Counseling and Wellness Services is open Monday through Friday, 9 a.m. to 5 p.m. Additionally, the NYU Wellness Exchange operates a 24-hour hotline at 212-443-9999.

Throughout the year, Counseling and Wellness Services offers workshops on meditation, stress reduction, relationships and getting a good night’s sleep. Workshops are advertised on the Counseling and Wellness Services website, in the NYU Tandon School of Engineering calendar, and through campus e-mail blasts.

For more information about Counseling and Wellness Services and its services, visit our website (https://www.nyu.edu/students/health-and-wellness/counseling-services.html).

Updated information on participation in NYU sponsored activities and services is available on the website.

Services for Students with Disabilities | Moses Center

NYU Tandon School of Engineering is committed to providing equal educational opportunity and participation for students with disabilities. It is the University’s policy that no qualified student with a disability be excluded from participating in any University program or activity, denied the benefits of any University program or activity, or otherwise subjected to discrimination with regard to any University program or activity.

The mission of the Moses Center for Students with Disabilities (CSD) is to facilitate equal access to programs and services for students with disabilities throughout the schools and divisions of New York University (NYU) and to foster independent decision making skills necessary for personal and academic success. Accommodations for students with disabilities do not include the waiving of academic course requirements.

Students with disabilities are encouraged to register with the Moses Center for Students with Disabilities (CSD) whether or not services are requested. Students can request services by meeting with a Disability Specialist and submitting supporting documentation. Visit the NYU Moses Center website (https://www.nyu.edu/life/safety-health-wellness/students-with-disabilities.html) for more details.

International Students and Scholars

Graduate and undergraduate international students come from more than 60 countries, make up 40 percent of the student body and are an integral part of the NYU Tandon School of Engineering community. All new international students and visiting scholars (researchers and faculty) are required to report with immigration documents, including I-20s, DS-2019s and passports, to the Office of Global Services (http://nyu.edu/ogs/) immediately upon arrival. In addition, all new students and scholars must attend a mandatory orientation held at the start of every semester.

The office provides information and counseling regarding immigration compliance, travel, employment, acculturation, housing, health insurance and special events. International students, researchers and faculty may contact the office in person, by email, or by telephone, and are encouraged to attend on-site workshops offered at designated times during the academic year. All international students, research scholars and faculty are required to carry health insurance.
For additional information on admissions and academic requirements, please consult those sections dealing with undergraduate and graduate admissions and academic programs and policies.

**Study Abroad**
The opportunity to study abroad (https://engineering.nyu.edu/academics/support-services/academic-opportunities/study-abroad/) provides students a chance to experience life in countries rich in history, culture and accomplishment. Immersion experience in another culture strengthens understanding of the world and appreciation of international contribution to knowledge. It offers an opportunity to learn how to cope in international environment and communicate across barriers of language, custom, geography and politics. Skills developed during this experience add an invaluable dimension to the quality of a well-rounded education that ultimately enhances professional and personal endeavors in the developing global community.

Students may apply for short-term study, a semester, or a full academic year abroad. Students may select from one of 50 institutions around the world with which NYU Tandon has direct-exchange agreements, as well as NYU Study Away sites.

Participation in the study-abroad program is open to undergraduate and graduate students. Undergraduate students are eligible after one year of academic study so long as they maintain a 3.0 GPA. While these are the minimum NYU Tandon School of Engineering requirements to participate in the program, host institutions will make their own determinations about admissibility.

Academic credits earned during study abroad are transferable to NYU Tandon and may be applied to degree requirements subject to school policies and the approval of the student’s major department. For additional information contact Tandon Global (tandonglobal@nyu.edu).

**Programs and Services for the First-Year Students**

**First-Year Programs**
The School is committed to improving the persistence and performance of first-year students by helping them to acclimate to their intended academic discipline, its associative culture and student life at the NYU Tandon School of Engineering. Achieving this goal requires diverse and dynamic collaborative efforts with constituencies across the campus community. These systemic partnerships yield a greater sense of cohesion to the programs and services for first-year students.

Programs and services in this area include first-year advisement, early alert and academic probation initiatives, first-year instructors meetings, and parent outreach.

**Academic Advisement Center**
The mission of the Academic Advisement Center (https://engineering.nyu.edu/academics/support-services/academic-advisement/) (AAC) is to provide centralized advising for incoming, matriculated first-year students. The staff advises students on major requirements and School regulations and refers them to campus resources. In addition, academic advisers advocate for students with NYU Tandon School of Engineering offices and help students deal with issues. The ultimate goal of the AAC is to empower students to make informed decisions about their academic careers.

