Declaration Reference and Key Data

Obligation Section Numbers: **5.07(c)(xii) and 5.07(c)(xiii)**

Obligation Titles: **Scholarships to Lifelong Learners and Course Auditing**

Obligation Page Number: **55**

Obligation Trigger: **Acquisition by ESD or CU of all Initial Stage 1 Condemnation Parcel(s)**

Obligation Start Date: **March 12, 2012**

Obligation End Date: **March 12, 2038* (25 Years from Commencement)**

Obligation Status: **In Compliance**

Obligation: Innovation/Changed Conditions

In accordance with the Declaration of Covenants and Restrictions Section 5.08, Obligations 5.07(c)(xii) and 5.07 (c)(xiii) are combined to clarify the obligations. In general, the scope of services to be provided has not been changed. Empire State Development and Columbia University agreed to this modification on November 28, 2018.

Modified Language:
Scholarships to Lifelong Learners and Course Auditing. Commencing with the acquisition by ESD or CU of all Initial Stage 1 Condemnation Parcels, and continuing for a 25-year period from commencement, CU shall:
  (1) fund up to two courses per year for each of 50 residents per year (25 residents from NYCHA Manhattanville and Grant Houses and 25 residents from the local community) to participate in Columbia's School of Continuing Education. **The Lifelong Learners Program** is designed for individuals over 65 years of age committed to the principles of lifelong education.
  (2) fund access to up to 50 courses per year through Columbia's Continuing Education **Auditing Program** for residents (25 residents from NYCHA Manhattanville and Grant Houses and 25 residents from the local community). **The Auditing Program** provides adults not currently enrolled in college with the opportunity to attend selected lectures drawn from CU's offerings in the Arts and Sciences during the academic year.

*Scholarships to Lifelong Learners and Course Auditing were made available for residents, as described in the obligation above, in 2013, one year after the trigger date. Therefore, this obligation will be in effect until 2038, 25 years from the commencement of the obligation implementation.

Evidence of Compliance

1. Link to program information and criteria for admission
2. Annual report

Columbia University's Implementation Plan and all supporting documentation are made available on the Columbia Neighbors Webpage at https://neighbors.columbia.edu/content/community-commitments.

EOC Checklist for Obligations 5.07(c)(xii) and 5.07(c)(xiii):

Please check to verify EOC items submitted for review.

☐ 1. Link to program information and criteria for admission

☐ 2. Annual report

Monitor's Notes / Comments:

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Status:
Please check to indicate the status of Obligations 5.07(c)(xii) and 5.07(c)(xiii):

☐ In Compliance

☐ In Progress

☐ Not In Compliance

☐ Not Triggered

Scholarships to Lifelong Learners and Course Auditing

Link to Program Information and Criteria for Admission:

https://sps.columbia.edu/academics/auditing-programs/manhattanville-course-auditing-and-lifelong-learners-program-community

CP COLUMBIA UNIVERSITY
School of Professional Studies

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Academics / Auditing Programs / Manhattanville Course Auditing

Auditing Programs

APPLY NOW

REQUEST INFORMATION

Program Overview

Course Highlights

Manhattanville Course Auditing

Columbia Resources

Tuition & Financing
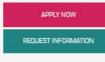
Admissions +

Contact

Manhattanville Course Auditing and Lifelong Learners Program for Community Members

The Columbia University School of Professional Studies Manhattanville Course Auditing and Lifelong Learners Program provides adult community members not currently enrolled in college with the opportunity to attend selected courses from the University's offerings in the Arts and Sciences during the academic year free of charge.

This community benefit is available to the residents of the Manhattanville and Grant Houses, and the local Manhattanville community in the following qualifying zip codes in Upper Manhattan: 10025, 10026, 10027, 10029, 10030, 10031, 10032, 10033, 10034, 10035 (including Randall's Island), 10037, 10039, 10040. The following zip codes in the South Bronx are also eligible: 10451, 10454, 10455, 10474.

Auditors are silent participants in class and may join in discussions only at the discretion of the instructor. Auditors are encouraged to attend class and to keep up with the reading. No examinations or papers are required, no grade is assigned, and no credit is granted for course completion.

Annual Report: Scholarships to Lifelong Learners and Course Auditing

State Submission Annual Reporting Period: **October 2020 - September 2021**

Availability of Scholarships Beginning: **September 2020 (Fall 2020 Semester)**

The Columbia University School of Professional Studies Manhattanville Course Auditing and Lifelong Learners Program provides adult community members not currently enrolled in college with the opportunity to attend selected courses from the University's offerings in the Arts and Sciences during the academic year free of charge. A limited number of courses are available to auditors. Students enrolled in the Manhattanville Auditing program may take only one course per semester.

This community benefit is available to the residents of the Manhattanville and Grant Houses, and the local Manhattanville community in the following qualifying zip codes in Upper Manhattan: 10025, 10026, 10027, 10029, 10030, 10031, 10032, 10033, 10034, 10035 (including Randall's Island), 10037, 10039, 10040. The following zip codes in the South Bronx are also eligible: 10451, 10454, 10455, 10474.

Manhattanville Auditors			
Academic Year	**Fall Semester**	**Spring Semester**	**Total Count**
2012-2013	7	7	14
2013-2014	23	21	44
2014-2015	24	37	61
2015-2016	49	57	106
2016-2017	71	86	157
2017-2018	110	112	222
2018-2019	156	177	333
2019-2020	241	269	510
2020-2021	231	204	435

Participants in the Manhattanville Auditing Program for Academic Year 2020 - 2021 are listed below:

Count	Term	Program	First Name	Last Name	Zip Code	Manhattanville or Grant Houses?	Age
1	Fall 2020	MV Lifelong Learner	███	███	10025	N	76
2	Fall 2020	MV Lifelong Learner	███	███	10025	N	72
3	Fall 2020	MV Lifelong Learner	███	███	10025	N	75
4	Fall 2020	MV Lifelong Learner	███	███	10025	N	66
5	Fall 2020	MV Lifelong Learner	███	███	10025	N	80
6	Fall 2020	MV Lifelong Learner	███	███	10025	N	89
7	Fall 2020	MV Lifelong Learner	███	███	10025	N	79
8	Fall 2020	MV Lifelong Learner	███	███	10025	N	67
9	Fall 2020	MV Lifelong Learner	███	███	10025	N	70
10	Fall 2020	MV Lifelong Learner	███	███	10034	N	66
11	Fall 2020	MV Lifelong Learner	███	███	10025	N	81
12	Fall 2020	MV Lifelong Learner	███	███	10025	N	82
13	Fall 2020	MV Lifelong Learner	███	███	10025	N	67
14	Fall 2020	MV Lifelong Learner	███	███	10025	N	88
15	Fall 2020	MV Lifelong Learner	███	███	10025	N	76
16	Fall 2020	MV Lifelong Learner	███	███	10025	N	75
17	Fall 2020	MV Lifelong Learner	███	███	10025	N	73
18	Fall 2020	MV Lifelong Learner	███	███	10025	N	80
19	Fall 2020	MV Lifelong Learner	███	███	10025	N	68

