Dear New Student,

Congratulations on your recent admission to Felician University.

We are so pleased that you have been admitted to Felician University and that you will soon be joining us in Rutherford, NJ, in the USA.

Whether you are admitted to our English as a Second Language Program, our bachelor’s or master’s program, or you are coming to us as an exchange partner from one of our many wonderful, academic partners abroad, you are now a Felician University student, and an important member of our community.

The Office of International Programs is committed to ensuring that the transition from your country to ours is a successful one, and that you will feel welcome in this place that will be your new home for some time to come.

To ease your transition, we have created this Guide to Enrollment.

This Guide to Enrollment should serve as a vital resource to you as you make your preparations to travel to the United States and Felician University. We encourage you to read it very carefully and refer to it whenever necessary. It is our hope that the information in this booklet will enable you to take full advantage of all of the many services and activities that Felician has to offer.

Please know that there will be additional information shared with you during your new student orientation. For now, though, the information contained in The Guide should give you everything you need to get from your part of the world to ours!

Again, congratulations and I look forward to personally welcoming you to Felician University.

Sincerely,

Dr. Geraldine F. Koch
University Director of International Programs
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After being accepted to Felician University and after submitting statements of financial support, you will receive an I-20 Certificate of Eligibility, which is for F-1 students. This form serves as part of your “application” for a student visa.

Please take a few minutes to review your I-20, and the materials that will be provided for you by the OIP. Make sure all the personal information and your program of study is correctly noted. If you believe there is an error, contact the Office of International Programs. Do not return your I-20 unless you are instructed to do so.

Read the printed instructions on page 3 of the I-20 and sign and date at the bottom of page 1, as required. Your Program Start Date is the date by which you should, at the latest, enter the United States with your I-20 to begin your academic program. The Program Start Date is the first day of classes. You are eligible to enter the United States no more than 30 days prior to the start date listed on your I-20.

Once you’ve received your I-20, you will be required to pay the SEVIS I-901 Fee in order to be enrolled in the Student and Exchange Visitor Information System (SEVIS). You can pay the SEVIS fee at the following website: www.fmjfee.com. After paying the fee, the receipt should be printed out and presented to the consular officer when you attend your F-1 visa interview.

It is best to apply for your student visa in your home country. Applying for the F-1 student visa may vary depending on the U.S. embassy or consulate you are dealing with. You will be required to pay a non-refundable visa application fee. There is an online visa application available, which allows you to complete and print the Form DS-160 to take to your F-1 visa interview.

The amount of time needed to obtain a student entry visa varies, so you are advised to apply as soon as possible after receiving your Form I-20. Questions should be directed to the consulate or embassy where you will be applying. A listing of embassy/consulate contact information is available on the Internet (http://usembassy.state.gov). Remember that if you have an I-20, you will be applying for an F-1 student visa. Also, though you may be entering the U.S.A before your spouse and/or children, you may apply for F-2 visas for them at the same time, provided
The following documents are required for your F-1 visa interview:

- A valid passport
- The Nonimmigrant Visa Application, Form DS-160
- The visa application processing fee payment receipt and I-901 SEVIS fee receipt
- A passport photo
- A Certificate of Eligibility for Nonimmigrant (F-1) Student Status (Form I-20)
- Felician University acceptance letter
- Financial documentation demonstrating you can support your program.

The Consular Officer may ask you any of the following questions:

<table>
<thead>
<tr>
<th>Why did you choose Felician University?</th>
<th>Why do you want to study in the U.S.A.?</th>
</tr>
</thead>
<tbody>
<tr>
<td>How will your degree be used in your home country and what are your employment prospects?</td>
<td>Why do you want to study the subject area you’ve chosen?</td>
</tr>
</tbody>
</table>

We recommend that you prepare a written statement that answers these questions. You must be truthful and willing to answer direct questions. If the Consular Officer thinks that you are not telling the truth, you may not get a visa.

Before issuing the visa, the U.S. Consular Office must be convinced that you have a residence outside the U.S. that you have not abandoned and that you do not intend to seek permanent residence in the United States. It is important to show the officer that you have strong ties to your country of residence, such as family, community or social ties, or documents showing membership in professional organizations and religious groups. You may also wish to show proof of a family business, ownership of property and bank accounts, a job offer, or evidence that people with the kind of education you are seeking are needed in your country. Any relevant documentation that you provide will assist the Consular Officer in making a decision.

Rehearse what you plan to say to the Consular Officer. Practice your English! It is important that you are courteous and clear in your presentation.
If you are denied a student visa you have probably not sufficiently proven to the Consular Officer that you are entitled to student status. In many cases, the denial will be based on failure to prove that you intend to return to your home country. **We strongly suggest that you contact the Office of International Programs if you are denied a visa so that they may assist you in your second application to receive an F-1 visa.**

**Please note: we do not recommend you enter the U.S. with a Visitor’s Visa (B-1 or B-2 status). It is not recommended that you change status from a B-1 or B-2 to a student visa in the U.S. You may not attend school as a full-time student in B-1 or B-2.**

Students from Andorra, Austria, Belgium, Denmark, Finland, Germany, Iceland, Italy, Japan, Liechtenstein, Luxembourg, Monaco, The Netherlands, New Zealand, Norway, San Marino, Spain, Sweden, Switzerland and the United Kingdom should NOT enter the U.S.A. with a tourist visa waiver. Though citizens of these countries are permitted to visit the U.S.A. without applying for visas at consulates or embassies, entry with a visa waiver restricts you to staying as a tourist and for only 90 days. You cannot change to student status when you have entered with a tourist visa waiver.

**Keep in mind the following:**

**Only use the I-20 issued by the school you plan to attend!**

**The I-20 is very important- DO NOT LOSE IT!**

**Do NOT enter the United States on a Visitor’s Visa or Visa Waiver if your primary intent is to study!**

**SECURING HOUSING**

To secure your on-campus housing, complete the housing application form at the end of this document and submit it to the Office of International Programs. Please adhere to the following deadline, to ensure that you will receive a space in the residence hall.

Housing is limited, so we encourage you to respond on or before the deadline date.

**Overview of Residence Halls**

At Felician University, we believe that on-campus housing provides a unique learning experience. Our Staff strives to create a home away from home for all of a student's university years. In order to achieve that sense of home, we establish an environment in which students have the greatest possible opportunities to grow - spiritually, intellectually, and socially - in an
atmosphere that fosters the freedom of inquiry and action, as well as a respect for cultural diversity. Residence Life is one of many offices that work to provide opportunities designed to bring students to their highest potential. As with the whole University community, we too are committed to fostering a love for God, self-knowledge, service to others and a love for learning within the greatest liberal arts tradition of our Catholic/ Franciscan/Felician heritage.

We have two dormitories students may be placed in:

<table>
<thead>
<tr>
<th>Elliott Terrace</th>
<th>Milton Court</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typical room: 2-person (double) 13' wide x 12' long</td>
<td>Typical room: 2-person (double) 11' wide x 12' long</td>
</tr>
<tr>
<td>Large, built-in closets</td>
<td>Large, built in closets</td>
</tr>
<tr>
<td>Voice/data/cable in each room</td>
<td>Voice/data/cable jack in each room</td>
</tr>
<tr>
<td>Living room in each suite</td>
<td>Milton Court houses students in suites consisting of two double-capacity rooms which are connected via a bathroom.</td>
</tr>
<tr>
<td>Elliot Terrace is Felician University's suite-style facility. Junior and Seniors are permitted to live in Elliot Terrace; towers exist for male and female students. Traditionally, six students are housed in 3 doubles per suite. Some suites do accommodate more or less students. Very few singles exist, as do a limited number of triple occupancy rooms.</td>
<td>Milton Court has a quiet study lounge, Community lounges, a game/activity lounge and laundry.</td>
</tr>
<tr>
<td>Elliott Terrace has a community television/activity lounge, laundry and a courtyard complete with patio and grill. Office of Residence Life (2C8) and the Security Office are located on the &quot;C&quot; level in Elliott. As there are no kitchen facilities, Elliott Terrace Residents are required to participate in the Board Plan.</td>
<td>All rooms and apartments are fully furnished. Each individual is provided with a twin xl-size bed, a desk and chair, and a bureau. All utility costs (electric, water, heat, air conditioning) are included. Each bedroom is equipped with Ethernet/internet access and Wi-Fi access. Coin-operated/credit card-operated laundry facilities are located in each dormitory. Please be aware that there are no kitchens within the dorms and the only approved appliances are microwaves</td>
</tr>
</tbody>
</table>

Both residence halls have live-in professional staff members, as well as resident assistants. They are available 24 hours a day, 365 days a year.
and small refrigerators. Students must purchase the microwave and small refrigerators themselves.

