

## TIPS FOR INCOMING MBA & MS STUDENTS

- **First, congratulate yourself on becoming a Baruch Graduate Student!** The following are tips that will be helpful to all incoming MBA & MS students.

### ACADEMICS

- **QuickStart** helps you with your transition to graduate school. If you have any doubt about your readiness to pursue graduate studies you should sign up for the **QuickStart Program** which covers topics like accountancy, statistics, mathematics, and Microsoft Excel modules and is essential for graduate students to get the most of the required MBA or MS core courses.
- Get to know the **Graduate Career Management Center** (151 East 25<sup>th</sup> Street, 8<sup>th</sup> floor). Sign up for the **GCMC** curriculum/workshops and get started early. Make as many appointments as needed to assist you in resume writing, creating cover letters, interviewing, job and internship searches.
- Start the ball rolling quickly with your studies. **Midterms** come quicker than you think and you'll feel a lot better if you are not cramming. Also, it will make the rest of the semester more enjoyable if you are not trying to bring up a lower grade from the midterm.
- When studying, form study groups with friends and classmates. Make binders for each class; they keep things organized and help alleviate some of the stress of managing everything.
- Check out the websites that are listed in your textbooks. Many of them offer self test quizzes and chapter outlines that will come in extremely handy.
- Some faculty will allow open note exams. Take notes on the readings and it will save you a lot of time when studying for exams.
- Order a subscription to the New York Times, Wall Street Journal and one or two business magazines. This helps to keep you up to date on world news as well as increasing your business vocabulary. Always ask for the student discounts!

### LIFE AT BARUCH COLLEGE

- Check Blackboard, the Baruch College On-Line Student System to stay informed about your classes & other important information and events.
- Every graduate student is a member of the **Graduate Student Assembly**. Check on-line to get started as a member of the **GSA**. (<http://www.baruch.cuny.edu/studentaffairs/StudentLife/gsa/index.htm> )
- Take an active part in Baruch College graduate clubs either as a member, or an officer. This will help you network; get to know classmates and alumni. You could even create your own club!
- Be prepared for events that require **Business Attire or Business Casual** –  
Women: Skirt or pants suits - Men: Dark suit and tie - Business Casual: No jeans or sneakers

- Take part in the Zicklin Graduate Leadership Speaker Series. Speakers are prominent industry leaders with varied backgrounds and will add a great deal to your graduate learning experience.  
<http://newman.baruch.cuny.edu/index.php>
- Free Notary Public Service is available for all Baruch students in room NVC 3-241.
- The building often referred to as “The NVC” (Newman Vertical Campus) is 55 Lexington Ave / One Bernard Baruch Way building. (Between 24<sup>th</sup> street & 25<sup>th</sup> street). The building often referred to, as “17 Lex” is located on the Northeast corner of Lexington Avenue and 23<sup>rd</sup> Street.
- Visit [www.hopstop.com](http://www.hopstop.com) for online subway and bus directions.

## **ECONOMICS**

- Plan your finances carefully prior to starting school. Plan to have enough \$\$ for August, September and October. Students may be required to make some advance payments for an apartment. These may include agent fees, one month security deposit and the first month’s rent.
- Although it can be expensive, housing for students is plentiful in the New York City area. There are a wide range of options and students are advised to come to NYC early enough to find a place to live and settle in.
- If you are an international student – find out how to get a Social Security number, open a bank account, and acquire a credit card (plan on building your credit as soon as possible). For details, please visit the International Student Service Center.
- **Graduate Assistantship:** A graduate assistantship provides Master level students within the Zicklin School of Business with the opportunity to work on campus in a variety of different capacities. A Graduate Assistantship is a **part-time job not a scholarship**. For details, please email [zicklin\\_grad\\_assist@baruch.cuny.edu](mailto:zicklin_grad_assist@baruch.cuny.edu).
- Textbooks are typically expensive. You can also consider buying used books, and sell them when you’ve finished.
- Each semester students are given a printing credit of 1,000 pages of printed material at any campus computer lab. Visit [www.baruch.cuny.edu/bctc/labs](http://www.baruch.cuny.edu/bctc/labs) for computer lab hours and locations.
- Research your laptop purchase! Ask your classmates, etc. Wireless access is preferable with a good battery life, a flash-disk and the software necessary (MS Office, etc.)
- **And, most importantly, when in doubt, ask questions!**