20	Fall 2020	MV Lifelong Learner			10025	N	79
21	Fall 2020	MV Lifelong Learner			10025	N	74
22	Fall 2020	MV Lifelong Learner			10025	N	66
23	Fall 2020	MV Lifelong Learner			10040	N	73
24	Fall 2020	MV Lifelong Learner			10025	N	68
25	Fall 2020	MV Lifelong Learner			10025	N	82
26	Fall 2020	MV Lifelong Learner			10025	N	78
27	Fall 2020	MV Lifelong Learner			10025	N	81
28	Fall 2020	MV Lifelong Learner			10025	N	66
29	Fall 2020	MV Lifelong Learner			10025	N	71
30	Fall 2020	MV Lifelong Learner			10025	N	79
31	Fall 2020	MV Lifelong Learner			10025	N	74
32	Fall 2020	MV Lifelong Learner			10025	N	65
33	Fall 2020	MV Lifelong Learner			10034	N	82
34	Fall 2020	MV Lifelong Learner			10025	N	77
35	Fall 2020	MV Lifelong Learner			10025	N	84
36	Fall 2020	MV Lifelong Learner			10025	N	67
37	Fall 2020	MV Lifelong Learner			10025	N	68
38	Fall 2020	MV Lifelong Learner			10025	N	65
39	Fall 2020	MV Lifelong Learner			10027	N	78
40	Fall 2020	MV Lifelong Learner			10034	N	83
41	Fall 2020	MV Lifelong Learner			10025	N	78
42	Fall 2020	MV Lifelong Learner			10025	N	74
43	Fall 2020	MV Lifelong Learner			10040	N	75
44	Fall 2020	MV Lifelong Learner			10025	N	80
45	Fall 2020	MV Lifelong Learner			10025	N	70
46	Fall 2020	MV Lifelong Learner			10025	N	67
47	Fall 2020	MV Lifelong Learner			10027	N	76
48	Fall 2020	MV Lifelong Learner			10032	N	69
49	Fall 2020	MV Lifelong Learner			10025	N	66
50	Fall 2020	MV Lifelong Learner			10025	N	67
51	Fall 2020	MV Lifelong Learner			10025	N	79
52	Fall 2020	MV Lifelong Learner			10025	N	65
53	Fall 2020	MV Lifelong Learner			10025	N	72
54	Fall 2020	MV Lifelong Learner			10025	N	73
55	Fall 2020	MV Lifelong Learner			10026	N	72
56	Fall 2020	MV Lifelong Learner			10025	N	75
57	Fall 2020	MV Lifelong Learner			10025	N	80
58	Fall 2020	MV Lifelong Learner			10025	N	69
59	Fall 2020	MV Lifelong Learner			10040	N	70
60	Fall 2020	MV Lifelong Learner			10025	N	76
61	Fall 2020	MV Lifelong Learner			10025	N	74
62	Fall 2020	MV Lifelong Learner			10025	N	75
63	Fall 2020	MV Lifelong Learner			10025	N	74
64	Fall 2020	MV Lifelong Learner			10025	N	73
65	Fall 2020	MV Lifelong Learner			10025	N	74
66	Fall 2020	MV Lifelong Learner			10027	N	77
67	Fall 2020	MV Lifelong Learner			10025	N	81
68	Fall 2020	MV Lifelong Learner			10025	N	72
69	Fall 2020	MV Lifelong Learner			10025	N	71
70	Fall 2020	MV Lifelong Learner			10027	N	76
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72	Fall 2020	MV Lifelong Learner	██		██	10033	N	70
73	Fall 2020	MV Lifelong Learner	██		██	10027	N	75
74	Fall 2020	MV Lifelong Learner	██		██	10025	N	77
75	Fall 2020	MV Lifelong Learner	██		██	10025	N	73
76	Fall 2020	MV Lifelong Learner	██		██	10025	N	75
77	Fall 2020	MV Lifelong Learner	██		██	10025	N	66
78	Fall 2020	MV Lifelong Learner	██		██	10025	N	77
79	Fall 2020	MV Lifelong Learner	██		██	10027	N	80
80	Fall 2020	MV Lifelong Learner	██		██	10026	N	72
81	Fall 2020	MV Lifelong Learner	██		██	10025	N	85
82	Fall 2020	MV Lifelong Learner	██		██	10025	N	77
83	Fall 2020	MV Lifelong Learner	██		██	10025	N	73
84	Fall 2020	MV Lifelong Learner	██		██	10034	N	74
85	Fall 2020	MV Lifelong Learner	██		██	10032	N	68
86	Fall 2020	MV Lifelong Learner	██		██	10025	N	82
87	Fall 2020	MV Lifelong Learner	██		██	10025	N	70
88	Fall 2020	MV Lifelong Learner	██		██	10040	N	73
89	Fall 2020	MV Lifelong Learner	██		██	10033	N	70
90	Fall 2020	MV Lifelong Learner	██		██	10025	N	70
91	Fall 2020	MV Lifelong Learner	██		██	10025	N	68
92	Fall 2020	MV Lifelong Learner	██		██	10025	N	73
93	Fall 2020	MV Lifelong Learner	██		██	10025	N	73
94	Fall 2020	MV Lifelong Learner	██		██	10025	N	74
95	Fall 2020	MV Lifelong Learner	██		██	10025	N	74
96	Fall 2020	MV Lifelong Learner	██		██	10025	N	70
97	Fall 2020	MV Lifelong Learner	██		██	10025	N	88
98	Fall 2020	MV Lifelong Learner	██		██	10027	N	70
99	Fall 2020	MV Lifelong Learner	██		██	10027	N	71
100	Fall 2020	MV Lifelong Learner	██		██	10027	N	75
101	Fall 2020	MV Lifelong Learner	██		██	10025	N	80
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112	Fall 2020	MV Lifelong Learner	██		██	10025	N	73
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115	Fall 2020	MV Lifelong Learner	██		██	10025	N	82
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118	Fall 2020	MV Lifelong Learner	██		██	10040	N	74
119	Fall 2020	MV Lifelong Learner	██		██	10025	N	71
120	Fall 2020	MV Lifelong Learner	██		██	10025	N	68
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310	Spring 2021	MV Lifelong Learner			10025	N	73
311	Spring 2021	MV Lifelong Learner			10025	N	65
312	Spring 2021	MV Lifelong Learner			10025	N	75
313	Spring 2021	MV Lifelong Learner			10025	N	66
314	Spring 2021	MV Lifelong Learner			10025	N	82
315	Spring 2021	MV Lifelong Learner			10025	N	88
316	Spring 2021	MV Lifelong Learner			10025	N	75
317	Spring 2021	MV Lifelong Learner			10025	N	88
318	Spring 2021	MV Lifelong Learner			10027	N	70
319	Spring 2021	MV Lifelong Learner			10027	N	75
320	Spring 2021	MV Lifelong Learner			10025	N	79
321	Spring 2021	MV Lifelong Learner			10026	N	74
322	Spring 2021	MV Lifelong Learner			10025	N	73
323	Spring 2021	MV Lifelong Learner			10025	N	80
324	Spring 2021	MV Lifelong Learner			10025	N	75
325	Spring 2021	MV Lifelong Learner			10040	N	71
326	Spring 2021	MV Lifelong Learner			10025	N	76
327	Spring 2021	MV Lifelong Learner			10026	N	67
328	Spring 2021	MV Lifelong Learner			10025	N	74
329	Spring 2021	MV Lifelong Learner			10027	N	79
330	Spring 2021	MV Lifelong Learner			10040	N	70
331	Spring 2021	MV Lifelong Learner			10025	N	65
332	Spring 2021	MV Lifelong Learner			10025	N	73
333	Spring 2021	MV Lifelong Learner			10025	N	82
334	Spring 2021	MV Lifelong Learner			10025	N	70

Count	Term	Program	First Name	Last Name	Zip Code	Manhattanville or Grant Houses?	
335	Spring 2021	MV Lifelong Learner			10025	N	77
336	Spring 2021	MV Lifelong Learner			10025	N	71
337	Spring 2021	MV Lifelong Learner			10027	N	82
338	Spring 2021	MV Lifelong Learner			10025	N	76
339	Spring 2021	MV Lifelong Learner			10025	N	68
340	Spring 2021	MV Lifelong Learner			10025	N	80
341	Spring 2021	MV Lifelong Learner			10025	N	68
342	Spring 2021	MV Lifelong Learner			10025	N	82
343	Spring 2021	MV Lifelong Learner			10027	N	66
344	Spring 2021	MV Lifelong Learner			10027	N	79
345	Spring 2021	MV Lifelong Learner			10025	N	85
346	Spring 2021	MV Lifelong Learner			10025	N	74
347	Spring 2021	MV Lifelong Learner			10040	N	73
348	Spring 2021	MV Lifelong Learner			10033	N	70
349	Spring 2021	MV Lifelong Learner			10025	N	68
350	Spring 2021	MV Lifelong Learner			10025	N	65
351	Spring 2021	MV Lifelong Learner			10040	N	69
352	Spring 2021	MV Lifelong Learner			10025	N	72
353	Spring 2021	MV Lifelong Learner			10034	N	80
354	Spring 2021	MV Lifelong Learner			10025	N	78