**Early Alert and Academic Probation**
Faculty members are encouraged to provide feedback on their students’ academic progress via NYU Connect, our student success platform. Feedback can be provided in the platform on an individual basis, using the flag or kudos feature, or as a part of the university-wide Midterm Progress initiative. Students who are not meeting the requirements for their course(s), based on their current progress, are notified of their academic status and encouraged to meet with their instructor(s) and academic adviser to remedy the situation. At these meetings, students have the opportunity to think critically about the behaviors contributing to their status, while being invited to take advantage of the various support services to help them maximize their academic experiences.

All first-year, first-time probationary students must register for and pass SL 1020 Academic Skills Seminar. The course consists of eight one-hour sessions, which meet once a week, and is taught on a pass/fail basis. The seminar helps students learn to become more academically successful. The “Academic Probation” section of the catalog contains more information about this course.

**Parent Outreach**
Educating parents on the academic experiences of first-year students is a critical step in forming an effective partnership between the School and family members. Participating in University-wide parent gatherings, along with the individual meetings that happen over the course of the academic year, provide family members with an opportunity to speak directly with faculty, administrators and students about the majors and support services available to students.

**New Student Orientation**
(See Section on “New Student Orientation” under Student Life and Services.)

**Residence Life and Housing Services**
The Office of Residential Life and Housing Services exists to provide quality service and enhance student success in a safe and diverse living/learning community that fosters individual growth.

Our residence halls are an extension of the classroom; we seek to provide experiences that will help our residents develop into global citizens. We are committed to providing our students with an inclusive, healthy and welcoming home.

Campus housing is available for all students. NYU Tandon School of Engineering does not provide housing for students’ families. Inquiries about campus housing should be made to the Office of Residence Life and Housing Services (https://www.nyu.edu/students/student-information-and-resources/housing-and-dining.html) at (212) 998-4600.

**Campus Housing Facility**
On the Brooklyn campus, the Donald F. and Mildred Topp Othmer Residence Hall (https://www.nyu.edu/students/student-information-and-resources/housing-and-dining/on-campus-living/residence-halls/othmer-hall.html) is an 18-story building that houses more than 400 students in both traditional and apartment-style suites. The residence includes student lounges, study rooms, laundry facilities, outdoor space and 24-hour security. Two full-time professional residence-life staff members work with graduate and undergraduate student resident assistants and security personnel.

The Clark Residence (https://www.nyu.edu/students/student-information-and-resources/housing-and-dining/on-campus-living/...
NYU Reads brings the NYU community together around a single common reading, chosen by a University committee made up of faculty, student, and administrator representatives. Building on our undergraduate schools’ first-year reading programs, NYU Reads extends this dialogue beyond Welcome Week and opens it up to the entire University community.

You can find this year’s selection on the NYU Reads Webpage (https://www.nyu.edu/life/events-traditions/nyu-reads.html).

New Student Convocation
New Student Convocation, occurring during new student orientation, is the first major academic program new students experience as members of the NYU Tandon School of Engineering community. At convocation, new students are inducted into the School’s academic community and are introduced to a variety of speakers and university administrators. The convocation is the official kick-off of the week-long orientation for all new students.

New Student Orientation (NSO)
Orientation is designed by various offices throughout the School and with the help of student Orientation Leaders to welcome all new students to the Tandon community and introduce them to the various campus offices, programs, and resources that lead to student success. New Student Orientation introduces new students to the School of Engineering community and offers opportunities for incoming first- and transfer students to complete their enrollment activities well before classes begin. Students will receive the information and tools needed to successfully acclimate to NYU Tandon, and become an active member of the academic community. Orientation programs are designed around the objectives of familiarizing students with their intended major, increasing understanding of the first-year curriculum and its connection to the academic discipline, and familiarizing new students with critical on-campus first-year support networks.

The overall goal is to create a sense of excitement and enthusiasm around the students’ majors, while demystifying preconceived notions about majors and college life. The program is coordinated by a team of administrators, faculty, and students who welcome new students to the Tandon community.

Office of Student Leadership and Engagement
The Office of Student Leadership and Engagement (OSL&EG) exists to support the academic goals of the NYU Tandon School of Engineering by providing services and programs designed to enhance and maximize students’ co-curricular educational opportunities. All programs and services are designed and implemented with the aim of creating a rich educational environment, infused with the core values of community engagement and civic responsibility, diversity and cultural competency, innovation and creative thinking, interpersonal and leadership development, and connection to the global network university.

