

JANUARY 2007

Student Services Information Bulletin

for New Students and their Parents

From the Senior Vice President *I know you have many questions and I hope this bulletin answers all of them. If it doesn't, please feel free to call the numbers listed under each topic. A staff member will be happy to answer your questions or refer you to those who can. And, don't forget to visit our website at www.newschool.edu/student-services for orientation information.*

We look forward to meeting you!

—Linda A. Reimer, Senior Vice President for Student Services

NEW STUDENT ORIENTATION

New student orientation for all new students will take place January 16–19. All new students should attend the events and information sessions. Students should also attend their school's academic orientation program. For those who plan to live in a residence hall, specific information about check-in will be sent mid-December. Orientation information is available on the Student Services website at www.newschool.edu/student-services. Contact the Office of Student Development with questions or concerns at 212.229.5687 or email studev@newschool.edu.

ONLINE ORIENTATION TUTORIALS

Online orientation tutorials are available to new students. Information presented in the tutorials includes the Student Code of Conduct, university policies on sexual harassment, AlcoholWise, and financial aid. Students who do not complete the Code of Conduct and the Sexual Harassment tutorials will be required to attend a mandatory two-hour on-campus Student Rights and Responsibilities workshop covering these topics during orientation. To access the online orientation tutorials, please go to www.newschool.edu/student-services.

PARENT ORIENTATION

The Parent Orientation will take place Tuesday, January 16, 9:00 a.m.–5:00 p.m. Parents will have the opportunity to meet with administrators from Student Services to learn about the resources and services available to students as well as students' rights and responsibilities. The Parent Orientation schedule will be available December 1 on the Student Services website at www.newschool.edu/student-services.

STUDENT DISABILITY SERVICES

Enclosed in your Pre-Enrollment Packet is a pamphlet about Student Disability Services. If applicable, return the self-disclosure form as indicated. If you have specific questions about accommodations, please contact Student Disability Services at 212.229.5626 or email luchsj@newschool.edu.

INTERNATIONAL STUDENT SERVICES (ISS)

I-20 Applications If you are an international student, please complete the application for your I-20/DS-2019 and submit it with corresponding financial documentation to International Student Services. Please note that the visa application process varies at U.S. Consulates from country to country and can take anywhere from one day to eight weeks for processing.

Please remember that you must not arrive in the U.S. more than 30 days before the program start date on your I-20 or DS-2019. If you have any questions about the I-20 or DS-2019 application process, please contact International Student Services: 212.229.5592 or iss@newschool.edu.

SEVIS Fee Apply for your visa now!

A SEVIS fee of \$100 must be paid in U.S. currency prior to applying for a visa. Students and visitors can pay with a check by mail, with a credit card or through a third party, either in the U.S. or abroad. For more information, please check the following website: www.fmjfee.com.

Arriving in New York When you arrive in the U.S., you will be expected to know your rights and responsibilities immediately. Please read the letter we send with your I-20 or DS-2019 very carefully. For more information, go to www.newschool.edu/student-services/international.

Don't forget to check in with us as soon as you get to the U.S. and to attend orientation. The ISS staff looks forward to meeting you.

STUDENT FINANCIAL SERVICES

Financial Aid Award Letters If you have applied for financial aid and have not received your award letter, please contact Student Financial Services to be sure your file is complete. Please call 212.229.8930 or email sfs@newschool.edu.

Refund Information Refunds due from student loan disbursements are mailed to the student at the official address on file with the university within two weeks of the funds being applied to the student's account. First-year students who are expecting a refund for living expenses should arrive with spending money for the first two months of the semester to cover costs for books, supplies, entertainment, and food.