Count	Term	Program	First Name	Last Name	Zip Code	Manhattanville or Grant Houses?
1	Fall 2020	MV Auditor			10040	N
2	Fall 2020	MV Auditor			10025	N
3	Fall 2020	MV Auditor			10027	N
4	Fall 2020	MV Auditor			10032	N
5	Fall 2020	MV Auditor			10025	N
6	Fall 2020	MV Auditor			10025	N
7	Fall 2020	MV Auditor			10026	N
8	Fall 2020	MV Auditor			10025	N
9	Fall 2020	MV Auditor			10025	N
10	Fall 2020	MV Auditor			10025	N
11	Fall 2020	MV Auditor			10031	N
12	Fall 2020	MV Auditor			10025	N
13	Fall 2020	MV Auditor			10031	N
14	Fall 2020	MV Auditor			10031	N
15	Fall 2020	MV Auditor			10031	N
16	Fall 2020	MV Auditor			10027	N
17	Fall 2020	MV Auditor			10027	N
18	Fall 2020	MV Auditor			10032	N
19	Fall 2020	MV Auditor			10027	N
20	Fall 2020	MV Auditor			10025	N
21	Fall 2020	MV Auditor			10025	N
22	Fall 2020	MV Auditor			10026	N
23	Fall 2020	MV Auditor			10025	N
24	Fall 2020	MV Auditor			10033	N
25	Fall 2020	MV Auditor			10025	N
26	Fall 2020	MV Auditor			10025	N
27	Fall 2020	MV Auditor			10039	N
28	Fall 2020	MV Auditor			10032	N

29	Fall 2020	MV Auditor			10027	N
30	Fall 2020	MV Auditor			10025	N
31	Fall 2020	MV Auditor			10031	N
32	Fall 2020	MV Auditor			10025	N
33	Fall 2020	MV Auditor			10027	N
34	Fall 2020	MV Auditor			10039	N
35	Fall 2020	MV Auditor			10033	N
36	Fall 2020	MV Auditor			10025	N
37	Fall 2020	MV Auditor			10027	N
38	Fall 2020	MV Auditor			10025	N
39	Fall 2020	MV Auditor			10025	N
40	Fall 2020	MV Auditor			10027	N
41	Fall 2020	MV Auditor			10027	N
42	Fall 2020	MV Auditor			10026	N
43	Fall 2020	MV Auditor			10031	N
44	Fall 2020	MV Auditor			10034	N
45	Spring 2021	MV Auditor			10027	N
46	Spring 2021	MV Auditor			10025	N
47	Spring 2021	MV Auditor			10027	N
48	Spring 2021	MV Auditor			10025	N
49	Spring 2021	MV Auditor			10025	N
50	Spring 2021	MV Auditor			10039	N
51	Spring 2021	MV Auditor			10025	N
52	Spring 2021	MV Auditor			10025	N
53	Spring 2021	MV Auditor			10032	N
54	Spring 2021	MV Auditor			10027	N
55	Spring 2021	MV Auditor			10025	N
56	Spring 2021	MV Auditor			10037	N
57	Spring 2021	MV Auditor			10031	N
58	Spring 2021	MV Auditor			10025	N
59	Spring 2021	MV Auditor			10025	N
60	Spring 2021	MV Auditor			10025	N
61	Spring 2021	MV Auditor			10031	N
62	Spring 2021	MV Auditor			10027	N
63	Spring 2021	MV Auditor			10033	N
64	Spring 2021	MV Auditor			10032	N
65	Spring 2021	MV Auditor			10027	N
66	Spring 2021	MV Auditor			10025	N
67	Spring 2021	MV Auditor			10027	N
68	Spring 2021	MV Auditor			10031	N
69	Spring 2021	MV Auditor			10026	N
70	Spring 2021	MV Auditor			10032	N
71	Spring 2021	MV Auditor			10040	N
72	Spring 2021	MV Auditor			10025	N
73	Spring 2021	MV Auditor			10025	N
74	Spring 2021	MV Auditor			10025	N
75	Spring 2021	MV Auditor			10032	N
76	Spring 2021	MV Auditor			10027	N
77	Spring 2021	MV Auditor			10025	N
78	Spring 2021	MV Auditor			10025	N
79	Spring 2021	MV Auditor			10026	N
80	Spring 2021	MV Auditor			10026	N

81	Spring 2021	MV Auditor	■		■		10025	N

Additional Supporting Documentation

● Copies of public notifications and/or announcements of Lifelong Learners and Course Auditing Programs

● Auditors and Lifelong Learners Student Handbook

Columbia University School of Professional Studies
Manhattanville Lifelong Learners and General Course Auditing Programs

Columbia University is proud to present its Manhattanville Lifelong Learners and General Course Auditing Programs. The **Lifelong Learners Auditing Program** is designed for individuals 65 years of age and older who are committed to the principles of lifelong education. This program allow seniors not currently enrolled in college the opportunity to attend selected lectures and courses drawn from the University's offerings in the Arts and Sciences during the academic year at no charge. The **General Course Auditing Program** provides adults under 65 not currently enrolled in college the same opportunity as the Lifelong Learners.

The School of Professional Studies Manhattanville Lifelong Learning and Course Auditing Programs are available to residents of the Manhattanville and Grant Houses and the local Manhattanville community as defined by residential zip code*.

*Qualifying Zip Codes in Upper Manhattan and the South Bronx:
10025, 10026, 10027, 10029, 10030, 10031, 10032, 10033, 10034, 10035, 10037, 10039, 10040, 10451, 10454, 10455, 10474.

Lifelong Learners and General Auditors are encouraged to attend class and keep up with the reading while being silent participants in the class. No examinations or papers are required and no grade is assigned. Lifelong Learners and General Auditors will also have access to Columbia libraries, services at campus cafes and the University bookstore, and can take advantage of cultural discount programs in New York City offered to other Columbia students. A limited number of courses are available to auditors. Students enrolled in the Manhattanville Lifelong Learners and General Course Auditing Programs may take up to two courses per academic year.

For an application, please visit: http://sps.columbia.edu/auditing
For additional information, please contact the School of Professional Studies at:

Email: auditing@sps.columbia.edu
Phone: 212-854-9666

The Manhattanville Course Auditing Programs are supported by the School of Professional Studies at Columbia University. Advisors provide information about Columbia's resources and auditing course options.

FREE EDUCATIONAL OPPORTUNITIES AT COLUMBIA UNIVERSITY

The Manhattanville Course Auditing and Lifelong Learners Program provides adults not currently enrolled in college with the opportunity to attend selected lectures from Columbia University's offerings in the Arts and Sciences during the academic year. This program is available to the residents of the Manhattanville and Grant Houses and the local Manhattanville community at no charge.

Lifelong Learners and General Auditors are encouraged to attend class and keep up with the reading while being silent participants in the class. No examinations or papers are required, and no grade is assigned. Students enrolled in these programs may take up to two courses per academic year.

To apply, visit:
http://sps.columbia.edu/auditing/manhattanville-auditing-program
For more information, please contact the
School of Professional Studies:
auditing@sps.columbia.edu | 212-854-9666

STUDENT HANDBOOK

Office of Student Affairs
Columbia University
School of Professional Studies
203 Lewisohn Hall, MC 4119
2970 Broadway
New York, NY 10027

(212) 854-0419
sps-studentaffairs@columbia.edu
http://sps.columbia.edu/student-life-and-alumni-relations

Contents

About Columbia University

For more than 250 years, Columbia has been a leader in higher education in the nation and around the world. At the core of our wide range of academic inquiry is the commitment to attract and engage the best minds in pursuit of greater human understanding, pioneering new discoveries, and service to society.

Our distinguished faculty, alumni and student body are expanding the boundaries of knowledge in medicine, sciences, the arts, humanities, and the professions. The University offers an outstanding and comprehensive array of academic programs. These include three undergraduate schools, thirteen graduate and professional schools, a world-renowned medical center, four affiliated colleges and seminaries, twenty-five libraries, and more than one hundred research centers and institutes.

Columbia is both global and local in focus. As a vital part of New York, our research and teaching are enhanced by the vast resources of one of the world's greatest cities. We are an intellectual community of some 40,000 students, faculty and staff who work continually to expand our mission of teaching, research, patient care, and public service.

For additional historical background, please visit: *http://www.columbia.edu/content/history.html*

About the School of Professional Studies

The School of Professional Studies at Columbia University is a resource for those who wish to take their lives in new directions. Our students are motivated, serious, academically oriented people who seek professional, personal, or academic development in subjects that range from the sciences to the humanities to the arts.

The scope of the School extends far beyond evening classes for returning students. Our programs serve not only non-degree and professional students, but also hundreds of graduate and undergraduate Columbia matriculates every year.

We currently offer

- Fourteen professional master's degrees
- Postbaccalaureate study in over 100 subject areas
- Over 50 high school program curricular options
- Nine levels of ESL instruction
- Access to Arts and Sciences courses through the Auditing and Lifelong Learning Programs
- The University's Summer Sessions

Though these offerings are diverse, our programs are unified by our mission: to provide a rigorous education, informed by rapidly evolving global market needs, that supports the academic and professional aspirations of our student community.