## **50+ TECHNOLOGY TIPS - Helpful Links for Everyday Questions**

- **Productivity Tools:** Online Stopwatch [www.online-stopwatch.com](http://www.online-stopwatch.com)  
Xobni [www.xobni.com](http://www.xobni.com)  
Evernote [www.evernote.com](http://www.evernote.com)  
Rememberthemilk [www.rememberthemilk.com](http://www.rememberthemilk.com)  
Doodle [www.doodle.com](http://www.doodle.com)
  
- **Common Task Applications:**  
FaxZero [www.faxzero.com](http://www.faxzero.com)  
CutePDF [www.cutepdf.com](http://www.cutepdf.com)  
Zamzar [www.zamzar.com](http://www.zamzar.com)  
EasyClean [www.personal.inet.fi/business/toniarts/eclean.htm](http://www.personal.inet.fi/business/toniarts/eclean.htm)
  
- **File Sharing & Syncing Applications:**  
Pando [www.pando.com](http://www.pando.com)  
Google Docs [www.docs.google.com](http://www.docs.google.com)  
YouSendIt [www.yousendit.com](http://www.yousendit.com)  
Drop [www.drop.io](http://www.drop.io)  
Backpackit [www.backpackit.com](http://www.backpackit.com)  
xmarks [www.xmarks.com](http://www.xmarks.com)  
Social [www.social.com](http://www.social.com)
  
- **Online Books & Media:**  
iGoogle Online Book [www.google.com/ig](http://www.google.com/ig)  
Many Books [www.manybooks.net](http://www.manybooks.net)
  
- **Text & URL Shortening Applications:**  
Tinyurl [www.tinyurl.com](http://www.tinyurl.com)  
Tiny Paste [www.tinypaste.com](http://www.tinypaste.com)
  
- **Translation Applications:**  
Yahoo: Babelfish [www.babelfish.yahoo.com](http://www.babelfish.yahoo.com)  
Google translate [www.translate.google.com](http://www.translate.google.com)
  
- **Travel Sites & Applications:**  
1-800-GOOG-41 [www.google.com/goog411](http://www.google.com/goog411)  
Orbitz Traveler Update [www.updates.orbitz.com](http://www.updates.orbitz.com)  
Googlemaps [www.maps.google.com](http://www.maps.google.com)  
MizPee(L) [www.mizpee.com](http://www.mizpee.com)  
Tripit [www.tripit.com](http://www.tripit.com)  
Seat Guru [www.SeatGuru.com](http://www.SeatGuru.com)  
Yelp, Inc [www.yelp.com](http://www.yelp.com)

- **Browser Tools:** Google Chrome [www.google.com/chrome](http://www.google.com/chrome)  
Crawler Toolbar [www.crawler.com/products/toolbar.aspx](http://www.crawler.com/products/toolbar.aspx)  
Google Insights [www.google.com/insights/search](http://www.google.com/insights/search)  
Space Time [www.spacetime.com](http://www.spacetime.com)  
Google Sites [www.sites.google.com](http://www.sites.google.com)  
Quarkbase [www.quarkbase.com](http://www.quarkbase.com)  
Website Grader [www.websitegrader.com](http://www.websitegrader.com)  
Wayback Machine [www.archive.org](http://www.archive.org)  
Netvibes [www.netvibes.com](http://www.netvibes.com)  
Anyvite [www.anyvite.com](http://www.anyvite.com)
  
- **Screen Capture & Video Applications**  
Screencast-o-Matic [www.screencast-o-matic.com](http://www.screencast-o-matic.com)  
Google Notebook [www.google.com/notebook](http://www.google.com/notebook)  
Jing [www.jingproject.com](http://www.jingproject.com)  
Animoto [www.animoto.com](http://www.animoto.com)
  
- **Social Networking:**  
Yammer [www.yammer.com](http://www.yammer.com)  
LifeHacker [www.lifehacker.com](http://www.lifehacker.com)  
Ning [www.ning.com](http://www.ning.com)
  
- **Just For Fun:** Amazon Gift Organizer [www.amazon.com/gp/gift-central/organizer](http://www.amazon.com/gp/gift-central/organizer)  
Urbandictionary [www.urbandictionary.com](http://www.urbandictionary.com)  
Shazam [www.shazam.com](http://www.shazam.com)  
Blackberry Appworld [www.blackberry.com/appworld](http://www.blackberry.com/appworld)  
Snopes [www.snopes.com](http://www.snopes.com)  
Truth or Fiction [www.truthorfiction.com](http://www.truthorfiction.com)