Welcome to Fairleigh Dickinson University’s College at Florham. As a transfer student, you join men and women of all ages and backgrounds who are pursuing their undergraduate degrees at the University.

To help you prepare for the upcoming semester, we’ve put together this checklist of things you’ll need to do before you arrive on campus. We’ve also included a list of important phone numbers, as well as policies and other information.

Be sure to get a copy of the Student Handbook (available in the Dean of Students Office).

Be sure to check out WebAdvisor (http://webadvisor.fdu.edu) to get information on open/closed classes, your class schedule, and more.

Checklist

❑ SUBMIT YOUR TUITION DEPOSIT
Complete and return the Matriculation Form and tuition deposit to the Office of University Admissions. Once your matriculation form and tuition deposit have been received, you can register for classes.

❑ COMPLETE YOUR HEALTH FORMS
According to New Jersey state law, you must provide proof of immunizations to the University’s Wellness Center/Student Health Services. You will not be permitted to register for courses until you have submitted all official health records. If you have questions, contact the Wellness Center/Student Health Services at 973-443-8535.

❑ APPLY FOR HOUSING
Submit a completed Housing Application along with the housing deposit to the Office of University Admissions. After your housing application and deposit are received, we will send you information about meal plan options.

❑ SEND FINAL TRANSCRIPTS TO FAIRLEIGH DICKINSON UNIVERSITY
Arrange to have transcripts from all the institutions you previously attended sent to:

Office of Undergraduate Admissions
Fairleigh Dickinson University
285 Madison Ave., M-MS1-03
Madison, NJ 07940

Call the Admissions Office to be sure they have received official transcripts from all institutions you previously attended.
MAKE AN APPOINTMENT FOR TESTING (IF NEEDED)

Some transfer students are required to complete basic skills testing in English and/or mathematics before registering for courses. In these cases, the words “testing required” will be noted at the bottom of your checksheet.

If you are enrolled in a program in Becton College of Arts and Sciences, you may choose to take a computer proficiency test in order to waive CSCI 1145 Computers and Computing. NOTE: if you received transfer credit for this course, you SHOULD NOT take the proficiency test.

If you DO NOT have transfer credit for a computer course of any kind, you must take the Computer Skills Pre-Assessment Test in order to register for CORE 1006: The Global Challenge and subsequent distance learning courses (see page 3 for details on distance learning requirements).

To schedule testing time, contact Professor Patricia Geehr in the Academic Support Center, Florence Twombly Hall, at 973-443-8540.

RECEIVE ACADEMIC ADVISING AND REGISTER

All transfer students who have paid the tuition deposit, completed any required testing and submitted the appropriate medical forms are eligible to register for courses.

To select your courses, contact the appropriate program advisor to schedule an appointment (see Academic Advising Contact List on page 3).

OBTAIN A PARKING DECAL

Parking decals are issued free of charge by the Office of Public Safety which is located in The Barn (973-443-8888).

Other Important Information

GENERAL TRANSFER CREDIT POLICIES

In general, your credits were evaluated based on the following university policies:

1. Only credits earned at accredited colleges and universities are considered for transfer.
2. Only credits transfer, not grades.
3. Generally, no more than 64 credits from a community college transfer into a 128-credit program; 60 credits maximum for Individualized Studies majors.
4. 96-credit maximum from a four-year institution; 90 credits for Individualized Studies majors.
5. Students with 30-59 transfer credits receive a substitution for CORE 3009: American Experience using ANY liberal arts course they took elsewhere. Students with 60 or more credits also receive a substitution for CORE 2008: Cross Cultural Perspectives.
6. Only grades of “C” or better are considered, unless the student earns an associate’s degree, whereas grades of “C-” or “D” are accepted if NOT in the major.
7. Students with 24 or more credits receive a substitution for FRSH 1000 Freshman Seminar.
8. 50% of the major must be completed at FDU; therefore, no more than half of the required credits can be in the form of transfer credit, AP or CLEP.
9. Some courses in your major will need to be validated by your academic department. In those cases, the word “validate” will be included on the checksheet.

10. Education courses for QUEST students will be accepted as free electives. Students should consult their QUEST advisor for transferability of credits.

DISTANCE LEARNING (DL) REQUIREMENT

At Fairleigh Dickinson, the Internet is a serious instrument for communicating, learning and researching. In fact, FDU is the first university in the nation to require all undergraduates to take at least one distance learning class per year.

As a transfer student, you will be required to take between one and four courses offered via distance learning, depending on the number of credits transferred. To determine your requirements, see the chart below.

a. Entering/reentering with 1 to 16 credits — FOUR DL courses
b. Entering/reentering with 17 to 48 credits — THREE DL courses
c. Entering/reentering with 49 to 80 credits — TWO DL courses
d. Entering/reentering with 81 credits or more — ONE DL course

ALL transfer students are required to take CORE 1006: The Global Challenge as their first DL course.

Each semester, a section of The Global Challenge will be earmarked solely for transfer students. While you are permitted to register for ANY section, this special transfer section offers a good opportunity to meet and learn with other transfer students. Ask your advisor to help you incorporate this section into your program.