Please explore our site and consider all that Columbia's School of Professional Studies has to offer.

THE STUDENT HANDBOOK

The student handbook contains the information students need most urgently in order to establish themselves at Columbia. In addition to the student handbook we encourage SPS students to refer to our website (*http://sps.columbia.edu/)* for program-specific information.

The School of Professional Studies is your first point of contact at Columbia. If you are unable to find information regarding student services, academic advising and/or resources in this handbook or online, please contact either your program director or Student Affairs. Please be advised that policies and procedures at other schools at Columbia may be different and/or not apply to Professional Studies students. Thus, it is important that you communicate with us directly with your questions.

Email: *sps-studentaffairs@columbia.edu*
Phone: (212) 854-0419

Please save this handbook for future reference.

Your Academic Experience

Your program director and/or faculty advisor are your primary contacts for questions regarding your course of study, degree requirements and course content.

The Office of Student Affairs is your primary contact for questions regarding academic policy and procedures, and changes in your student status.

What follows is an outline of important information related to some of the School of Professional Studies policies and procedures, including what constitutes satisfactory progress toward degree, the grading system, and how to manage changes in your student status, such as leaves of absence and withdrawals.

SATISFACTORY ACADEMIC PROGRESS

A student's academic progress is considered to be satisfactory when a student maintains at least the minimum grade point average required for their program, completes a minimum of 67% of their total attempted credits, and completes their program within the maximum time frame of their respective program.

The academic progress of each student is reviewed shortly after the end of each term. After the review of records has been completed, students will be alerted to any identified deficiencies and told of the consequences of failure to remedy the deficiencies.

After one term of unsatisfactory progress, if a student has a second term of unsatisfactory progress, the student is subject to dismissal from the academic program and the School of Professional Studies. Students earning grades of D or F in a term may also be dismissed. All decisions to place a student on academic probation or to dismiss for academic reasons are subject to appeal. A transcript notation will be made when students are expelled or dismissed from the School of Professional Studies.

Federal Financial Aid–Title IV Eligibility
To receive financial aid under the programs authorized by Title IV of the Higher Education Act (HEA–College Work-Study, Perkins Loan, Stafford/SLS loans), a student must maintain satisfactory academic progress according to the standards and practices of the institution in which the student is enrolled. A student who is not maintaining satisfactory progress, and whose inadequate progress is not judged to be attributable to mitigating circumstances, is ineligible to receive Title IV financial aid.

Grade Point Average
Degree candidates must complete all requirements for the degree with an overall minimum GPA of 3.0 (B). Every course creditable toward the degree or certification must be taken for a letter grade. Students in certification programs are required to maintain an overall minimum GPA of 3.0 (B). Every course creditable toward the certificate must be taken for a letter grade. Postbaccalaureate (non-certification) and Visiting students must maintain an overall minimum GPA of 2.0 (C).

Pace of Completion
Students must complete a minimum of 67% of their attempted credits. In order to calculate the percentage of completed credits, divide completed credits by attempted credits and multiply by 100.

Maximum Time Frame
Students must complete all requirements for degree programs and non-degree programs within the time prescribed by each program. Programs must be completed within the following timeframe:

Program	Time Frame
M.S. in Actuarial Science	3 Years
M.S. in Applied Analytics	2 years
M.S. in Bioethics	3 Years
M.S. in Communications Practice	2 Years
M.S. in Construction Administration	5 Years
M.S. in Enterprise Risk Management	3-5 Consecutive Terms
M.S. in Fundraising Management	4 Years
M.S. in Information and Knowledge Strategy	16 Months
M.S. in Narrative Medicine	3 Years
M.S. in Negotiation and Conflict Resolution	3 Years
M.S. in Sports Management	4 Years
M.S. in Sports Management - Global Sports Law	16 Months
M.S. in Strategic Communications	16 Months
M.S. in Sustainability Management	3 Years
M.S. in Technology Management	16 Months
Actuarial Science Certification - Online	2 Years
Advanced Business Certificate	3 Years
Bioethics Certification–Online	2 Years

Biotechnology Certificate   3 Years
Business Certification   2 Years
Classics Certificate   3 Years
Critical Issues in International Relations Certification   2 Years
(Summer Only)   2 Years
Ecology, Evolution, and Environmental Biology Certificate   3 Years
(EEEB)   2 Years
Environment, Peace, and Security Certification   2 Year
Enterprise Risk Management Certification   2 Year
Graduate Foundations Certification   2 Years
Human Rights Certification (Summer Only)   2 Years
Psychology Certificate   2 Years
Quantitative Studies for Finance Certificate   3 Years
Sustainability Analytics Certification   2 Years
Sustainable Finance   4 Terms
Sustainable Water Management Certification   2 Years
United Nations Studies Certification (Summer Only)   2 Years

Appeals of Academic Probation or Dismissal

When a student believes that either academic probation or dismissal has been decided upon unfairly or inappropriately, students may appeal the decision as follows:

Students in Degree Programs
Students may appeal the decision first to the Associate Dean of Student Affairs. If still aggrieved, the student may send a final appeal to the Dean of the School of Professional Studies.

Students in Non-Degree Programs
Students may appeal the decision to the Associate Dean of Non-Degree Programs. If still aggrieved, the student may appeal to the Associate Dean of Student Affairs. A student may then send a final appeal to the Dean of the School of Professional Studies.

GRADING SYSTEM

The University grading system is as follows:

A = excellent
B = good
C = fair
D = poor but passing
F = failure (the grade of F is a final grade and is not subject to reexamination)

Plus and minus grades are also used, except with D.

Unofficial Withdrawal (UW)
As of Fall 2015, this grading option is no longer available for School of Professional Studies students.

Withdrawal (W)
Students are not permitted to have a course deleted from their academic record after the drop deadline (the fifth week of classes). If a student withdraws from a course after the drop deadline and no later than the eleventh week of classes, the transcript will show a mark of W for that course. This is a permanent mark and will remain on the transcript even if the student repeats the course.

Grade point averages are computed on the following scale:

A+	=	4.33
A	=	4.00
A-	=	3.67
B+	=	3.33
B	=	3.00
B-	=	2.67
C+	=	2.33
C	=	2.00
C-	=	1.65
D	=	1.00
F	=	0.00

Students may not drop or withdraw from any course after the eleventh week of classes. After that point, students will receive whatever letter grade they have earned in the course.

INC (Incomplete)
Granted only with the permission of the Office of Student Affairs in consultation with the course instructor. Students who wish to receive the mark of INC must submit a petition in writing to the Office of Student Affairs before the last day of class; no petition will be accepted after that date. The purpose of the mark of INC is to permit postponement of the final written work or exam for the course when incapacitating illness (as certified in writing by the University Health Service or by a private medical practitioner), serious family emergency, or other comparably grave situations require such postponement. The major portion of the course requirements must have been completed if a student is to be eligible for the mark of INC.

Students who are granted the mark of INC must agree with the course instructor on a terminal date for the completion of the work required for the course. The mark of INC becomes a permanent mark when the course work is not completed by the assigned deadline. In extraordinary instances, a maximum one-term extension may be granted by the Office of Student Affairs. Students with marks of INC in 50 percent or more of their coursework will not be permitted to register for the following term. An INC may not be removed by auditing or otherwise attending the course a second time.

If you request an incomplete in a class you will need to submit this form to the Office of Student Affairs: *http://assets.ce.columbia. edu/pdf/slar/Application_for_INC.pdf.* You may submit the form in person in 203 Lewisohn Hall or via email: *sps-studentaffairs@ columbia.edu*. Students are required to consult their professors regarding their decision/request.

Advanced Standing
Students in Master of Science programs may petition their Program Director for Advanced Standing if they believe coursework they have previously done is duplicative. To petition for Advanced Standing, students must submit a petition with a copy of the course description and an official university transcript for consideration.

Students granted Advanced Standing will be exempted from no more than two courses (6 points). Prior coursework must have been completed with a grade of B or better. Advanced standing will typically only be awarded if the course(s) completed was/ were taken within four years (12 terms) of the completion of all requirements for the degree.

GPA Calculation
When the registrar calculates the grade point average, courses are weighted according to the number of credit points. In the case of repeated courses, only the grades earned for the first attempt will be figured into the grade point average. Except in the case of a grade issued to replace an INC authorized by the Office of Student Affairs, all grades are based exclusively on the work completed by students during the term a course is offered, i.e., supplementary or revised work completed after a course has ended may not become the basis of a change of grade except in the case of an authorized INC.

