

STUDENT SERVICES

Wasserman Center for Career Development | Brooklyn

The Wasserman Center for Career Development | Brooklyn (<https://www.nyu.edu/life/resources-and-services/career-development.html>) will connect you with leading companies that are searching for highly skilled, market-ready individuals prepared to take on the challenges and opportunities of the 21st century. Our offices help undergraduate and graduate students seek positions where their refined technical, analytical and communication skills can best be put to use.

Career Counseling and Career Development Seminars

Knowing how to conduct an internship or job search is key to landing the opportunity you want. Through one-on-one career counseling and group seminars, NYU Tandon School of Engineering students acquire effective job search skills designed to complement their successful in-classroom experiences. Writing an effective resume, preparing for a career fair and acing the interview are just some of the topics addressed by career center staff.

Internship Opportunities

Internships allow students to gain real-world experience, while giving employers a chance to identify future talent. Students are encouraged to participate in one or more internships before they graduate, demonstrating to employers NYU Tandon School of Engineering's high standards of excellence. These professional experiences give students an edge over the competition and have the potential to turn into full-time opportunities following graduation.

NYU CareerNet, Career Fairs and On-Campus Recruiting

NYU Tandon School of Engineering students can connect to NYU CareerNet, our online internship and job search engine. Using this valuable database, students can submit a cover letter and resume directly to employers. Additionally, internship and job seekers can meet with hiring companies at career fairs and even arrange on-campus interviews with these employers. Participating companies range from small entrepreneurial start-ups to mid-sized businesses to internationally recognized major corporations.

Counseling and Wellness Services

"Helping Students Achieve Maximum Potential"

Counseling and Wellness Services (<https://www.nyu.edu/students/health-and-wellness/counseling-services.html>) offers free, confidential psychological services to all NYU Tandon School of Engineering students. College can be a stressful time, and students can face a range of difficulties that can interfere with their ability to succeed academically or function at their best. For example, many students struggle with concentration, test anxiety, sadness, lack of motivation and difficulties with family or friends that can interfere with their NYU Tandon School of Engineering experience. The Counseling and Wellness Services staff is available to meet with students and help resolve these issues. Staff members provide information and support to help students solve problems, achieve goals and feel better.

Students can make an appointment by calling (646) 997-3456 or stopping by the center in Rogers Hall.

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/>) (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 the Office of Undergraduate Academics (uga.engineering@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/undergraduate/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

Each semester requests are sent to first-year instructors asking for feedback on their students' academic progress. Students at risk of not passing 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 Affairs: Activities, Advocacy, Leadership.)

First-Year Dialogue Program

(See Section on "New Student Programs" under Student Affairs: Activities, Advocacy, Leadership.)

Residence Life & 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 citizen. 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 is a 20-story building that houses more than 400 students in two-bedroom suites and two-bedroom apartments with kitchenettes. Each room has Internet and cable TV ports. This innovative building is wireless and 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 is connected to the St. George Residence - Weller Building and Studio Building - and occupies the site of the former St. George Hotel in one of New York City's most desirable neighborhoods, Brooklyn Heights. Just one subway stop from lower Manhattan, the Clark Residence is within walking distance to NYU Tandon School of Engineering's MetroTech campus, shopping, dining on Montague Street and a short walk to the Brooklyn Promenade, home to breathtaking views of the Manhattan skyline.

Each single, double and triple fully-furnished room in the Clark Residence offers a TV, DVD player, high-speed internet, refrigerator, microwave and bathroom. The residence features lounges, a pool table, public computers, communal kitchens and a complimentary membership to the four-star Eastern Athletic Club.

Campus Housing Requirements

All students living on-campus are required to be full-time NYU Tandon School of Engineering students and Othmer residents are required to be on the School meal plan. For security purposes, all resident students are mandated to have a cell phone and sign-up for the Emergency Text Alert system (E2campus).

Student Life & Services: Activities, Advocacy, Career Development and Leadership

The Office of Student Life & Services supports the NYU Tandon School of Engineering's academic mission by enhancing students' education through a range of programs that build intrapersonal, professional, emotional, and other essential life skills. We work in partnership with academic, support, and service departments to tailor our activities to students' needs. Our programs work to address emerging issues, develop student leadership excellence, promote and foster campus community citizenship, foster campus-wide diversity awareness, and provide general student advocacy. Additionally, the Office of Student Life & Services partners with external stakeholders from corporations, not-for-profits, startups, and educational institutions to programmatically enhance the professional development of students and to fulfill inclusive campus objectives.