**IMMUNIZATION AND MEDICAL FORMS**

Completion of the Health Report is required by law and will help us document your immunizations and medical information so that we can provide you with the best medical care. The form can be found at the back of this booklet. Please complete Page 1 and have your physician complete Pages 2-4 of the Medical Form at the end of this Guide. If you do not have the immunizations required on Pages 3 and 4, please be sure to ask your doctor for these vaccines. **You must have this form returned to the Felician Health Center before you begin classes.** If you have questions about health reports, please feel free to call the Health Center, at e-mail the Health Center at wellness@felician.edu or call (201) 559-3559.

**WHAT TO BRING**

There will be a shopping trip during new student orientation and other opportunities to shop during regular orientation and throughout the semester, so you don’t need to bring additional toiletries, school supplies, or other easily replaced items. 

*Please Note: One set of bed sheets (one flat, one fitted); one pillow, one pillowcase, and one fleece blanket are provided for you. Other items can be shipped, purchased online to await your arrival, or purchased here after you arrive.*

**Items for your Carry-on Bag**

Here are some items that we highly recommend you bring with you or packed in your carry-on bag.

**Cash:** Be sure to bring enough US currency to pay for any travel between your point of departure and Rutherford. You may want to bring $100 more than you think you will need to pay for transportation, in case currency exchanges are closed when you arrive, or plan to bring traveler's checks and cash some at the currency exchange.

**Traveler's Checks:** Carry most of your money this way, as it's safer than cash. We suggest you bring at least $1000-1500 for your first several weeks of expenses, if at all possible. Textbooks for the semester may cost as much as an additional $500. Finally, traveler’s checks are treated as cash for purposes of opening a bank account here, so bring enough to use for that purpose.

**Credit cards:** Major credit cards, debit cards, and ATM cards can be used to charge purchases or get local currency. Check to see if your local cash card is part of a global network, such as Cirrus or Plus. Be sure to carry a list of your card numbers with you, but DO NOT pack it in your checked luggage!
**Medication:** If you are on any special medication, make sure that you will have a sufficient supply. You may wish to consult your doctor about generic names of the drugs you must take rather than specific brand names.

**Appliances:** Laptop computer, Small electronics: iPod, camera, or any similar items

**Clothing for a couple of days:** change of shirt, underwear, etc. You may wish to bring small toiletry items too, but be careful of the limit on size and quantity imposed by security restrictions.

**Emergency phone numbers:** both at home and at Felician University! You'll receive an email with several emergency contact numbers here at Felician University for use while you are travelling.

**Comfort items:** such as a travel pillow, lightweight throw, and small towel will be useful during your journey.

**What to Check**

- Make sure that your luggage tags have your Felician University address.
- Depending on when you are arriving, pack an off season clothing in the suitcase you plan check. Also, be sure to bring jeans, a couple pairs of shoes, some short and long-sleeved shirts/blouses, some sweaters or sweatshirts, a lightweight jacket or raincoat, and an umbrella. If you are coming during the summer months, you may want to bring a swimsuit and shorts.
- CDs, computer games, or other favorite items from home
- Photos and small mementos of home—your friends will want to see these! Bring one national festive outfit if you can, since you may wish to wear this for special occasions or events sponsored by the International Student Association.

**Please do NOT Bring!**

**Electrical appliances:** If you bring electrical appliances with you, be aware that you will have to adjust the voltage of your appliances from 220 to 110. Many appliances have a switch built in so that they may be used both overseas and in the U.S. If you need to buy a converter, check to be sure that you get one that can handle the amount of power you will need to use. You'll most likely find it cheaper and easier to purchase these things here.

**Cell or mobile phone:** Your home cellphone may not be compatible with US technical requirements, and it is likely to be easier and cheaper to get a phone here with international calling options.
<table>
<thead>
<tr>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>A valid passport with a U.S.A visa (F-1).</td>
</tr>
<tr>
<td>I have my I-20 form from Felician. It is with my passport.</td>
</tr>
<tr>
<td>Copies of the above documents in my carry-on bag for safekeeping.</td>
</tr>
<tr>
<td>A list of emergency phone numbers</td>
</tr>
<tr>
<td>A photocopy of credit card(s) that I keep in my carry-on bag.</td>
</tr>
<tr>
<td>Completion of all necessary Felician forms (The Health Forms/Enrollment Form, etc.,) and returned them to The Office of International Programs by the specified deadline dates.</td>
</tr>
<tr>
<td>I have made my housing arrangements.</td>
</tr>
<tr>
<td>I have read the directions to the Felician campus and understand that I am to report to the Rutherford Campus.</td>
</tr>
<tr>
<td>I had a medical, dental or vision check-up recently.</td>
</tr>
<tr>
<td>I have copies of my immunization documents and a copy of the health forms to be submitted to the Wellness Center.</td>
</tr>
<tr>
<td>I have prescription medicine with me (if needed).</td>
</tr>
<tr>
<td>I have confirmed my health insurance coverage with Felician</td>
</tr>
</tbody>
</table>
All residents are required to attend the welcome week programs for food and fun! These programs are FREE and provide an opportunity for residents to get to know their Resident Assistant as well as other residents in their building.

**Resident Assistant Duty Schedule**

A Resident Assistant (RA) is a trained peer leader who supervises those who live in the residence hall. The Office of Residence Life staff is here to assist residents whenever needed as well as to ensure that their campus experience is safe, fun-filled and conducive for learning. If residents have questions or concerns regarding housing or upcoming RA programs, they are encouraged to contact their RA. We encourage residents to keep in mind that RAs are full-time students as well and should be respectful when contacting them for assistance. There is an RA on duty every day to assist with campus emergencies in both residence halls.

The RA on duty will be in their respective office during the following days and times:

<table>
<thead>
<tr>
<th>Weekday</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday-Thursday</td>
<td>8:00pm-midnight</td>
</tr>
<tr>
<td>Friday and Saturday</td>
<td>9:00pm-midnight</td>
</tr>
</tbody>
</table>

**After midnight the RA on duty is required to be in their room.**

In the event that a resident experience an emergency and require immediate assistance, they are encouraged to call Felician Security at (201) 559-3561.
CABLE, TELEPHONE AND INTERNET SERVICES

CABLE
Residents who are interested in cable have the option of paying for this service on their own and must contact the provider company directly. The university is not responsible for any charges accrued for cable services. Residents must contact the cable provider listed below.

Gail Holt, Managed Property Professional
Freedom Region - Comcast Cable
Phone: 908-209-9453
Email: gail_holt@cable.comcast.com

TELEPHONE
Each student room on campus is equipped with voice, data and video communication lines. This means that residents may access the College's network for access to email and other services, provided that your computer is equipped with an Ethernet card. Residents, who would like a landline phone in their room, must request a phone by contacting their RA. Once the request for a college phone has been submitted, they will be provided with the designated phone number/extension for their room. **Residents must keep mind, that they must obtain a phone from the college as no other phone will work. In the event of an emergency, residents should contact the Security Office, which is open 24 hours each day at (201) 559-3561.

INTERNET ACCESS
All residents have access to the internet in the residence halls as well as inside all academic buildings on both Rutherford and Lodi campuses. To access the internet on campus residents can connect via Ethernet cable or wireless using their Felician University account login credentials. Residents who have guests that would like to use the wireless internet network they can login using the following credentials:

- USERNAME: guest
- PASSWORD: wirele55

Residents who experience difficulties accessing the internet are encouraged to contact the helpdesk for assistance.
EMAIL COMMUNICATION

The Office of Residence Life will distribute housing related information electronically to Felician University issued email accounts. All residents are required to have a Felician University email account. Residents are encouraged to check their email and campus mailbox daily. Residents will be held responsible for information disseminated in this way. Residents who do not have an email account or those who are unable to access their email account must contact the helpdesk.