CHANGES IN YOUR STUDENT STATUS

Should you need, after you begin your program and register for classes, to request a leave of absence, withdraw permanently from your program, or otherwise change your student status, you will need to let both your program director and the Office of Student Affairs know.

There are forms associated with making changes to both your course of study and to your student status. This section explains them in further detail.

Leave of Absence
Degree candidates who must interrupt studies for a compelling reason may be granted a Leave of Absence for a stated period, usually not to exceed one year. During the period of leave a student may not use Universities facilities. Approved leaves are entered on a student's permanent academic record. The period of a Leave of Absence is not counted as part of the time allowed for the completion of degree requirements.

Students who intend to take a Leave of Absence must submit a Request for Leave of Absence form to the Office of Student Affairs.

Medical Leave of Absence
A student who must interrupt study temporarily because of physical or psychological illness may request a Medical Leave or Withdrawal from the Office of Student Affairs. A Medical Leave of Absence is contingent upon the submission of documentation from a health care professional. The student must provide documentation from a health care professional confirming that the student is unable to engage in graduate study; such documentation may include a statement as to when the student may be expected to resume studies. Medical leaves will not be granted retroactively.

Medical Certification of Readiness for Resumption of Studies
In order to return after a medical leave students may be required to provide the Office of Student Affairs with written approval of a health care professional who treated the student during the leave, confirming that the student is capable of returning to graduate study and proposing any recommended qualifications (e.g., part-time study).

The Office of Student Affairs may also require an assessment interview to be conducted by a member of the Counseling and Psychological Service staff and/or a member of the Primary Care Medical Services staff depending on the health condition which necessitated the Leave.

Refund of Tuition and Fees
All students who withdraw or take a Leave of Absence during a semester in which they are registered are charged a $75 withdrawal fee. Tuition is refunded on a prorated basis. No fees are refunded after the second week of the semester. The Registrar's office publishes a schedule of refunds for tuition and fees based on the week in the semester during which the withdrawal or leave is approved.

Leave for Military Duty
Any student who is a member of the National Guard or other reserve component of the armed forces of the United States or of a state organized militia and is called or ordered to active duty will be granted a military leave of absence for the period of active duty and for one year thereafter. Upon return from military leave of absence, the student will be restored to the educational status attained prior to being called or ordered to such duty without loss of academic credits earned, scholarships or grants awarded, or tuition or other fees paid prior to the commencement of active duty. The University will credit any tuition or fees paid for the period of the military leave of absence to the next enrollment period or will refund the tuition and fees paid to the student, at the student's option. Students in need of a military leave of absence should contact the Dean of Students for their school.

Student Financial Services
Students receiving financial aid and taking a leave should immediately notify Student Financial Services to discuss if/how the leave effects their aid.

International Students
Students on a J1 or F1 visa who intend to take a Leave of Absence must contact the International Students and Scholars Office as soon as possible.

Withdrawing
The University defines withdrawing as dropping one's entire program of courses in any given semester. Ceasing to attend classes or simply notifying the instructor does not constitute withdrawing.

Over the course of the first half of a term, varying percentages of tuition are refunded, depending on the date when a student withdraws. For the schedule, see Withdrawal and Refunds *http://sps.columbia.edu/student-life-and-alumni-relations/withdrawal-and-tuition-refund.*

NOTICE OF WITHDRAWAL FORM

Complete the Notice of Withdrawal form if you intend to drop all of your courses this term. All fields with an asterisk are required. You can locate your C-Number/PID in your Academic Profile at Student Services Online (SSOL) (http://ssol.columbia.edu). There is a drop down menu under Show My Name and Personal Data, click on Hide My Name and Personal Data and then click on Update My View. A non-refundable, $75 fee is applied to all withdrawals. To see if you are entitled to a refund, please visit Withdrawal & Tuition Refund for the fall and spring terms or for the summer sessions. Please check your account on Student Services Online (SSOL) approximately two weeks after submission to either pay your bill or to request a refund.

You may pay your bill either online through SSOL or send checks payable to:
Columbia University, Student Account Payment, 210 Kent Hall, 1140 Amsterdam Avenue, New York, NY, 10027.

Please be sure to include your UNI or PID, also known as your C-number. If you are entitled to a refund, refunds are automatic for all School of Professional Studies programs except American Language Program and Auditors/Lifelong Learners. Students in the ALP or auditing programs should log-on to SSOL to request a refund after the withdrawal has been processed. For those who will receive an automatic refund and do not have direct deposit set-up, please log onto to SSOL to see where your check will be mailed to.

Students enrolled in both full term and partial term, or in multiple, partial term online Business Certification courses are NOT ELIGIBLE for the partial term withdrawal refund schedules. Students who wish to drop partial term courses must do so during the Change of Program periods associated with each of those partial terms. If students drop individual, partial term courses after the partial term Change of Program periods, they will be responsible for the full cost of the course.

Withdrawals processed	will be refunded
by week 1 & week 2	100%
by week 3	90%
by week 4	80%
by week 5	70%
by week 6	60%
by week 7	50%
by week 8	40%
by week 9	0%

ACADEMIC RESOURCES

Libraries
The Libraries are wonderful gathering places to pursue scholarly research, to learn about and use information technology, to write, to study, and to draw on our rich collection of print and electronic resources.

At your disposal is a fully integrated research library. Columbia's Libraries, with over 10 million volumes, over 100,000 current journals and serials, and an extensive collection of electronic resources, manuscripts, rare books, microforms, and other nonprint formats, rank as one of the top five academic library systems in the nation. We hope you will explore one or more of the 22 libraries at Columbia and its affiliated institutions to access the rich array of both traditional and electronic information services. For more information, visit: *http://library.columbia.edu/*

Writing Center The Writing Center provides writing support to students enrolled in Columbia courses. In one-on-one consultations and workshops, writing consultants offer feedback and strategies to help students improve at every stage of their writing, from brainstorming to final drafts. The Writing Center is open throughout the academic year – fall semester, spring semester, and Summer Session.

To learn more about the Writing Center or to schedule an appointment with a writing consultant, please visit their main office in 310 Philosophy Hall or visit their website: *http://www.college.columbia.edu/core/uwp/writing-center*

Computer Labs
A number of different types of computing facilities are available to students of the university. These facilities range from simple informational kiosks to high-end workstations to walk-in consulting centers. Access requirements and schedules are provided in the detailed descriptions for each location. Please visit the website: *http://cuit.columbia.edu/*

Library Information Office
201 Butler Library
535 West 114th Street
New York, NY 10027
lio@columbia.edu
(212) 854-7309

Area Studies
302-309 International Affairs
420 W. 118th Street
New York, NY 10027
area@libraries.cul.columbia.edu
(212) 854-3630

Avery Architectural & Fine Arts Library
300 Avery, 1172 Amsterdam Avenue
New York, NY 10027
avery@libraries.cul.columbia.edu
(212) 854-3501

Barnard College Library
Lehman Hall, 3009 Broadway
New York, NY 10027
refdesk@barnard.edu
(212) 854-3953

Biological Sciences Collection
biology@libraries.cul.columbia.edu
(212) 854-4715

Burke Library
Union Theological Seminary
3041 Broadway
New York, NY 10027
burke@libraries.cul.columbia.edu
(212) 851-5606

Business & Economics Library
(Thomas J. Watson Library)
130 Uris, 3022 Broadway
New York, NY 10027
business@libraries.cul.columbia.edu
(212) 854-7804

Butler Library
(Nicholas Murray Butler Library)
535 West 114th Street
New York, NY 10027
butler@libraries.cul.columbia.edu
(212) 854-7309

Center for Human Rights
Documentation & Research
318 International Affairs
420 W 118th Street
New York, NY 10027
chrdr@columbia.edu
(212) 854-3630

Chemistry Collection
chemistry@libraries.cul.columbia.edu
(212) 854-4709

Columbia Center for Oral History
801 Butler Library
535 West 114th Street
New York, NY 10027
oralhist@libraries.cul.columbia.edu
(212) 854-7083

Columbia University Archives
Butler Library, 6th Floor East
535 West 114th Street
New York, NY 10027
uarchives@columbia.edu
(212) 854-3786

East Asian Library
(C.V. Starr Library)
300 Kent, 1140 Amsterdam Avenue
New York, NY 10027
starr@libraries.cul.columbia.edu
(212) 854-4318

Engineering Library
(Ambrose Monell Library)
422 S.W. Mudd
500 W. 120th Street
New York, NY 10027
engineering@libraries.cul.columbia.edu
(212) 854-2976