Community Engagement
• Student Organizations: With over 40 student organizations ranging from professional and cultural groups to performing arts and religious and spiritual groups, there is something for everyone. Check out Club Fest at the beginning of each semester where Tandon’s clubs and organizations showcase their missions and programs while recruiting new members at the beginning of each semester. Find out more about clubs and organizations on NYU Engage (https://engage.nyu.edu/).
• Mentorship Programs: Mentors are a specially selected group of students who provide guidance and support to mentees, while promoting and building community at the Tandon School of
Excused Absence and Notification to Faculty

An absence can be excused if you have missed no more than 10 days of school. If an illness or special circumstance has caused you to miss more than two weeks of school, please refer to the section labeled Medical Leave of Absence.

Students may request special accommodations for an absence to be excused in the following cases:

- Medical reasons
- Death in immediate family
- Personal qualified emergencies (documentation may be requested)
- Religious Expression or Practice

If illness or an accident causes you to miss a class (or classes) or an exam, you should do the following:

- Notify the Office of Student Advocacy by filling out this Google form (https://forms.gle/YK6wVEcyyiAFeaqWs7/) in its entirety.
- The Office of Student Advocacy will provide notice to your professors. Students remain responsible for work missed.

Students should not provide anyone except the Office of Student Advocacy with a copy of medical documentation. If a professor requests a copy, refer them to the Office of Student Advocacy. It is important for instructors to know when you are experiencing an issue that might interfere with your studies. However, it is also important that your personal matters be kept confidential.

Please Note: Absence based on personal travel is not excused. In the case of final exams, failure to attend and take the exam may result in a failing grade.

Student Religious Observance


The Tandon School of Engineering's policy requires students to provide the Office of Student Advocacy with notification via this Google form (https://forms.gle/YK6wVEcyyiAFeaqWs7/) 14 days in advance of the days to be taken off.

The Office of Student Advocacy will provide notice to your professors. Students remain responsible for work missed.

Leaves of Absence

There are three types of leaves of absence available to students:

1. Medical Leave of Absence (Student Life and Services Approval)
2. Counseling Leave of Absence (Student Life and Services Approval)
3. Personal Leave of Absence (Registrar Approval)

Before requesting a leave of absence:

- International students should check in with NYU Office of Global Services (https://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration/contact-us.html) (OGS) regarding any Leave of Absence requests to discuss any visa implications prior to submitting for approval
- If you have a question about how a leave will affect your Financial Aid or scholarship, you should speak with an NYU StudentLink (https://www.nyu.edu/students/student-information-and-resources/student-centers-and-spaces/studentlink-center.html) Counselor. Financial Aid and scholarships are student specific so it is best to speak with a Counselor about your specific situation/account.
- NYU allows set amounts of time for leave regardless of medical, counseling, or personal. The below time periods applies to academic enrollment, not visas:
  - Minimum of one academic semester, or an equivalent four-month period
  - Maximum of two academic semesters, or an equivalent eight-month period
• If you require more time and you are not ready to return after the max of two semesters, you will need to reapply by completing a Readmission Application (https://connect.nyu.edu/register/nyureadmit/). This applies to both Graduate and Undergraduate students.

Medical Leave of Absence (MLOA)
If a student experiences a medical issue or injury (non-mental health related) that may cause them to miss more than two weeks of school (10 days), a medical leave of absence should be considered. To request a Medical Leave of Absence, please follow the below process:

1. Submit your medical information and medical documentation via the Student Health Portal (https://shcportal.nyu.edu/). In the Portal, go to Messages -> New Message -> Medical Leave (Not for Mental Health). Include the following information in your message:
   a. What school you attend
   b. Name of your academic advisor and their email address
   c. What terms you want to take leave e.g. Fall 2024, Spring 2025, etc.
      Please submit a completed version of the attached form or a brief, signed letter from your treating medical provider that states that you cannot be in school. The letter should include your diagnosis, and the expected time needed to recover from your illness.

2. Complete Medical Leave of Absence Request Form (https://engineering.nyu.edu/sites/default/files/2018-09/MLOA%20Request%20Form.pdf) and email it to advocacy.tandonstudentlife@nyu.edu.

3. Submit a request for leave of absence through Albert (http://albert.nyu.edu/albert_%20tab) (you must indicate “medical” as your reason for leave).

Counseling Leave of Absence
If a student needs to request a Counseling Leave of Absence (issues related to mental health/counseling) the student must:

1. Schedule an appointment with NYU Counseling and Wellness (https://www.nyu.edu/students/health-and-wellness/services/counseling-services.html) for evaluation of counseling leave by calling 212-443-9999. For Counseling Leave, NYU students must be cleared by NYU CNS, regardless if they have an outside provider or documentation. There is no exception to this.

2. Complete Medical Leave of Absence Request Form (https://engineering.nyu.edu/sites/default/files/2018-09/MLOA%20Request%20Form.pdf) and email it to deanna.rayment@nyu.edu.