Felician University Help Desk

- Telephone: (201)559-6165
- Email: helpdesk@felician.edu
- Website: http://felician.edu/technology-services

MAIL AND PACKAGES

Upon check in, all residents will be assigned a campus mailbox by their assigned hall office. Mailboxes are assigned per academic year and may change if a resident changes their housing assignment. It is the responsibility of all residents to change their address once they have officially checked-out or withdrawn from housing; letters and packages will be returned to sender if a resident is not registered for housing. Magazines, coupons, junk mail, will be discarded.

Letters and packages should be addressed in the following format:

- Resident First and Last Name ***NO NICKNAMES
- Felician University
- One Felician Way Box# XXX
- Rutherford, NJ 07070

Packages that do not fit in a resident’s mailbox will be available for pick-up in the main Office of Residence Life located in the lower level of Elliott Terrace. If a resident receives a package, an email notification will be sent to their Felician email account from the Office of Residence Life. All packages must be picked up in the Office of Residence Life and residents must show their Felician ID to retrieve their package. **Please note: all packages are delivered to the college’s central mailroom and then delivered to the Office of Residence Life. Residents are encouraged to await their package pick-up confirmation email to ensure that their package is available for pick up in the Office of Residence Life.**
Questions regarding resident mail and packages must be directed to the Office of Residence Life by phone at (201) 559-3506 or via email reslife@felician.edu.

LAUNDRY AND PARKING

LAUNDRY

Laundry rooms are conveniently located on campus for all residents to use; the machines only accept quarters or debit/credit cards. Residents are encouraged to be courteous and keep track of their wash and dry time to ensure that their belonging are not removed from the machines by another resident waiting for them to finish. The laundry room for Elliott Terrace residents are located on the lower level of tower one and for Milton Court residents, there is a laundry room on each floor. The cost of laundry is $1.25 to wash and $1.25 to dry.

Download the WaveRider Mobile App to:

- Start machines using your smart phone.
- Access online monitoring to check machine availability.
- Set up an account and load funds.

***Get the WaveRider app from the Apple app store or Google play.

PARKING & PARKING PERMITS

All residential student cars must be registered with The Security Office. Residential hang tags will be issued which must be displayed in the vehicle at all times. Students with registered cars may park in lots C, D or Milton Court only. Cars parked in Lot “A” or any other unauthorized areas, will be ticketed and/or towed at the owner's expense. Questions regarding parking and parking passes should be directed to campus security at (201) 559-3561.

KEYS AND LOCKOUT POLICY

For the safety of residents and their belongings, all residents are encouraged to lock their room and suite doors. Doors should be locked whenever the room is not occupied, as well as at night when residents are asleep. It the responsibility of all residents to carry their keys with them at all times. Residents should not lend their keys to others as doing so is in direct violation of the key policy. If keys are lost or stolen, residents must contact the Office of Residence Life staff immediately to have their lock(s) changed. Residents will be charged for the cost of the lock and keys; cost range from $150.00 to $250.00 depending on how many replacement keys are needed.

Residents who are locked out between the hours of 9:00 am - 4:30 pm, Monday - Friday, must contact the Office of Residence Life. For lock outs that occur after 4:30 pm on weekdays, on the weekend, or when the main Office of Residence Life is closed, residents must contact security and ask for the Resident Assistant on duty to let them in. Residents will be charged $10 for
their 3rd lockout and it will be billed to their student account; all subsequent lookouts will increase in $5 increments.

**GUEST AND INTER-VISITATION POLICY**

All residents must have their guests signed in and out with security at all times during visitation hours. The host must leave a valid Felician University ID and his/her guest’s valid student ID or Driver's License must be left with security. Both IDs can be retrieved when the guest is leaving the building. Residents must be with their guests at all times. You are responsible for the actions of your guests. If a guest is found in the residence halls without his/her host, they will be escorted from campus and not permitted to return. The hosts’ guest privileges will be revoked at the discretion of an administrator. Day Guests must be over 18 years of age or accompanied by a parent or legal guardian.

**Guest visitation hours are as follows:**

- Sunday-Thursday: 8:00 AM - 1:00 AM
- Friday-Saturday: 8:00 AM - 2:00 AM

Residents who wish to have a same sex guest stay overnight in the residence halls, must fill out an overnight guest form no later than 24 hours prior to their guest's arrival. If guest is arriving over the weekend, the form must be completed prior to noon on Friday. These forms are located in The Office of Residence Life via the Office of Residence Life website under forms: http://felician.edu/campus-life/residence-life.

**Residents must have their roommate and suite mates sign the form before approval is granted.**

A Residence Life Administrator must then sign the form, granting approval. In the event that a roommate or suitemate is not available to sign the overnight guest form as they are off campus for an extended period of time, they can email reslife@felician.edu from their Felician email account and indicate their acknowledgement and approval of the overnight guest.

Listed below is additional information regarding the guest policy:

- There will be no guests allowed over break periods or exam periods. A break period is anytime the school is closed for 2 or more consecutive school days (ex. Friday & Monday or Thursday and Friday).
- Overnight guests must be at least 18 years of age, unless prior permission from the Director of Residence Life has been given.
- You may have only 1 overnight guest at a time per resident.
- Guests must be with their hosts at all times.
• The maximum amount of time a guest is allowed to stay in the halls is three (3) consecutive nights within a 7 day period, not to exceed having guests for more than 6 days per month.
• An individual may not stay more than 6 nights during a 1 month period. In the case of an extenuating circumstance this policy can be petitioned to the Director of Residence Life.
• The guest and host must leave a valid form of current identification with security and sign in upon arrival.
• Your overnight guest pass form MUST be carried by your guest AT ALL TIMES.
• Remember, you are responsible for your guest while he/she is staying. If a guest is found in the residence halls without their host they will be escorted from campus and not permitted to return.

Residents who reside on campus are permitted to sign into Milton or Elliot without restriction to visit their friends, attend programs or hang out in the lounges. However, residents must stop at the security desk and sign into the building and must leave their Felician University ID. They will have access to the building until 2 am. Residents who fail to leave by 2 am will have their ID confiscated and face judicial consequences. No student is permitted to spend the night in another student’s room without written permission from the Office of Residence Life. After 2 AM on all nights residents are not permitted to be in another resident’s room or suite.

NOISE, SMOKING AND ALCOHOL POLICIES

NOISE
To ensure an environment conducive to sleep and study, residents are responsible for monitoring their personal noise level in and around the halls. Noise is considered a problem when it is deemed disruptive to others.

Quiet hours are in effect:

• Sunday-Thursday: 10:00 PM - 8:00 AM
• Friday-Saturday: 12:00 AM - 8:00 AM

Courtesy hours are in effect 24 hours a day. All noise must be kept to a level that is respectful to other residents in the building. If you are found in violation of the noise policy, you will receive a written warning. If it becomes a repeat offense, sanctioning will occur. Please remember that during exam periods, 24 hour quiet hours are in effect the entire span of exams. Signs will be posted to alert you to the dates and times when 24 hour quiet hours commence.
SMOKING POLICY

Felician University is a smoke free environment. Smoking is prohibited in any campus facility. Smoking is also prohibited with 50 feet of any building and must take place away from common walkways. Please know that a non-smoker’s right takes precedence anywhere on the Felician University campus.

ALCOHOL POLICY

Alcoholic beverages are not permitted on the Felician University campus regardless of age. The Rutherford Campus is considered a “Dry” campus. The following are prohibited:

- Felician University students or guests of Felician University students, regardless of age, possessing, consuming or distributing alcoholic beverages on the Felician University campus.

- Possession of full, partially full, or empty containers pertaining to alcoholic beverage containers, including but not limited to, beer cans (can chandeliers, can pyramids, etc.), empty kegs, liquor, wine and champagne bottles (regardless of cost, aesthetic or sentimental value).