Geology Library
601 Schermerhorn
1190 Amsterdam Avenue
New York, NY 10027
geology@libraries.cul.columbia.edu
(212) 854-4713

Geoscience Library
Lamont-Doherty Earth Observatory
Palisades, NY
geology@libraries.cul.columbia.edu
(845) 365-8808

Health Sciences Library
701 West 168th Street
New York, NY 10032
hs-library@columbia.edu
(212) 305-3692

Journalism Library
203 Journalism, 2950 Broadway
New York, NY 10027
journalism@libraries.cul.columbia.edu
(212) 854-3916

Law Library
(Arthur W. Diamond Library)
316 Greene
New York, NY 10027
(212) 854-3737

Lehman Social Sciences Library
300 International Affairs
420 W. 118th St.
New York, NY 10027
lehman@libraries.cul.columbia.edu
(212) 854-4170

Mathematics Library
303 Mathematics
2990 Broadway
New York, NY 10027
mathsci@libraries.cul.columbia.edu
(212) 854-4712

Milstein Undergraduate Library
Butler Library
535 West 114th St.
New York, NY 10027
undergrad@libraries.cul.columbia.edu
(212) 854-5327

Music & Arts Library
(Gabe M. Wiener Library)
701 Dodge, 2960 Broadway
New York, NY 10027
music@libraries.cul.columbia.edu
(212) 854-4711

Physics & Astronomy Collection
physics@libraries.cul.columbia.edu
(212) 854-3943

Psychology Collection
psychology@libraries.cul.columbia.edu
(212) 854-4714

Rare Book & Manuscript Library
Butler Library, 6th Floor East
535 West 114th Street
New York, NY 10027
rbml@libraries.cul.columbia.edu
(212) 854-5153

Science & Engineering Library
401 Northwest Corner Building
550 West 120th Street
New York, NY 10027
ref-sci@columbia.edu
(212) 851-2950

Social Work Library
1255 Amsterdam Ave., 2nd Floor
New York, NY 10027
socwk@libraries.cul.columbia.edu
(212) 851-2194

Computer Labs

LABS WITH
CONSULTANTS PRESENT

212, 213 & 213A Butler Library
36 Windows stations
4 Macintosh stations

251 Engineering Terrace/Gussman Lab
80 Windows stations
6 Macintosh stations

323 International Affairs Building
39 Windows stations
8 Macintosh stations
22 stations for group work (DSSC)

215 Lehman Library (EDS)
13 Windows stations

LABS WITHOUT CONSULTANTS

200 & 300 Lerner Hall, Student Center
28 Windows stations
10 Macintosh stations
6 ColumbiaNet

Hands-On Electronic Classrooms

CLASSROOMS WITH CONSULTANTS
PRESENT

252 Engineering Terrace
18 Windows stations

CLASSROOMS WITHOUT CONSULTANTS

407 Mathematics
20 Windows stations

558 Schermerhorn Ext.
15 Macintosh stations

Registration

NEW STUDENTS: ONLINE REGISTRATION

Online registration on Student Services Online (SSOL) *(http://ssol.columbia.edu)*:

CHOOSING YOUR COURSES

The Directory of Classes (*http://www.columbia.edu/cu/bulletin/uwb/*) is Columbia's online course bulletin. Use it to locate courses' five-digit call numbers (which you'll need to register), to find out when and where courses meet, who the professors are, to see if courses require departmental or professor permission, to check enrollment numbers and to see if courses are lectures or seminars, among other things.

IDENTIFY AND REGISTER FOR COURSES WHICH NEED APPROVAL

Some courses require the approval of either the professor teaching them or the department offering them. To determine whether or not the course you want to register for requires approval, check the "Approvals Required" line on the course's webpage on the Directory of Classes: *http://www.columbia.edu/cu/bulletin/uwb/*. If you see "Department" or "Instructor" listed in the "Approvals Required" line, you will need to secure approval in writing (a print-out of an email from a professor is fine). Also check the "Open To" line. If you do not see "School of Professional Studies" listed you will need to secure written approval even if it says "None" in the "Approvals Required" line. **You will not be able to register online for courses that require written approval.** You will have to come to in-person registration with either an email print-out of the approval, or a signed Registration and Add/Drop form. You do not need an appointment to register in person.

CROSS-REGISTRATION

If a course is offered through another school, SPS students will have to cross-register for it. In order to determine whether a course is offered through another school, please check the "Division" line on the course's webpage in the Directory of Classes. If it lists a school other than SPS and doesn't list SPS in the "Open To" line, you will most likely have to cross-register to take it. For approval to cross-register and instructions about how to do so, please consult with your program director.

HOW TO REGISTER ONLINE FOR COURSES IN THE SCHOOL OF PROFESSIONAL STUDIES

You may register yourself online (*https://ssol.columbia.edu*) on Student Services Online using your Columbia email and password. All students are assigned registration appointment times: *http://registrar.columbia.edu/content/appointment-times-and-pins*. **You can only register online during these appointment times.** These appointment times will be available on Student Services Online (*https://ssol.columbia.edu*) about two weeks prior to the registration period.

CHANGE OF PROGRAM PERIOD

Change of Program Period lasts approximately the first two weeks of each semester. Refer to the Academic Calender for Specific dates: *http://sps.columbia.edu/calendars/academic-calendar*

Dropping Individual Classes
The Change of Program Period is a window of opportunity during which you may drop individual courses from your schedule without financial penalty. You may drop an individual course online on SSOL.

Withdrawing from All of Your Classes
You may also withdraw, meaning drop all of the courses you're registered for during the Change of Program Period and receive a full tuition refund but a $75 withdrawal fee is assessed. **You must submit the Notice of Withdrawal form** *http://sps.columbia.edu/withdrawal* **directly to the Office of Student Affairs.**

Adding Classes
Students may add courses through the Change of Program Period. Those who register for the first time during the Change of Program Period are charged a late registration fee of $50.

AFTER THE CHANGE OF PROGRAM PERIOD ENDS

Dropping Individual Classes
If you drop one of several courses you're registered for **after the change of program deadline**, you will not receive any tuition back. There is no refund schedule associated with dropping individual classes. **The University deadline for dropping an individual course for 0% tuition refund** for each semester the dates are posted on the Academic Calender. For the future dates please check: *http://sps.columbia.edu/calendars/academic-calendar/spring-2016 .*

Withdrawing from All of Your Classes
If you withdraw, meaning drop all of your classes **after the change of program deadline** *you will receive a percentage of your tuition back and a $75 withdrawal fee is assessed.* Here is a link to the tuition refund schedule: *http://sps.columbia.edu/Student-life-and-alumni-relations/Withdrawal-and-Tuition-Refund*. If you are entitled to a refund you will have to request that refund online on SSOL. *If you withdraw after the change of program period you will not receive a refund for your student fees.*

Adding Classes
If you wish to register for a course **after the change of program deadline** you may make the request on SSOL and it will require electronic approval of the instructor and your advisor. You will also be charged a late registration fee of $100 if you are registering for the first time in the term.

Your Community

ACADEMIC INTEGRITY AND COMMUNITY STANDARDS

Columbia University expects that its students will act with honesty and propriety at all times and will respect the rights of others. It is fundamental University policy that academic dishonesty in any guise or personal conduct of any sort that disrupts the life of the University or denigrates or endangers members of the University community is unacceptable and will be dealt with severely.

Because the School of Professional Studies takes matters of intellectual integrity very seriously, academic dishonesty is not tolerated. Acts of academic dishonesty include but are not limited to:

- Cheating on examinations
- Making up information
- Misrepresenting one's academic record at Columbia or elsewhere
- Plagiarizing another's work or one's own
- Assisting others in plagiarism
- Making false statements in connection with any academic matter, including applications for admission and financial aid
- Creating, altering, or misusing University documents or credentials
- Improperly using libraries or materials contained therein

The School of Professional Studies also prohibits conduct that disrupts or interferes with the operation of the University or with the activities of other members of the University community. Instances of such behavior include but are not limited to:

- Harassing, coercing, or intimidating others
- Making rude, abusive, or derogatory remarks about another person's gender, race, ethnicity, religion, disability, age, or sexual orientation
- Interfering with or disrupting research or instruction
- Improperly using University services, equipment, or facilities, including University e-mail and telephones
- Failing to comply with a legitimate order of a University authority acting in the line of duty

Academic and behavioral infractions carry severe penalties. Plagiarism, for example, whether or not it is intentional, results in a failing grade on the assignment and in the course. For degree candidates, this means immediate dismissal from their program of study.