Submit a request for leave of absence through Albert (http://albert.nyu.edu/albert_%20tab) (you must indicate reason for leave, in this case it would be medical)

Personal Leave of Absence
A personal leave of absence is a request for reasons unrelated to medical or counseling conditions. Personal leaves are voluntary and apply to issues related to national service or personal circumstances.

To officially request a personal leave of absence, students must submit a Personal Leave of Absence Request online via Albert (http://albert.nyu.edu/albert_%20tab).

• These requests are approved by the Registrar, not Student Life and Services.
• A personal leave is official only after the student receives final approval from the Office of the University Registrar.

• International Students must inform the Office of Global Services prior to submitting their request for Personal Leave as it may affect their visa status.

Conduct Compliance
Issues involving behavioral misconduct are referred to the Office of Student Conduct (https://www.nyu.edu/students/student-information-and-resources/student-community-standards.html).

Issues of academic misconduct are handled initially by individual departments on campus in conjunction with the Office of Student Advocacy. Please check the NYU Tandon Student Code of Conduct (http://engineering.nyu.edu/life/student-affairs/code-of-conduct/).

Tandon Career Hub
The Tandon Career Hub provides resources and opportunities for career exploration, professional development, and career planning. We aim to empower all Tandon students to achieve lifelong career success by providing them with the support and opportunities needed to develop and reach their career goals.

Career Hub Services
Career Coaching
The Tandon Career Hub offers specialized coaching exclusively for Tandon Students, including topics such as:

• Exploring career options and self assessment
• Creating cover letters, resumes, and portfolios
• Preparing for interviews
• Searching for jobs, internships and other opportunities
• Engaging in professional networking

Drop-in Advising
The Tandon Career Hub offers drop-in advising sessions each week for students who need quick assistance (less than ten minutes) with areas such as resume editing or job search questions.

Handshake
Handshake, our new recruitment management platform that we share with the Wasserman Center for Career Development, was launched for the Tandon Career Hub in fall 2023—replacing TandonConnect. Students and alumni can search for job and internship opportunities, upload their resumes, and communicate with employers. Employers can share opportunities and communicate with qualified students and alumni directly through the platform.

Interview Rooms
The Tandon Career Hub offers 3 interview rooms within our office suite which students can reserve on our website for virtual interviews with employers from 9am-5pm Monday-Friday. These interview rooms are equipped with desks and chairs, ring lights and white noise machines and students may request to borrow speakers or laptops if needed.

Tandon Career Hub Signature Programs
The Tandon Career Hub has four signature programs for our students: LeetCode Bootcamp, Data Science Bootcamp, the Career Exploration Series, and Marketing Yourself for the Job Search.

LeetCode Bootcamp
The LeetCode Bootcamp is offered to all NYU Tandon students who wish to practice and prepare for upcoming coding interviews. Our instructors are highly familiar with Big Tech coding interview formats and questions.
and provide valuable insights to ensure that students have sufficient knowledge and preparation. The bootcamp takes place bi-weekly for 9 weeks each semester and students may choose between different sessions based on their class schedules/availability. New topics are covered weekly.

**Data Science Bootcamp**
The Data Science Bootcamp is offered to all NYU Tandon students who wish to practice and prepare for upcoming data science technical interviews. Our instructors are highly familiar with data science interview formats and questions and provide valuable insights to ensure that students have sufficient knowledge and preparation. The bootcamp takes place bi-weekly for 9 weeks each semester and students may choose between different sessions based on their class schedules/availability. New topics are covered weekly.

**Career Exploration Series**
In these interactive panel discussions, NYU Tandon students learn from and network with alumni who have built careers in a variety of STEM fields to explore employment options, typical job responsibilities, and receive tips and advice on how to succeed in those fields.

**Marketing Yourself for the Job Search**
"Marketing Yourself for the Job Search" is a four part series that focuses on four important areas of career development: understanding your strengths and values, creating outstanding resumes and cover letters, developing a networking strategy, and interviewing skills.

**Employer Engagement**
The Tandon Career Hub connects students with employers through virtual job fairs, networking opportunities, information sessions, mock interviews and more! Tandon students looking for internship and job opportunities can attend these employer engagement events with companies interested in recruiting and networking with STEM students.

For more information, please visit our website https://engineering.nyu.edu/life-tandon/tandon-career-hub (https://engineering.nyu.edu/life-tandon/tandon-career-hub/).

**Additional Information**
- Advising (https://bulletins.nyu.edu/undergraduate/engineering/student-services/advising/)
- Registration (https://bulletins.nyu.edu/undergraduate/engineering/student-services/registration/)