 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 22,000 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. Students can gain inside information on careers in various scientific and technical fields and build important contacts for their after-college years.

The professional staff of the Alumni Office, located on the 9th 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 Association publishes a quarterly magazine, The Stevens Indicator, and a newsletter, The Stevens Alumniletter. The Association assists the drive for annual gifts via the Stevens Fund with more than 700 alumni volunteers, and it sponsors an annual Alumni Day each spring and an Alumni Banquet each fall.

The Association maintains programs in such areas as awards, educational and social activities, reunions, publications, license plates and a nationwide network of regional and professional alumni clubs. It 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 Stevens Alumni Online Community at <http://alumni.stevens.edu>.

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STUDENT COUNSELING SERVICES

Student Counseling Services offers vocational, education and career counseling, including the assessment of one's 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 a student has seen us and what is discussed. No information is released without his/her permission. In addition, we do not retain a record of a student's contact with us on permanent college records or transcripts. To schedule an appointment please come to the Student Health Center in Jacobus Hall.

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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. A student cannot enroll at Stevens unless he/ she has 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. Students should check with their health insurance provider to determine what is covered under their plans 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.

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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 a student meets 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 students, if required.

Inside the SSC, there are campus network ports so students may bring a notebook computer if they need to refer to information on the Internet, including using Web for Students. Outside the SSC, kiosks equipped with touch-screen technology enable students to view similar information, including schedule and class location, 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. For more information, contact the Service Center by calling 201-216-5555 or by e-mail at sscenter@stevens.edu.

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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 the faculty advisor (see Faculty Advisors). Questions regarding academic policy, procedure or advising issues, can be directed to the Office on the 10th Floor of the Wesley J. Howe Center, (201) 216-5228. Or, visit the web site at http://www.stevens.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.