GRADUATING WITH HONORS

In order to graduate with honors (cum laude, magna cum laude or summa cum laude), transfer students MUST earn 64 credits at the University and meet all other requirements for achieving academic honors.

If you are awarded more than 64 transfer credits (for a Becton College degree program) or 65 transfer credits (for a Silberman College of Business degree program), you should be aware that this will affect your eligibility for academic honors.

Please refer to the Undergraduate Studies Bulletin (page 36) for more information.

QUESTIONS?

If you have questions, contact:
Mark Sapara
Assistant Dean for Transfer Students
Fairleigh Dickinson University
College at Florham
285 Madison Ave.
Madison, NJ 07940
Phone: 973-443-8835
E-mail: Sapara@fdu.edu

ACADEMIC ADVISING CONTACT LIST

Important: Students should bring their checksheets to advising appointments.

ACADEMIC ADVISING CENTER
973-443-8753
For: Transfer students with 24 or fewer credits • all students who are undeclared in Becton College of Arts and Sciences • all students in the B.A. in Individualized Studies
Where: The Mansion, 1st Floor

CENTER FOR BUSINESS STUDENTS
973-443-8800
For: All Silberman College of Business students
Where: The Mansion, Lower Level

QUEST (SCHOOL OF EDUCATION)
973-443-8385
For: Education courses only
Where: Mansion Courtyard (across from Financial Aid)

HOTEL, RESTAURANT & TOURISM MANAGEMENT
973-443-8271
For: Hotel/Restaurant majors
Where: Chaîne House

Becton College Advisement Offices

Students who are undeclared should contact the Academic Advising Center.

BIOLOGY AND ALLIED HEALTH
973-443-8746
Majors: Biology, Marine Biology, Allied Health/Diagnostic Medical Sonography, Nuclear Medicine, Respiratory Care, Vascular Technology, Clinical Laboratory Sciences/Cytotechnology, Medical Technology
Chair, Biology: TBA
Program Director, Allied Health: Professor Dale Levine
Where: East Cottage, Science Building

CHEMISTRY AND GEOLOGY
973-443-8778
Major: Chemistry
Chair: Dr. William Fordham
Location: Science Building
ENGLISH, COMMUNICATION AND PHILOSOPHY
973-443-8710
Majors: Communication Studies, Creative Writing, Literature, Humanities, Philosophy
Chair: Dr. Geoffrey Weinman
Location: Mansion, 3rd Floor

HISTORY AND SOCIAL SCIENCES
973-443-8721
Majors: Economics, History, Political Science, Sociology
Chair: Dr. David Rosen
Location: Mansion, 2nd Floor

MATHEMATICS, COMPUTER SCIENCE AND PHYSICS
973-443-8680
Majors: Computer Science, Mathematics
Chair: Dr. Kiron Sharma
Location: Stadler/Zenner/LaRoche New Academic Building, 2nd Floor

MODERN LANGUAGES
973-443-8465
Majors: French, Spanish, Spanish with World Languages Concentration
Chair: Dr. Patricia Bazan-Figueras
Location: Stadler/Zenner/LaRoche New Academic Building, 2nd Floor

PSYCHOLOGY
973-443-8547
Majors: Psychology
Chair: Dr. Robert Chell
Location: Stadler/Zenner/LaRoche New Academic Building, 2nd Floor

VISUAL AND PERFORMING ARTS
973-443-8636
Majors: Fine Arts: Computer Graphics/Graphic Design, Studio Arts, Theater Arts; Electronic Filmmaking/Digital Video Design; Theater Arts
Chair: Professor Richard Turick
Location: Dreyfuss Building, 1st Floor

Important Phone Numbers

ADMISSIONS 973-443-8900
For sending final transcripts, scholarship information.
Ethel Froewiss, Associate Director of Transfer Admissions

ACADEMIC SUPPORT CENTER 973-443-8538
For basic skills testing, computer skills pre-assessment test, Becton CSCI 1145 waiver test, NYU language exam, free tutoring and language labs.

CAREER MANAGEMENT 973-443-8945
For work-study placement information, co-op, internships, career counseling and resume writing.

COMPUTING SERVICES 973-443-8689
For Webmail and WebAdvisor accounts set-up.

DEAN OF STUDENTS OFFICE 973-443-8935
For processing documentation regarding learning disabilities, commuter student services, disciplinary matters, honors induction ceremonies, Commencement, contacting your professors in cases of emergency.

ENROLLMENT SERVICES 973-443-8600
For information regarding billing, registration and records.

FINANCIAL AID 973-443-8700
For information about grants, loans, and college work-study awards.

HONORS PROGRAM 973-443-8744
Director: Dr. Marilyn Rye
Office Coordinator: Deborah Steinberg

PUBLIC SAFETY 973-443-8888
For student ID cards and parking decals.

RESIDENCE LIFE 973-443-8586
For information regarding on-campus housing.

STUDENT LIFE 973-443-8570
For information about transfer orientation, clubs and organizations, Greek life.

WELLNESS CENTER/HEALTH SERVICES 973-443-8535
For health and immunization records.