- Being in the presence of open alcohol regardless of age or individual consumption.

- Providing large quantities of alcohol to others puts the community and its members at risk. For this reason, possession of kegs or beer containers over thirty-two ounces are considered serious policy violations.

Hosting an event that violates the alcohol policy is considered a serious violation and will minimally result in separation from Housing. As per the Alcohol Policy, staff has the right to inspect suspicious packages and coverings transported into the residence halls. Residence Life staff members also have the right to search a College issued hot/cold unit if there is any suspicion of an illegal substance inside. All students found in violation of the Alcohol Policy will need to meet with an alcohol counselor and complete an online alcohol education course.

BUILDING MEETINGS

All residents are required to attend a mandatory meeting designated for their building/floor as important information such as housing policies and housing updates will be discussed. Attendance will be taken; residents who are unable to attend their designated meeting must notify their Resident Assistant via email. Meeting dates will be emailed to you through your Felician Email Account and will be posted in the dormitories.
MAINTENANCE AND REPAIRS

Residents who need maintenance repairs must contact their RA to report the issue or email reslife@felician.edu from their Felician student email account. When sending an email, please provide the building and room number and clearly state problem. Repairs are handled as soon as possible; however, any problems occurring on a weekend/holiday must wait until at least the next business day to be dealt with (unless the problem is an emergency, ex - burst pipe, flood, clogged toilet, etc.). If the repair has not been made within three (3) business days please send a second email stating second request in the body. Please report all maintenance issues immediately to Residence Life!

HOUSING VACANCIES, WITHDRAWALS AND ROOM CHANGES

In order for the Office of Residence Life to maximize housing occupancy, we may have to consolidate. If a vacancy occurs in a room after placement, we will reassign the vacant space. It is the responsibility of each resident to maintain communication amongst them regarding changes to their room or suite occupancy. Consolidation of individuals will occur in rooms and suites that have vacancies. Should consolidation of residents’ room or suite need to occur, they will be notified via their Felician email account by the Office of Residence Life. Due to time constraints, the Office of Residence Life is unable to notify residents if a vacancy occurs.

***Residents with a vacancy in their room are not permitted to take over the empty space nor are they permitted to push the beds together. Vacant spaces must remain clean and free of clutter as the Office of Residence Life has the ability to reassign the space at any time. Residents who switch their room without approval from the Office of Residence Life may be fined.

Residents are eligible for housing as long as they are in good social and academic standing, and satisfy all of their financial obligations to the College. However, once a resident withdraws from housing, they forgo their guaranteed housing status and must reapply for future housing requests. Housing deposits are non-refundable and will be forfeited. Residents who would like to withdraw from housing must contact the Office of Residence Life to check out and complete a housing withdrawal form.

Residents who are interested in a room change must submit a room change request form during the open room change period. Residents are encouraged to keep in mind that housing costs vary and that the cost of a double room, triple room, single and super single is not the same. Residents are encouraged to contact Office of Student Accounts at (201) 559-6045 for cost information prior to submitting a room change request. The Office of Residence Life will make every attempt to accommodate all room change requests, however, room change requests are not guaranteed.
Availability is contingent on spaces that become available due to housing withdrawals. Residents are encouraged to find other residents who are interested in swapping rooms as it will make it easier to accommodate this switch. Residents who change rooms or convert their double room/triple room into a super single without approval from the Office of Residence Life will be fined and may be billed for a super single.

*A room change timeline will be e-mailed and posted.

Please note that it is the responsibility of all residents to review and adhere to all housing and college policies. For a complete list of all policies residents are encouraged to review the Office of Residence Life website: http://felician.edu/campus-life/residence-life/. Residents who have questions regarding any housing policies are encouraged to contact the Office of Residence Life reslife@felician.edu.
MEAL PLANS

All students who live in the residence halls are required to have a meal plan (except for ESL) and are automatically assigned the standard meal plan which can be used in any dining facilities on both Rutherford and Lodi campuses. To begin utilizing the dining hall, residents must use their Felician University ID for access.

Go here to learn more. http://www.dineoncampus.com/felician/

Dining Hall Locations and Hours of Operation*

**Rutherford Dining Hall (Monday – Friday)**

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:30am-10:30am</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:00am-2:00pm</td>
</tr>
<tr>
<td>Deli Service</td>
<td>11:00am-7:30pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>4:30pm-7:30pm</td>
</tr>
</tbody>
</table>

**Rutherford Dining Hall Weekends**

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brunch</td>
<td>10:00am-2:00pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>4:30pm-7:00pm</td>
</tr>
</tbody>
</table>

**Lodi Goya Dining Hall, Obal Hall, Lodi campus**

<table>
<thead>
<tr>
<th>Service</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Service - Breakfast and Lunch</td>
<td>7:30 AM-3:30 PM (Monday- Friday)</td>
</tr>
<tr>
<td>Deli and Grill Service</td>
<td>3:30 PM-6:00PM (Monday- Thursday)</td>
</tr>
</tbody>
</table>

**Falcon Nest**

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Dinner</td>
<td>7:00pm-12:00am</td>
</tr>
</tbody>
</table>

*Times are subject to change.
Local Takeout

The following establishments deliver to campus. Keep in mind that some may require a minimum purchase for delivery or credit card use. For menus, we recommend that you Google the restaurant name. All of the restaurants listed below have websites with menus.

**Boom Boom Chicken (Korean) – Delivery with minimum of $20 order**
Address: 36 Park Ave, Rutherford, NJ 07070
Phone: (201) 438-1124

**Hop Hing Kitchen (Chinese) – Delivery with minimum of $10 order**
Address: 29 Park Ave, Rutherford, NJ 07070
Phone: (201) 896-6668

**Chris’ Pizza and Family Restaurant (Italian)- Delivery with minimum of $10 order**
Address: 200 Park Ave, Rutherford, NJ 07070
Phone: (201) 933-3315

**Lyndhurst Pizza and Restaurant (Italian)**
Address: 446 Ridge Road, Lyndhurst, NJ 07071
Phone: (201) 939-5666

**Domino’s Pizza**
Address: 6 Orient Way, Rutherford, NJ 07070
Phone: (201) 933-7900

**Papa John’s Pizza**
Address: 217 Paterson Ave, East Rutherford, NJ 07073
Phone: (201) 939-7272

**Red Basil (Thai) – Delivery with minimum of $20 order**
Address: 4 Glen Road, Rutherford, NJ 07070
Phone: (201) 460-8585

**Ferazzoli’s Italian Kitchen**
Address: 317 Union Ave, Rutherford, NJ 07070
Phone: (201) 729-0707

**Mama Rosa Pizzeria**
Address: 332 Union Ave, Rutherford, NJ 07070
Phone: (201) 939-2342
Local Dine-In

The following restaurants are all within walking distance of the University. Bon Appetit!

**Nizi Sushi (Japanese and Korean)**  
Address: 300 Union Ave, Rutherford, NJ 07070  
Phone: (201) 804-7666

**Azteca (Mexican)**  
Address: 47 Park Ave, Rutherford, NJ 07070  
Phone: (201) 438-2111

**The Risotto House (Italian)**  
Address: 88 Park Ave, Rutherford, NJ 07070  
Phone: (201) 438-5344

**Yamada Sushi (Japanese)**  
Address: 55 Park Ave, Rutherford, NJ 07070  
Phone: (201) 460-8700

**Greek Town Gyros (Greek)**  
Address: 65 Park Ave., Rutherford, NJ 07070  
Phone: (201) 672-0045

**Eros Café Restaurant and Pizzeria (Mediterranean)**  
Address: 168 Union Ave., East Rutherford, NJ 07073  
Phone: (201) 729-0005

**Mambo Tea House (Cuban)**  
Address: 98 Park Ave., Rutherford, NJ 07070  
Phone: (201) 933-1262

**Village Gourmet (American)**  
Address: 75 Park Ave, Rutherford, NJ 07070  
Phone: (201) 438-9404
TRAVEL TO FELICIAN

All accepted students, especially those who plan to reside on campus, should report to the Rutherford Campus. **If you are arriving by taxi, please advise the driver that the GPS address is 223 Montross Avenue Rutherford, NJ 07070. Please do not go to the Lodi campus.**

AIRPORT

There are three major commercial airports in the New Jersey area: Newark International Airport (EWR), LaGuardia International Airport (LGA) and John F. Kennedy International Airport (JFK).