Students, faculty members, or Columbia staff members who have concerns or complaints about a student's behavior, including issues pertaining to academic integrity, are asked to contact the Associate Dean of Student Affairs to discuss the concern. Based on the conversation with the complainant, the Associate Dean of Student Affairs will determine whether or not the complaint warrants an informal meeting with the student or a formal disciplinary hearing. The Associate Dean of Student Affairs will review the options and the procedures with the complainant. If a formal disciplinary hearing is to be held, normally the complainant must formalize the complaint in writing. A copy of the written charges is provided to the student, who is required to submit a written response prior to meeting with the disciplinary committee.

A disciplinary hearing is held to discuss the allegations with the student, and when necessary, to determine appropriate sanctions. For students found guilty of academic dishonesty or misconduct, the sanctions range from warning to probation, suspension, or dismissal.

Appeals must be submitted in writing within two weeks of the date of the letter informing the student of the disciplinary action taken. Appeals concerning suspension or dismissals must be addressed to the Dean of the School; all other appeals should be addressed to the Committee on Academic Standing.

For more information regarding community standards and disciplinary hearing procedures, visit:
http://sps.columbia.edu/Student-life-and-alumni-relations/Academic-Integrity-and-Community-Standards

ESSENTIAL POLICIES FOR THE COLUMBIA COMMUNITY

Essential Policies for the Columbia Community is a central resource for a broad range of topics at Columbia. Included are policies that govern attendance, alcohol and drugs, equal opportunity and nondiscrimination, sexual assault, event protocols, partisan political activity, and leaves of absence, as well as the Policy on Access to Student Records under the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. As a member of the Columbia University community, you are responsible for following the University's policies, as well as local, state and federal laws. These policies are in place so that all members of the Columbia community can safely and successfully focus on studies and take part in campus life. Essential Policies for the Columbia Community: *http://essential-policies.columbia.edu/*

Student Policies and Procedures On Discrimination, Harassment, Gender-Based and Sexual Misconduct and Consensual Romantic and Sexual Relationships
Columbia University is committed to providing a learning, living, and working environment free from discrimination, harassment and gender-based and sexual misconduct. Consistent with this commitment and with applicable laws, the University does not tolerate discrimination, harassment or gender-based or sexual misconduct in any form and it provides students who believe that they have been subjected to conduct or behavior of this kind with mechanisms for seeking redress. All members of the University community are expected to adhere to the applicable policies, to cooperate with the procedures for responding to complaints of discrimination, harassment and gender-based and sexual misconduct, and to report conduct or behavior they believe to be in violation of these policies to the Office of Equal Opportunity and Affirmative Action or Student Services for Gender-Based and Sexual Misconduct.

Complaints by students against students for gender-based misconduct are processed in accord with the Gender–Based Misconduct Policies for Students (*http://www.columbia.edu/cu/dpsa/docs/policy/*). Students who attend Barnard College and Teachers College as well as Columbia University are covered by these policies. The use of the term "gender-based misconduct" includes sexual assault, sexual harassment, gender-based harassment, stalking, and intimate partner violence.

Complaints by students against students for other forms of discrimination and harassment are processed in accord with the Student Policies and Procedures on Discrimination and Harassment (*http://eoaa.columbia.edu/student-policies/policies*) and should be filed with the Dean of Students of the school in which the respondent is enrolled.

Complaints by students against employees and third parties engaged in University business for discrimination and harassment are processed in accord with the Employment Policies and Procedures on Discrimination and Harassment (*http://eoaa.columbia.edu/employment-policies*). The use of the term "discrimination and harassment" includes discrimination, discriminatory harassment, gender-based harassment, sexual harassment, and sexual assault.

Under the University's Consensual Romantic and Sexual Relationship Policy Between Faculty and Students (*http://eoaa.columbia.edu/consensual-romantic-relationships*), no faculty member shall have a consensual romantic or sexual relationship with a student over whom he or she exercises academic or professional authority; further, no faculty member shall exercise academic or professional authority over any student with whom he or she has or previously has had a consensual romantic or sexual relationship. This policy covers all officers of instruction, research and the libraries, including student officers of instruction and research and teaching assistants.

Title IX Coordinator/Section 504 Officer for Columbia University
Melissa Rooker, Associate Provost
Office of Equal Opportunity and Affirmative Action, 103 Low Library
mrooker@columbia.edu, (212) 854-5511

Deputy Title IX Coordinator for Staff and Faculty Concerns
Jeri Henry, Associate Vice President
Student Conduct and Community Standards, 800 Watson Hall
jh3079@columbia.edu, (212) 854-1717

Deputy Title IX Coordinator for Student Concerns
Jazmin Taylor, Director of Investigations
Office of Equal Opportunity and Affirmative Action, 102 Low Library
jt2903@columbia.edu, (212) 851-2730

Columbia offers a number of confidential resources to students who believe they were subjected to discrimination, harassment or gender-based or sexual misconduct:

Counseling Services:	
Columbia Morningside	(212) 854-2878
CUMC:	(212) 496-8491
Rape Crisis/Anti-Violence Support Center:	(212) 854-HELP
Office of the University Chaplain:	(212) 854-6242
Health Services:	
Columbia Morningside:	(212) 854-2284
Columbia Morningside clinician-on-call:	(212) 854-9797
CUMC:	(212) 305-3400
CUMC clinician-on-call:	(212) 305-3400

ACADEMIC INTEGRITY PLEDGE
Columbia University | School of Professional Studies

It is essential to the academic integrity and vitality of this community that individuals do their own work and properly acknowledge the circumstances, ideas, sources and assistance upon which that work is based. Academic honesty in class assignments, term papers, examinations, laboratory reports, and computer projects is expected of all students. Students who are unsure about the proper presentation of their own independent work should consult with their instructor or advisor. Because intellectual integrity is the cornerstone of education institutions, academic dishonesty is one of the most serious offenses that a student can commit at Columbia. It is punishable by suspension or dismissal from the School.

Academic dishonesty includes but is not limited to:

1. **Plagiarism:** Failure to cite or otherwise acknowledge ideas or phrases used in any paper, exercise, or project submitted in a course but gained from another source, such as a published text, another person's work, materials on the Web. This applies to all work handed in, whether a draft, a final paper, or a graded or ungraded exercise.

2. **Self-plagiarism:** The submission of one piece of work in more than one course without the explicit permission of the instructors involved.

3. **Misrepresentation of authorship:** The submission of work as one's own which has been prepared by or purchased from another.

4. **Cheating on examinations or tests:** To give or receive assistance from written material, another person, his or her paper, or any other source during an examination or test; or to (attempt to) hire someone to take your exam for you.

5. **Falsification or misrepresentation of information** in any course work or lab work; on any application, petition, or forms submitted to the school.

6. **Fabrication of credentials,** be that in materials submitted as part of an admissions application or materials submitted to the university for administrative or academic review.

7. **Violating the limits of acceptable collaboration** in course work set by a faculty member or department.

8. **Removing, hiding or altering library materials** so as to hinder the research of other students.

9. **Facilitating academic dishonesty** by enabling another to engage in such behavior.

10. **Lying to a faculty member or advisor** about circumstances related to your academic work or failure to complete academic work.

Ignorance of the School's policy concerning academic dishonesty shall not be a defense in any disciplinary proceedings. The School of Professional Studies holds each member of the community responsible for understanding these principles and for abiding by them.

Your To-Do List

☐ ACTIVATE YOUR COLUMBIA EMAIL ACCOUNT

In order to register online and to access Columbia's secure online applications, including Student Services Online (SSOL), Canvas, and online library resources, *all students must activate a Columbia email account*. Once you activate your Columbia email you are responsible for checking it regularly. Columbia and the School of Professional Studies use email as an official means of communication with students. Many important University communications, including notification of the Student Account Statement availability, are **sent via email only**. You are responsible for all official University communications sent to your Columbia email address.

In order to create a Columbia email account you will need a University Network ID (UNI). Here's how to locate your UNI:

1. Go to *http://uni.columbia.edu*
2. Type in your name in the "Forgot UNI? (look up Your UNI by name)" yellow search box and then click "search"
3. Your name will appear on the screen along with a Columbia email account – the letters and numbers that precede "@columbia.edu" make up your UNI

Once you have your UNI, go to *http://uni.columbia.edu*, click on the "Activate UNI or Email" link and follow the simple instructions for activating your Columbia email account.