Inclusion, Diversity, Belonging and Equity Initiatives

The Office of Student Life & Services at Tandon is committed to supporting the diversity mission of New York University "to embrace diversity among faculty, staff and students to ensure a wide range of perspectives." NYU Tandon students reflect the diversity of the world and we have a responsibility to provide and sustain a safe and affirming environment. Our office seeks to create spaces that promote social justice through open and considerate dialogue and where differences are embraced, valued and celebrated. To that end, students will find a variety of opportunities to participate in activities, programs and trainings that allow them to live, learn and grow as global citizens that contribute to the development of inclusive and equitable communities.

Find more information about the School's commitment to diversity. (<https://engineering.nyu.edu/campus-and-community/student-life/diversity-initiatives/>)

New Student Programs

The NYU Tandon School of Engineering seeks to ease the transition for students into their new environment with a variety of programs designed

to orient and welcome new students. These programs are generally held before the fall and spring semesters.

NYU Reads

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-year 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 & Engagement

The Office of Student Leadership & Engagement (OSL&E) 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 & civic responsibility, diversity & cultural competency, innovation & creative thinking, interpersonal & 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 Engineering. Currently, formal mentorship programs exist for all women-identified students. Applications are accepted for mentorship programs in the Fall semester.
- **Events and Programs:** Join us for a wide range of campus-wide programs, including SOExcited You're Back, Tandon Sparks, Finals Study Break, International Student programming, off-campus trips, and discounted tickets or visit The HUB (LC 223), the central student lounge, to check out upcoming programs. Make sure to check out our annual programs that celebrate the wonderful traditions here at Tandon.
 - Tandon Kickoff - September
 - Diversity in STEM - November
 - MLK Week - February
 - Tandon Spirit Week - February
 - Women in STEM - March
 - Solidarity Week - April
 - Student Appreciation Day - May

Leadership Opportunities

- **Student Council:** Tandon's Student Councils are elected by students to serve as their primary representatives, advocates, and liaisons to the NYU community. Student Council members survey the student body, support student clubs and organizations, coordinate major campus events, and collaborate with offices and students across campus. Student Council elections take place each Spring for both Graduate and Undergraduate Councils.
- **Orientation Leaders:** OLs provide incoming students and their families with a personal introduction and connection to NYU Tandon. They highlight school spirit and tradition, academic expectations and campus life, and promote resources available for student success. OLs are selected in the Spring for both Graduate and Undergraduate Orientation and the Fall for Graduate Orientation only.
- **Tandon Leadership Lab:** Tandon Leadership Lab programs guide students - through hands-on activities and critical dialogue - in discovering who they are as leaders and becoming confident with tangible leadership skills and strategies that can be applied to their everyday lives.

Service Opportunities

- **The Poly Project:** Tandon's service-learning initiative works to provide regular and sustained opportunities for students to engage in community service. Students are able to volunteer in the local Brooklyn community and serve in leadership roles as Service Ambassadors.
- **SOEciety:** The SOEciety Service Learning Experience provides students with an immersive alternative break volunteer experience that allows them to better understand personal and social identities, while working to serve a community's needs as future leaders in STEM. Through this experience, students will engage with topics of social justice and leadership while working toward becoming social change agents.

Office of Student Advocacy

The Office of Student Advocacy plays a vital role in supporting and encouraging students who are faced with challenging situations during

their student careers. It is one of several places where students can get confidential help. As a student advocate, Deanna Rayment, Assistant Director of Student Advocacy and Compliance, works with various other offices to help students solve problems and develop self-advocacy skills.

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/YK6wVEcyiAfEqWs7/>) 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

NYU Policy Regarding Observing Religious Holidays (<http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/university-calendar-policy-on-religious-holidays.html>)

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/YK6wVEcyiAfEqWs7/>) 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 & Services Approval)
2. Counseling Leave of Absence (Student Life & 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 2020, Spring 20121 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_?tab) (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 CWS, 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_?tab) (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_?tab).

- These requests are approved by the Registrar, not Student Life & 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

NYU Tandon offers additional career services that are tailored and customized to meet the specific needs of STEM students. Coaching and professional development training is delivered by a team of experienced industry professionals: our office engages with employers from a variety of industries to create meaningful job and internship opportunities for our students. We offer one-on-one coaching, a variety of recruiting activities including STEM-focused career fairs, networking events with alumni in industry, technical interviewing bootcamps, an online platform with job and internship postings, as examples.

For more information about the Tandon Career Hub, visit <https://engineering.nyu.edu/life-tdandon/tdandon-career-hub> (<https://engineering.nyu.edu/life-tdandon/tdandon-career-hub/>).

Additional Information

- Advising (<https://bulletins.nyu.edu/undergraduate/engineering/student-services/advising/>)
- Registration (<https://bulletins.nyu.edu/undergraduate/engineering/student-services/registration/>)