Newark International Airport is the closest to Felician University’s Rutherford campus at 11.9 miles and an approximate 25 minute car ride.

LaGuardia International Airport is in New York and is approximately 22 miles from campus and a 50 minute to one hour car ride.

John F. Kennedy International Airport is in New York and is 26.7 miles from campus and an approximate one hour to one and a half hour drive to campus.

Ground Transportation from the Airport

You have several options to get to campus.

1) Take a cab from the airport- Taxi cabs are readily available at all three airports. Simply walk to the taxi stand and provide them with the following address. Felician University, 223 Montross Avenue, Rutherford, NJ. To get an estimate of your taxi fare, go to taxifarefinder.com.

2) SuperShuttle- You may also choose to arrive by SuperShuttle. Information can be found at: http://www.supershuttle.com/

3) Special transport-If you prefer to have your transportation plans made in advance, Felician has made arrangements with a car service, Alan’s Limo, Inc. The pricing is as follows:

   **Newark Liberty International Airport, New Jersey (EWR):**
   - 1 Passenger: $80
   - 2 Passengers: $100
   - 3 Passengers: $150

   **John F Kennedy International Airport (JFK) or LaGuardia International Airport (LGA)**
   - 1 Passenger: $160
   - 2 Passengers: $210
   - 3 Passengers: $310

To arrange for limousine service, contact Mr. Larry DeCaro at 201-615-9564 or via email at larrydecaro@aol.com. Provide all dates, times and flight information.

Arriving at Felician

If you coming to Felician from the airport and you are confirmed to live in the campus dormitories, you should report to the Security office of the Elliot building.
WEATHER

We want to make sure our students are well prepared for everything they may encounter at Felician, and that includes New Jersey weather. New Jersey possesses a moderate climate with warm, humid summers and relatively cold winters. In January, the coldest month, overall statewide highs average in the upper 30s and low 40s Fahrenheit, with overnight lows in the mid-20s. In July, the warmest month, statewide highs average in the mid-80s, with lows in the mid-60s. Spring and fall temperatures lie in between these two extremes, and are often mild and comfortable. For instance, October can still be quite pleasant, with an average high of 66 and an average low of 44. The warmest spot in New Jersey is Cape May, while the coolest is Sussex in the northern part of the state. For more weather information, go to www.weather.com and enter 07070 zip code.

ORIENTATION

Orientation is an important part of your arrival at Felician and is therefore mandatory for all new students. Orientation will include the following activities: testing and assessment, registration, payment of tuition, campus tour(s). You will have the opportunity to obtain your Felician email account and your student ID card. Orientation also includes a shopping trip and many fun activities that will help you get to know your new classmates, as well as your new environment.

Detailed information was included in your Acceptance Packet. If for some reason, you did not receive this information, we will make it available to you upon your arrival.

REGISTRATION

During your orientation, we will determine the courses you will need to take to satisfy the academic requirements of your program. Once this has taken place, you will register for your courses through a system known as Web Advisor. During orientation, you will be given a tutorial on how to use Web Advisor. However, the Registrar Office can be found on the Lodi campus, in Obal Hall, if you prefer to register in-person, or you need some special assistance with registration.
TUITION PAYMENT

The Office of Student Accounts, located in Obal Hall on the Lodi Campus, is responsible for billing and the collection of tuition and fees. The payment deadlines for Undergrad and Grad students can be found at: http://www.felician.edu/admissions/costs-tuition/policies-payment-information.

*NOTE: If you are an ESL student, the payment due dates are different.

1) Payment in full by Credit Card- (Visa, Mastercard, Discover Card or American Express), through our Felician University Website.

2) Pay in full Via Wire Transfer- Felician university allows payment to be made by personal or bank check or wire transfer. Wire transfer Instructions can be seen below. Please ensure that your name and Student ID # must be included on all wires and correspondence to ensure proper and timely credit.

<table>
<thead>
<tr>
<th>Student Account Wire Transfer Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Name: Capital One Bank</td>
</tr>
<tr>
<td>275 Broad Hollow Road</td>
</tr>
<tr>
<td>Melville, NY 11747</td>
</tr>
<tr>
<td>ABA #: 065000090</td>
</tr>
<tr>
<td>Swift Code: NFBKUS33</td>
</tr>
<tr>
<td>Account Name: Felician University Student Loan</td>
</tr>
<tr>
<td>Account Number: 475 4007 435</td>
</tr>
</tbody>
</table>

Felician University provides installment plans. For more information, contact the Office of Student Accounts Office of Student Accounts at ((201) 559-6045 or via email at studentaccounts@felician.edu.

HEALTH INSURANCE

At Felician, we require all International students to have health insurance that is usable in the United States. If you would like to receive insurance through the University and you are an ESL Student or Undergraduate student, you will be automatically enrolled once you have enrolled
in the school. For the 2015-2016 college years, our plan name is **United Healthcare Choice Plus**. If you would like to learn more about the insurance, please visit http://www.felician.edu/campus-life/student-resources/student-wellness/student-health-insurance. Insurance costs vary based on student status.

If you come to Felician and already have your own insurance that is applicable in the United States, you can fill out our Insurance Waiver, so you will not get charged for insurance by Felician University. Please note that Felician University mandates that all full-time undergraduate students must have medical insurance that includes hospitalization.

Please note that all health insurance related questions should be directed to Carolyn Lewis at the Center for Health; please feel free to contact her at (201) 559-3559 or by e-mail at lewisc@felician.edu. All health examination questions should be directed to the Health Center at (201) 559-3559.

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**OBTAINING YOUR FELICIAN EMAIL ACCOUNT**

During orientation, information will be provided for you on how to set up your Felician email account. *Your Felician email is very important and we encourage you to get into the habit of checking it every day.* Important notices from different departments at the University are communicated through your student email. It is your responsibility to check your email and know what is going on at the University that may have a direct impact on you and your studies!

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**OBTAINING YOUR FELICIAN STUDENT ID**

You will have an opportunity to obtain your ID card during orientation. To obtain a student ID, you must visit the Security Office in-person, so that your photo can be taken. You have to bring your passport and your student I.D. number for verification. The Security Office is located in the Elliott building.

Your student ID is very important for a number of reasons. If you have a meal plan, you use your ID to make food purchases. You also use your I.D. for taking books out of the library. Many shops, theaters, sports clubs and restaurants provide discounts to students who carry their student ID. Most important, for security reasons, you should have it in your possession at all times so that you can gain access to certain places on campus and show confirmation that you are a registered student at Felician.

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**OBTAINING YOUR MAILBOX**

Upon check in, all residents will be assigned a campus mailbox by their assigned hall office. Mailboxes are assigned per academic year and may change if a resident changes their housing assignment. It is the responsibility of all residents to change their address once they have officially checked-out or withdrawn
The university has clear policies for handling mail. Letters and packages will be returned to the sender if a resident is not registered for housing. Magazines, coupons, and junk mail will be discarded.

Letters and packages mail should be addressed in the following format:

- Resident First and Last Name ***NO NICKNAMES
- Felician University
- One Felician Way Box# XXX
- Rutherford, NJ 07070

Packages that do not fit in a resident’s mailbox will be available for pick-up in the main Office of Residence Life located in the lower level of Elliott Terrace. If a resident receives a package, an email notification will be sent to their Felician email account from the Office of Residence Life. All packages must be picked up in the Office of Residence Life and residents must show their Felician ID to retrieve their package. ***Please note: all packages are delivered to the college’s central mailroom and then delivered to the Office of Residence Life. Residents are encouraged to await their package pick-up confirmation email to ensure that their package is available for pick-up in the Office of Residence Life.

Questions regarding resident mail and packages must be directed to the Office of Residence Life by phone at (201) 559-3506 or via email reslife@felician.edu.