Payment Information Students enrolling during the spring semester are expected to pay tuition and university fees at the time of registration. Payment may be made by bank debit card and cash (in person only for both), personal check, Visa, MasterCard, American Express, or wire transfer. Please make checks payable to The New School and include the student's name and New School ID number in the memo section. According to university policy, third-party checks are not accepted with the following exception: Checks from parents will be accepted, but must include the name of the student and the New School ID number in the memo section. A parent may also give written authorization to charge his/her credit card. He/she must include the card number, expiration date, amount to be charged, signature of the cardholder, and student name and New School ID number.

STUDENT HOUSING

Please submit your housing application immediately. It takes a number of days to process an application and assign a room. If you have already applied, you will receive information about your residence hall assignment in December. For questions about student housing, contact the Office of Student Housing at 212.229.5459 or email studenthousing@newschool.edu.

STUDENT HEALTH SERVICES

Enclosed in your Pre-Enrollment Packet is information about immunization and meningitis response requirements. All degree-seeking students are required by New York State law to submit proof of immunization—two measles vaccines, one mumps vaccine, and one rubella vaccine—on or after their first birthday, unless they were born before 1957. Students are also required to read information and make a decision about whether they want to be immunized against meningitis. Students must meet these two requirements in order to register for classes. Please visit the Student Health Services web page at www.newschool.edu/studentaffairs/health/ to learn more about these requirements. Please be sure to mail or fax the Immunization and Meningitis Documentation Form to Student Health Services. For further

information please call Student Health Services at 212.598.4796, option 2.

STUDENT HEALTH INSURANCE

Our goal is to provide students with affordable, comprehensive health insurance. The Student Health Insurance offers easy access to a reasonably priced insurance plan to eligible students. All degree-seeking students taking more than six (6) credits are automatically enrolled in the university plan. If you have your own comparable insurance plan you may waive the health insurance coverage offered by the university. To do so please complete the online waiver form as soon as possible to avoid charges on your account. Waivers can be completed online by going to the "Student Connection" link at www.chickering.com. If you have special medical needs, please contact Student Health Services at 212.598.4796. For more information about Student Health Services and Student Health Insurance, please visit www.newschool.edu/studenthealthservices.

International students who do not possess adequate medical and mental health care coverage are strongly encouraged to remain enrolled in the Student Health Insurance Plan to ensure that they will be eligible for complete medical treatment and because treatment is expensive in the U.S.

MEAL PLAN

Enclosed in your Pre-Enrollment Packet is a meal plan brochure. In addition, information about the meal plan can be found on our website by going to www.newschool.edu/studenthealthservices. If you have any questions, please contact Martin Schanley at 212.229.5161.

MY.NEWSCHOOL.EDU

After your acceptance deposit has been received, you will be sent information on how to access My.NewSchool.edu, the university's new customizable web portal. This information will be sent to the email address on file with your Admissions Office. "MyNewSchool" is where you can go to access your New School email account, ALVIN online

services, financial aid information, account summary, transcripts, and personal information. You will also have access to the library, as well as important announcements, updates on special events and special offers (for example, free movie and theater tickets), and much more. "MyNewSchool" allows you to customize your environment by adding your favorite websites. "MyNewSchool" is your online space connecting you to the university. We encourage you to start using "MyNewSchool" right away and become an active member of the university community.

RECREATION AND FITNESS

The newly opened McBurney YMCA located at 125 West 14th Street offers New School students a group membership rate of \$47.15 per month (a 20 percent rate reduction) as well as waiving the initiation fee (\$125). Studies show that increasing physical activity levels and making exercising a part of our daily routine has positive effects, results in better stress management, and reduces health care costs. The McBurney Y offers a wide range of programs and activities including swimming, basketball, and modern training and cardiovascular centers as part of a YMCA adult or family membership. Please visit www.ymcanyc.org for a virtual tour and for more information.

WHERE TO STAY

Parents who plan to stay overnight should visit www.nycvisit.com and click on the link for "Book Your Hotel."

CHECKLIST

A New Student Checklist is included in this mailing to help you get your school business done as quickly and easily as possible, and to prepare you for your arrival to The New School.