Welcome to Fairleigh Dickinson University’s Metropolitan Campus. 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 included a list of important phone numbers, as well as policies and other information.

You’ll also want to obtain copies of the following publications which can provide important and useful information.

- **Undergraduate Studies Bulletin**
  Available in the Office of Undergraduate Admissions

- **Student Handbook**
  Available in the Dean of Students Office

- **Course Offering Booklet**
  Available in the Office of Enrollment Services located in the Kron Building

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### Checklist

- **SUBMIT YOUR TUITION DEPOSIT**
  Complete and return the Matriculation Form and $200 tuition deposit to the Office of University Admissions. Once your matriculation form and tuition deposit have been received, you have completed all required tests and have submitted all official health records, 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 201-692-2437.

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- **APPLY FOR HOUSING**
  Submit a completed Housing Application along with a $350 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
  1000 River Rd., H-DH3-10
  Teaneck, NJ 07666

  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 University College: Arts • Sciences • Professional Studies and 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.

Watch for information about dates for New Student Orientation or contact the Center for Academic Student Services.

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 adviser 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 on River Road (201-692-2222).

Commuter Students: All commuter students are required to register their cars and park in designated areas.

Resident Students: Resident students are also required to register their cars and park in designated areas.

OBTAIN A STUDENT IDENTIFICATION CARD

Student photo ID cards are issued by the Office of Public Safety. All students must have a photo ID card in order to use the library and to be admitted to athletic events, social activities and other University functions.

SET UP YOUR FDU WEBMAIL ACCOUNT

All students **must** have an FDU Webmail account in order to take The Global Challenge core course. All students will set up their Webmail accounts during orientation. You may link other accounts (Hotmail, AOL, etc) to this account.

TRANSFER STUDENT ORIENTATION

As a new member of the University community, you will want to make a smooth transition to the Metropolitan Campus. Because we are interested in your success, the Dean of Students Office has developed a special transfer student orientation program to help ease the transition process. Since college life involves more than just the classroom, you will have the chance to gain first-hand knowledge of the many activities, programs and support services the University offers. Orientation is also a great way for you to get acclimated to the campus, get to know new and current students, and meet some of our distinguished faculty and administrators. Every new transfer student is required to attend orientation. More information about orientation will be sent to you.

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. 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.

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.

QUESTIONS?

If you have questions, contact:

June Giardina  
Director of Transfer Student Services  
Metropolitan Campus  
1000 River Rd. • T-RH2-04  
Teaneck NJ 07666  
Phone: 201-692-2433  
E-mail: giardina@fdu.edu

Academic Advising Contact List

Locate your program of study. Then call the number listed for advisement assistance.

Accounting • Business Management • Economics, Entrepreneurial Studies • Finance • Marketing  
201-692-2339

★ Art • Fine Arts • Theater  
201-692-2168/2263/2801

Biochemistry • Biology • Chemistry • Clinical Laboratory Sciences • Environmental Sciences • Marine Biology, Science  
201-692-2339

Civil Engineering Technology • Constructional Engineering Technology • Electrical Engineering • Electrical Engineering Technology • Information Technology • Mechanical Engineering Technology  
201-692-2324

★ Communication • English • Literature • Philosophy  
201-692-2263

Computer Science • Mathematics  
201-692-2261

★ Criminal Justice  
201-692-2465

★ French • History • International Studies • Spanish • Political Science  
201-692-2272/2339

★ Hotel & Restaurant Management  
201-692-7271/2339

Humanities  
201-692-2321/2263

Non-Degree Students  
201-692-2339

Nursing • Allied Health • Radiologic Technology  
201-692-2888

★ Psychology  
201-692-2300

★ If unable to reach a faculty adviser in this department, call the Center for Academic Student Services at 201-692-2339.
Important Phone Numbers

ADMISSIONS
201-692-7313/2553
For sending final transcripts and scholarship information.

CAREER DEVELOPMENT
201-692-2193
For work-study placement information, co-op, internships, career counseling and resume writing.

CENTER FOR ACADEMIC STUDENT SERVICES
201-692-2076
For basic skills testing, computer skills pre-assessment test and free tutoring.

COMPUTING SERVICES
201-692-7111
For Webmail account set-up.

DEAN OF STUDENTS OFFICE
201-692-2190
For processing documentation regarding learning disabilities, commuter student services, disciplinary matters, honors induction ceremonies, Commencement, contacting your professors in cases of emergency and Transfer Student Orientation.

ENROLLMENT SERVICES
201-692-2214
For information regarding billing, registration and records.

FINANCIAL AID
201-692-2363
For information about grants, loans, and college work-study awards.

HONORS PROGRAM
201-692-2407

PUBLIC SAFETY
201-692-2222
For student ID cards and parking decals.

RESIDENCE LIFE
201-692-2249
For information regarding on-campus housing.

STUDENT LIFE
201-692-2231
For information about clubs, organizations and Greek life.

STUDENT HEALTH SERVICES
201-692-2437
For health and immunization records.

The Leader in Global Education

Fairleigh Dickinson University