**SHOPPING**

There is a great variety of shopping in and around the Rutherford and Lodi campuses. From food to pharmacy, clothing to electronics, everything you need can be found within a short walk or short car ride from Felician. We have provided you with a list of stores in case you decide to visit these on your own. Keep in mind that when you arrive and as part of your orientation, one or more shopping trips will be available so that you may purchase the basic items that will help you get settled. Last, there are many ethnic shops that sell foods that you may find in your home country. To obtain this list, stop by the Office of International Programs.

**Rite Aid**
Address: 208 Park Avenue Rutherford, NJ 07070
Phone: (201) 896-9251

**Walmart Supercenter**
Address: 400 Park Pl, Secaucus, NJ 07094
Phone: (201) 325-9280

**Target**
Address: 30 Kingsland Rd, Clifton, NJ 07014-1904,
Phone: (973) 330-0002
Aldi
Address: 59 New Jersey 17, East Rutherford, NJ 07073
Phone: (855) 955-2534

ShopRite
Address: 540 New York Ave Delaflord Rd, Lyndhurst, New Jersey 07071
Phone: (201) 935-3838

Super Stop & Shop
Address: 625 Paterson Avenue Carlstadt, NJ 07072
Phone: (201) 842-9993

Trader Joe’s
Address: 259 Allwood Road Clifton, NJ 07012
Phone: (973) 777-5020

SHOPPING MALLS

Westfield Garden State Plaza
Address: One Garden State Plaza Paramus NJ 07652
Phone: (201) 843-2121
Public Transportation: Local NJ Bus Routes: 770, 758, 756, and 709.

The Promenade Shops at Clifton
Address: 852 Route 3, Suite 202, Clifton, NJ 07012
Phone: (973) 773-6400

The Outlets at Bergen Town Center
Address: Route 4 East & Forest Avenue Paramus, NJ 07652
Phone: Phone: (201) 845-4050

Designer Outlet Gallery
Address: 55 Hartz Way # 24, Secaucus, NJ 07094
Phone: (201) 867-2444

Jersey Gardens Outlet
Address: 651 Kapkowski Rd #1230, Elizabeth, NJ 07201
Phone: (908) 355-6111

OBTAINING OR CHANGING YOUR CELL PHONE

Pay-As- you-go, prepaid plans tend to be easier for new international students to obtain because they do not require a Social Security number and/or a credit history check. These “pay-as-you-go” plans use
the same cell phone networks and offer the same services as contract plans do, but usually at higher rates. Advantages of these plans include no long-term contracts, security deposits, or penalties for cancellation.

Below are the closest locations of some of the most popular carriers.

**Verizon**  
Address: 382 State Route 3 Clifton, NJ 07014  
Phone: (973) 778-9059

**T-Mobile**  
Address: 20 Bridewell Place, Clifton, NJ07014  
Phone: (973) 767-9813

**AT&T**  
Address: 508 Route 17 South Carlstadt NJ 07072  
Phone: (201) 935-4260

**Sprint**  
Address: 51 State Rt 17 Ste 77, Liberty Commons Shopping Center, East Rutherford, NJ 07073  
Phone: (201) 559-9311

**Cricket Wireless**  
Address: 417 Valley Brook Ave STE 6, Lyndhurst, NJ 07071, US  
Phone: (201) 438-1809

**Boost Mobile**  
Address: 286 Monroe St, Passaic NJ, 7055

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**OPENING A BANK ACCOUNT**

The following banks are major banks located within the a few blocks of the Rutherford Campus. Each bank offers detailed information regarding personal banking options on their websites. Please contact each bank for additional information.

Chase Bank  
24 Park Ave.  
Rutherford, NJ 07070  
www.chase.com  
1-877-242-7372  
1-713-262-3300

Bank of America  
8 Park Ave.  
Rutherford, NJ 07070  
www.bankofamerica.com  
(201) 935-6616

Capital One Bank  
74 Park Ave.  
Rutherford, NJ 07070  
www.capitalone.com  
1-800-655-2265

Wells Fargo  
5 Sylvan St.  
Rutherford, NJ 07070  
www.wellsfargo.com  
1-800-869-3557
BOOKS
The Felician University Bookstore is located on the Lodi campus of Felician University. Students may order and purchase their books, as well as University apparel, memorabilia, and much more. For additional information, visit this site. www.felician.bkstr.com

Please know that students may purchase books from other sellers, such as Amazon.com. In addition, there is an option to rent books. To explore the concept of renting, visit Chegg.com.

*Whether purchasing books or renting books, it is very important that you check the syllabi of the classes you are enrolled in to ensure that you obtain the book that the professor needs you to have.*

ACADEMIC SUPPORT SERVICES

ACADEMIC SUCCESS TUTORING STUDIOS

The Studios are staffed by Felician University professors, professional tutors and peer tutors who provide free tutoring to students in areas such as English, mathematics, sciences, and other selected academic subjects. It is a learning environment where students from all disciplines can become successful, independent leaners by developing strong study skills, a better understanding of course content, a positive attitude toward learning, and enhanced self-confidence.

The purpose of a tutor is to encourage the student in his/her own mastery of the subject so that the student feels competent in his/her understanding of the material. Tutoring is not teaching but a method for assisting the student in reaching his/her academic goals.

The role of the tutor is to help students:

- Develop the ability to think critically and creatively on their own so that they can overcome learning hurdles.
- Understand and access the resources needed to successfully complete assignments, but not complete assignments for them.
- Improve writing and research skills, but not edit or proofread assignments
- Increase subject specific knowledge.

Academic Success Studios’ Hours: Monday through Friday 7:30 AM to 6:00 PM and Saturday 9:30 Am to 11:30 AM

Academic Success Studios’ Locations:

- Kirby Hall 225- Tutoring Studio and Writing Lab
- Kirby Hall 223- Tutoring Studio and math Lab
Individual or small group tutoring sessions may be scheduled weekly or on an as-needed basis. Students may register and schedule appointments by contacting Sister Elizabeth Morley, Coordinator of Tutorial Services, in KH 222, at 201-559-6118, or via email at morleye@felician.edu. Students are also welcome to come by the Tutoring Studios and if a tutor is available will be provided on-the-spot. Whenever possible, though, students should make appointments a few days in advance.

**STUDENT EVENTS AND ACTIVITIES**

**CAMPUS CLUBS AND ORGANIZATIONS**

The best way to expand your horizons at Felician University is to participate in one of our many clubs and organizations. See things from a whole new perspective at the International Cultural Show or get some hands-on media experience at WRFC, the student-run radio station mentored by two professionals from the world’s largest news station, 1010 WINS. You’ll meet students and professors with similar interests, and maybe even discover passions that you’ve never considered before.

- Angelicum (Religion) Club
- Aspiring Authors Literary Club
- Business Club
- Campus Ministry
- Chess Club
- Drama Club
- Education Club
- Falcon’s Eye Student Journal
- Felician Studies Abroad
- History & Social Sciences Club
- Honors Student Association
- International Cultural Club
- Mendel Science Club
- Mu Theta (Nursing Honor Society)
- Peer Supporters Group
- Registered Nurses Organization (RNO)
- RCIA
- Service Learning Club
- Sigma Phi Omega Fraternity
- Student Government Organization (SGO)
- Students in Free Enterprise
- Student Nurses Organization
- Tech-Knows Computer Club
- United Latino Club
- WRFC Student-Run Radio Station
FELICIAN ACTIVITY TEXTS

To stay connected to all the events happening on campus you can sign-up to receive text reminders!

To receive messages via text, text @felici to 81010. You can opt-out of messages at any time by replying ‘unsubscribe @felici’.

Trouble using 81010? Try texting @felici to (201) 430-2937 instead.

Or to receive messages via email, send an email to felici@mail.remind.com. To unsubscribe, reply with ‘unsubscribe’ in the subject line.
## IMPORTANT TELEPHONE NUMBERS AND EMAIL ADDRESSES

### OFFICE OF INTERNATIONAL PROGRAMS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office Location</th>
<th>Phone Numbers</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dr. Geraldine Koch</strong></td>
<td>University Director of International Programs</td>
<td>First Floor, Martin Hall, Rutherford</td>
<td>3515 or 201-559-3515</td>
<td><a href="mailto:kochg@felician.edu">kochg@felician.edu</a></td>
</tr>
<tr>
<td><strong>Carlo Colecchia</strong></td>
<td>Director of Study Abroad &amp; Exchange</td>
<td>First Floor, Martin Hall, Rutherford</td>
<td>3042 or 201-559-3042</td>
<td><a href="mailto:colecchiac@felician.edu">colecchiac@felician.edu</a></td>
</tr>
<tr>
<td><strong>Caitlin Baard</strong></td>
<td>Administrative Assistant</td>
<td>First Floor, Martin Hall, Rutherford</td>
<td>3043 or 201-559-3043</td>
<td><a href="mailto:baard@felician.edu">baard@felician.edu</a></td>
</tr>
<tr>
<td><strong>Lydia Green</strong></td>
<td>Assistant Director of International Services &amp; Outreach</td>
<td>First Floor, Martin Hall, Rutherford</td>
<td>3516 or 201-559-3516</td>
<td><a href="mailto:greenl@felician.edu">greenl@felician.edu</a></td>
</tr>
</tbody>
</table>

### OTHER IMPORTANT CONTACT

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Residence Life</td>
<td>(201) 559-3506</td>
<td>Director of Residence Life: Laura Pierotti <a href="mailto:reslife@felician.edu">reslife@felician.edu</a></td>
</tr>
<tr>
<td>Office of Student Accounts</td>
<td>(201) 559-6045</td>
<td><a href="mailto:studentaccounts@felician.edu">studentaccounts@felician.edu</a></td>
</tr>
<tr>
<td>Office of Financial Aid</td>
<td>(201) 559-6010</td>
<td><a href="mailto:finaid@felician.edu">finaid@felician.edu</a></td>
</tr>
<tr>
<td>Helpdesk</td>
<td>(201) 559-6165</td>
<td><a href="mailto:helpdesk@felician.edu">helpdesk@felician.edu</a></td>
</tr>
<tr>
<td>Health Services</td>
<td>(201) 559-3559</td>
<td>Director of Health Services: Carolyn Lewis</td>
</tr>
<tr>
<td>Career Development Center</td>
<td>(201) 559-3194</td>
<td>Contact: Christopher Carbone or Audra Pianelli <a href="mailto:carbonec@felician.edu">carbonec@felician.edu</a> <a href="mailto:pianellia@felician.edu">pianellia@felician.edu</a></td>
</tr>
<tr>
<td>Campus Security</td>
<td>(201) 559-3561</td>
<td>Located on Rutherford Campus</td>
</tr>
</tbody>
</table>
RUTHERFORD CAMPUS
One Felician Way
Rutherford, NJ 07070

1. Sammartino Hall
   School of Education
2. Blessed Mary Angela Hall
   School of Business
3. Elliott Terrace Residence Hall
   Resistance Life Office
4. Milton Court Residence Hall
   Health Services
5. Sister Theresa Mary Martin Hall
   Computer Lab
   Office of International Programs
   Office of Study Abroad
   Math Lab
   Student Services
6. Joan and Joe Job Gymnasium
   Cafeteria
   Gymnasium
7. Education Commons
   Library
   Nursing Resource Center
8. The Castle
   Office of Admissions
   Office for Institutional Advancement
9. Student Union
   Athletics Office
   Career Services
   Counseling Services
   Falcon's Nest
   Fitness Center
10. Blessed Mary Angela Convent
11. Blessed Mary Angela Convent
12. WRFC Studio - Felician Student Radio
13. Little Theater
14. Parking Areas

- Shuttle Bus Drop/Pick-up Location
SPECIAL INSTRUCTIONS FOR EXCHANGE STUDENTS

• All exchange students must live on campus for the entire time they are studying at Felician. Students who start in January and stay through December will be charged for on-campus housing during the summer months. Students who study from September through May will be charged for housing over the winter break if they choose to stay on campus. Those students can opt to move off campus for the summer or winter break.

• Students will be assigned a double room. *Every attempt will be made to assign a student a roommate from a different country. *Based on availability. Students may be assigned a single or triple room if a double is not available.

• All exchange students will be tested for English before arrival in the USA by their study abroad office. If a student tests into English 001 or 005 or 002/101, they will be required to enroll in the class. English 001, 002 or 005 are all remedial English courses, which are not taught at the college-level. Therefore, no college credit will be awarded for these courses.

• All exchange students will fill out a Course Selection Worksheet and every attempt will be made to register them for the courses they have chosen. The Office of International Programs will make every attempt to register you for classes before your arrival. We cannot guarantee the availability of classes chosen.

• Living costs, fees and tuition generally increase every fall semester (September). For those students who study at Felician from January – December, please be aware that your costs most likely will increase for the fall semester.

• All international exchange students must purchase the University health insurance. Felician is no longer accepting health insurance plans from outside the U.S. Students will automatically be enrolled in the health insurance upon registration and will be charged accordingly.

• Health forms should be submitted with your application or prior to arrival for clearance to live in the residence halls.

• All exchange students are required to attend International Student Orientation, which occurs approximately 1 week prior to the first day of class.

• All exchange students must complete a Housing Reservation Form and pay a $200 housing deposit.

• Students may enroll in our Intensive English as a Second Language Academy prior to their arrival to help with their English. Students are required to pay full tuition and fees for these programs. For more information, please visit the ESL Academy webpage http://www.felician.edu/international/international-students/english-second-language-esl-programs/apply-esl
ENROLLMENT PREREQUISITE HEALTH FORM

This Form must be received by the Center for Health prior to beginning classes and/or moving into the Residence Halls. It is mandatory that all students complete this health form, attach all relevant documentation as directed, and return it to the Center for Health
One Felician Way, Rutherford, NJ 07070
Telephone 201-559-3559. Fax 201-559-3579

It is YOUR responsibility to make sure the health forms and requirements were received by the Center for Health.

Please read carefully and complete as instructed. PLEASE PRINT:

Part I. General Information

Major___________________________ Entry Date______________________________

Last Name_________________________ First Name___________________________ Last 4 digits of SSN#

If you are under the age of 18, Parental Consent must be signed by a Parent or a Guardian. Date Of Birth _____/_____/

Marital Status: Single_____ Married______ Maiden Name____________________________________ Male_____ Female_____

Address________________________________ City________________________________ State_______ ZIP_______________

Phone___________________________ Alternate Phone___________________________ E-Mail Address_______________________________________

Emergency Contact: Name___________________________ Phone___________________________ Alternate Phone___________________________

Address________________________________ City________________________________ State_______ ZIP_______________

Relationship of Emergency Contact to student_________________________ Are you a citizen of the United States? Yes_______ No_______

Do you have Health Insurance coverage? Yes_____ No_______ If yes, please attach a copy of your insurance card.

Will you be residing on the Felician University Campus? Yes____ No____ Have you attended Felician University before? Yes_____ No_____

If yes, what semester did you last attend class? ____________________

Under what name did you last attend class? _______________________

Part II. History

Personal History: List any previous hospitalizations, surgeries, major injuries, and chronic illnesses with dates (mo/yr).

________________________________________________________________________

List all current medications. Include amount and dosage per day:

________________________________________________________________________

List allergies (medications, environmental, food, other)

________________________________________________________________________

Family History: If any blood relative has suffered any of the following, please circle the number & indicate which relative.

1. Epilepsy 5. Alcoholism 9. Tuberculosis


**Part III. Physical Examination**

Required for all students. Must have occurred during the 12 months prior to admission. Other documentation of a physical exam by a Licensed Health Care Provider during the 12 months prior is acceptable in lieu of this form.

**Student's Name:** (PLEASE PRINT)  
**Date:**

<table>
<thead>
<tr>
<th>System</th>
<th><strong>Findings:</strong> (must be completed by Provider)**</th>
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<tbody>
<tr>
<td>1. General Survey/Psychological</td>
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<td>2. Integument</td>
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<td>3. Eyes</td>
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<td>4. Ears</td>
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<td>5. Nose/Sinuses</td>
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<td>6. Mouth/Pharynx</td>
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<td>7. Neck/Thyroid</td>
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<td>8. Thorax/Lungs</td>
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<td>9. Breasts</td>
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<td>10. Heart/PV</td>
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<td>11. Abdomen</td>
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<td>12. Hernia</td>
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<td>13. MS/Motor Function/Extremities</td>
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<td>14. Spine</td>
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<td>15. Neurological</td>
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<td>16. Lab; U/A</td>
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</tbody>
</table>

Can the student participate in all academic activities? Yes__ No__  
Explain:  

Can the student participate in all physical activities? Yes__ No__  
Explain:  

Is the student currently under treatment for any medical condition? Yes__ No__  
Explain:  

Can the student participate in any clinical/laboratory activities? Yes___ No___ N/A___  
Explain:  

Do you have any general comments or recommendations?  

List immunizations and/or titers done at time of visit. (record mantoux tests with results on page 3)  

**Licensed Health Care Provider's Signature**  
**Date**

**Printed Name (Provider's Stamp preferred)**  
**Phone**

**Address (Office Stamp preferred)**
Part IV. TUBERCULOSIS: MANTOUX (PPD) Tuberculin Skin Test

A 2 Step Mantoux (PPD) is required for All Nursing Students. The form can be found on Felician University Website. Mantoux (PPD) MUST be done no sooner than 7 days and no longer than 30 days to be considered a **valid test**.

**Required for all students. Must have been administered during the 6 months prior to admission.**

The following information is to be completed by your Licensed Health Care Provider. To be a **valid test**, the date placed, date read, and size of the reading in millimeters must be documented. (A negative reading would be 0mm.)

*The test is **invalid** without signature of Provider, and if read less than 48 hours or more than 72 hours after being placed.*

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<tr>
<th>Date Placed:</th>
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Licensed Health Care Provider Signature: Date

Printed Name (Provider's Stamp preferred): Phone

Address (Office Stamp Preferred):

In the event of any current or previous **positive results** (horizontal diameter > 10mm induration), **ALL** of the following must be submitted.

1. Copy of positive results documentation.
2. Copy of chest x-ray report. (actual x-ray film not required)
3. Documentation of INH prophylaxis treatment including dates of the treatment.
4. Completed Symptom Assessment For Tuberculosis Form. (available at the Center for Health or online at http://felician.edu/campus-life/student-resources/student-wellness/student-health-requirements)

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Part V. Meningococcal (Meningitis) Mandatory University Survey

**Required for all students.**

This Survey is to be completed by **ALL students.**

Ensure **one box in section 1** and **one box in section 2** are checked and it is **signed and dated**.

**NOTE:** All students residing on campus **MUST** have received the Meningitis Vaccine **PRIOR** to moving into residential housing.

**Meningococcal (Meningitis) Mandatory University Survey**

*This survey becomes part of the student's health record and is required by New Jersey State law, P.L. 2000c25.*

Meningococcal Disease is a serious, potentially fatal bacterial illness. Anyone can get Meningococcal Disease but University students, especially those who live in dormitories and teenagers 15-19, have an increased risk of getting Meningococcal Disease. Accordingly, all university students in the State of New Jersey are to be provided information about Meningococcal Disease and available Vaccinations so that in collaboration with their Health Care Provider they may make an informed decision about receiving the Vaccine.

*(check one box in this section)*

**Survey Section 1: Meningitis Information**

I have been informed about Meningococcal Disease. I have been informed there is a vaccine available for this disease, and informed of the effectiveness of this vaccine against this disease.

I am aware that I can contact the Center for Health at Felician University or my Health Care Provider if I have any questions.

I understand that to be protected against Meningococcal Disease I must receive the vaccine, and until I do I remain at risk for contracting this disease.

I am in receipt of the Meningococcal Vaccines Information Statement (VIS) that provides information about Meningococcal Disease and vaccines.

☐ Yes  ☐ No

*(check one box in this section)*

**Survey Section 2: Meningitis Vaccination**

☐ I have already received the Meningitis Vaccine.

☐ I have decided to receive the Meningitis Vaccine now or at some future time.

☐ I have decided not to receive the Meningitis Vaccine.

☐ I am undecided about whether or not to receive the Meningitis Vaccine.

Student Signature: Date:
Part VI. Immunizations and/or Titers

Note a 2 Step PPD is required for ALL nursing students. Form can be found on website.

Attach Proper Documentation for items A thru D to prove immunization or immunity as Required by New Jersey State Law.

This includes: official school immunization records, public health department records, and/or official records signed by a Licensed Health Care Provider. This page 4 may be submitted in lieu of other documents if completed and signed by a Licensed Health Care Provider.

Exact dates are required.

**Immunizations:** Required for all students.  **Blood Titers:** Required for all Nursing students.

- Lab evidence of Blood Titer results showing immunity are acceptable in lieu of documentation of Immunization.

Exemptions allowed by the NJ Department of Health to Immunizations:
1. Medical reasons (must provide written documentation from Primary Care Provider).
2. Religious reasons (must provide written documentation stating objection).
   (Those with medical/religious exemptions may be temporarily excluded from class/activities during threatened or actual disease outbreaks.)

**A. MMR (MEASLES, MUMPS, RUBELLA):**

- ALL students born after 1956 must provide one of the following:
  - Measles (Rubella) - 2 doses of live vaccine (1st dose on or after 1st birthday and 2nd dose after 1980) **OR** a positive Rubeola IgG Titer.
  - Mumps - 1 dose of live vaccine on or after 1st birthday **OR** a positive Mumps IgG Titer.
  - Rubella (German Measles) - 1 dose of live vaccine on or after 1st birthday **OR** a positive Rubella IgG Titer.

   (NURSING students are Required to provide positive Rubeola IgG Titer, Mumps IgG Titer and Rubella IgG Titer results regardless of age.)

**B. VARICELLA (Chickenpox):**

- ALL students must provide one of the following regardless of age:
  1. Documentation of 2 doses of Varivax®, 4-8 weeks apart.
  2. Written statement by Licensed Health Care Provider of having had the disease and what year it occurred.
  3. Copies of lab evidence of a positive Varicella Zoster IgG Titer.

   (NURSING students are Required to provide positive Varicella Zoster IgG Titer results.)

**C. HEPATITIS B SERIES:**

- ALL students must provide one of the following regardless of age:
  1. Documentation of 3 doses Hepatitis B Vaccine over a six month period (0, 1, 6 mos.).
  2. Copies of lab evidence of a positive Hepatitis B Surface Antibody Titer.

   (NURSING students are Required to provide positive Hepatitis B Surface Antibody Titer - Quantitative, Hepatitis B Surface Antigen, Hepatitis B Total Core and Hepatitis C Virus Antibody)

For students who have not completed all 3 doses of Hepatitis B vaccine, Provisional Periods (Temporary Clearances) have been established to do so. If not completed by the end of the Provisional Period a Health Hold will be placed on the student's record which will preclude them from continuing.

- 9 months - no vaccine previously received
- 6 months - 1 documented dose of vaccine received
- 4 months - 2 documented doses of vaccine received

**D. TDAP:** ALL nursing students must provide documentation of tetanus, diphtheria and pertussis vaccine.

**D. MENINGOCOCCAL MENINGITIS VACCINE:** REQUIRED for students residing on campus.

If Meningitis vaccine is greater than 5 years ago, a booster is required (NJ Law). If the 1st dose given after the 16th birthday, a booster is not needed.

New Jersey State Law requires that all students living in residence halls at four year institutions of higher education receive the vaccine.

This vaccine is recommended for all other students under age 25 and living off campus who want to reduce their risk of meningitis.

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**IMMUNIZATIONS**

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**SEROLOGY (Required for Nursing students.)**

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Copies of actual lab results must be submitted with this form.

In accordance with New Jersey Department of Health and Senior Services, equivocal results are treated as negative results and boosters will be required.

Licensed Health Care Provider's Signature

Provider's Stamp

Address (Office Stamp preferred)