☐ ALL STUDENTS MUST PROVIDE PROOF OF IMMUNIZATION

> Please note: The MMR form requires a physician's signature.

New York state public health law and university policy requires that all students must provide documentation of immunity to Measles, Mumps, and Rubella (MMR) as well as document that they either have received the meningitis vaccine or have declined to receive it. You must complete the MMR form (*http://health.columbia.edu/system/files/content/healthpdfs/Insurance/health_immunization_mmr_form_8.22.14.pdf***) and submit to Columbia Health in person, by mail or fax 30 days prior to registration.**

Completed forms may be submitted in one of the following ways:

In Person:	Immunization Office, John Jay Hall, 3rd Floor, Monday – Friday, 9 a.m. – 5 p.m.
By mail:	Immunization Office, 519 West 114th Street, MC 2605, New York, NY 10027
By fax:	(212) 854-5078
	If you fax your documentation, please make sure to include your full name, date of birth, CUID, and the school you will be attending on the form. It cannot be processed without this information.
	We cannot verify receipt of individual documents so please keep a copy of your fax confirmation.

For questions or concerns regarding your immunization documentation, contact the Immunization Compliance Office:

Location:	John Jay Hall, 3rd Floor
Hours:	Monday – Friday, 9 a.m. – 5 p.m.
Phone:	(212) 854-7210
Email:	immunizationcompliance@columbia.edu
Website:	*http://health.columbia.edu/students/immunization-compliance-requirements/mmr*

☐ RECORD YOUR MENINGOCOCCAL MENINGITIS VACCINATION DECISION ONLINE BEFORE REGISTERING FOR CLASSES

New York State public health law requires that students receive information from their institutions about meningococcal meningitis and the vaccine that protects against most strains of the disease that can occur on university campuses. Columbia students must make an informed decision about being vaccinated and certify their decision online (*https://ssol.columbia.edu/ssv/*

crt/menIntro.html). Full instructions are given online, and the process takes two to three minutes to complete. Students must formally indicate their decision about being vaccinated before they will be permitted to register for classes.

☐ OBTAIN YOUR COLUMBIA ID CARD

The University ID card grants you access to the libraries and secure campus locations, allows you to purchase services at campus cafes and the University bookstore and enables you to take advantage of cultural discount programs in New York City. Read more about the many University ID card features here: *http://ssc.columbia.edu/*

There are two ways to get your Columbia University ID card:

1. In person in the ID center in 204 Kent Hall **once you are registered for classes**
2. Submit a photo online. The photo format should be passport-style and meet the following requirements:
   - The photo should be a color, JPEG file
   - The background should be uniform and light-colored
   - You must be facing forward, with your head and shoulders clearly visible
   - No photos with sunglasses or hats will be accepted
   - The file cannot exceed 100k in size

To submit a photo, first make sure you have activated your UNI (*www.columbia.edu/cu/newstudents.columbia.edu/*, then log into the secure site (*https://webphoto.columbia.edu/wps/*) to submit your ID photo. Once the ID Center notifies you that your photo has been accepted, you can pick up your ID card from the ID Center:

Location: 204 Kent Hall
Hours: Monday – Friday, 9 a.m. – 5 p.m.
     9 a.m. – 6 p.m. on Tuesday
     Please note that we are closed on University Holidays
     http://hr.columbia.edu/wac/workplace/holidays
Phone: (212) 854-7225
Email: *idcard@columbia.edu*
Website: *http://www.columbia.edu/cu/id/*

☐ KNOW YOUR C-NUMBER/PID

Your C-Number, also known as your Student ID number or PID, is a nine-digit identification number that is assigned to you upon admission to Columbia. The number, which is always preceded by the letter C, is used by the Registrar and other departments to keep track of enrollment and academic records. To find your C-Number, log into Student Services Online (*https://ssol.columbia.edu*) with your UNI and password, click on the "Academic Profile" link and then select "Show my name and personal data."

☐ KEEP AN EYE OUT FOR YOUR E-BILL

Columbia electronically bills students in the School of Professional Studies for tuition, fees, and other charges at the beginning of each term, usually two to three weeks *after* registration. Tuition is not due prior to the beginning of the semester.

When your Student Account Statement is generated, an email notification is sent directly to your Columbia University email account. Individuals authorized to view your Statements ("authorized payers") are also notified through email that a new Statement is ready to view and/or pay online. No paper bills will be mailed by the University.

Your Student Account Statement will be available via the University's E-Billing system *(https://quikpayasp.com/columbia/tuition/authorized.do)*. You may pay your bill online, by mail, by wire, or in-person.

- To pay online by debit from a U.S. bank account, log into the E-Billing system and select "Make Payment"
- To pay by online check, by mail, or by wire, click here for instructions: *http://www.columbia.edu/cu/sfs/docs/billing/payment-options.html*
- To pay in-person with check, cash, or traveler's checks, visit 210 Kent Hall on the Morningside Campus or 1-127 Black Building at the Medical Center

Through the E-Billing system, students may also designate another party as an authorized payer. This eliminates the need to forward balance information to anyone assisting in paying for your education. To authorize a payer, log into the E-Billing system and select "Authorize Payers."

Payment for charges must be received by the provided deadline. A late payment charge will be assessed to any account that is not paid in full.

Read more about the E-Billing system, tuition, fees and payment options here: *http://www.columbia.edu/cu/sfs/*

☐ REGISTER WITH THE OFFICE OF DISABILITY SERVICES (ODS) IF YOU REQUIRE REASONABLE ACCOMMODATIONS OR SUPPORT SERVICES

Disability Services facilitates equal access for students with disabilities by coordinating reasonable accommodations and support services, cultivating a campus culture that is sensitive and responsive to the needs of students. Students seeking reasonable accommodations or support services from Disability Services are required to register with the office. If you are interested in pursuing an evaluation for a learning disability, please visit the referrals and other campus resources page (*http://health.columbia.edu/services/ods/referrals*).

Students seeking reasonable accommodations or support services are required to register with the Office of Disability Services:
Location: Wien Hall, Main Floor — Suite 108A
Hours: Monday – Friday, 9 a.m. – 5 p.m.
Phone: (212) 854-2388
Fax: (212) 854-3448
Email: *disability@columbia.edu*
Website: *http://health.columbia.edu/disability-services*

☐ CHOOSE ONE OF THREE INSURANCE OPTIONS OR WAIVE CU INSURANCE

Columbia University requires all registered full-time students (i.e. those who are registered for 12 credits or more) to have acceptable health insurance coverage. The Columbia Student Medical Insurance Plan (Columbia Plan) offers both Basic and Comprehensive levels of coverage.

Full-time students are automatically enrolled in the Basic level of the plan, but may upgrade their coverage to the Comprehensive level or request a waiver of automatic enrollment by providing proof of alternate coverage that meets certain criteria. For further information regarding the levels of coverage, please visit Columbia Health's website: *http://health.columbia.edu/student-insurance/about-columbia-insurance-plan*

Submit your insurance selection online before the deadline found in: *https://ssol.columbia.edu/insurance/welcome.do*

Your Good to Know List

1. STUDENT SERVICES ONLINE (SSOL) *https://ssol.columbia.edu*

SSOL is the secure website students use to view their accounts, check registration appointment times, register online, pay tuition and fees, view holds*, update contact information, view grades, request transcripts, and much, much more. Bookmark this link; you will use it frequently to manage your day-to-day student life.

> *****HOLDS** - Failure to meet deadlines and/or maintain satisfactory academic progress may result in a HOLD on your student account. A HOLD prohibits students from registering, changing programs, and obtaining a diploma or transcripts. Reasons for a HOLD include:
> - Failing to submit required Health Services documents
> - Failing to make payments on student account
> - Poor academic progress

2. STUDENT FINANCIAL SERVICES (SFS) *http://www.columbia.edu/cu/sfs/*

Student Financial Services manages e-billing and student accounts, sponsored billing, tuition exemption and stipends. Visit the SFS website to find answers to billing and payment questions. For information regarding tuition and fees please visit your individual program's pages on the School of Professional Studies's website: *http://sps.columbia.edu/*

Online Q&A tool: *http://askus.columbia.edu/*

| Please note: Columbia University no longer accepts credit cards as a form of payment. |

Location: 205 Kent Hall
Hours: 9 a.m. – 5 p.m., Monday – Friday
Phone: (212) 854-4400
Email: sfs@columbia.edu

Mailing Address: 205 Kent Hall, Mail Code 9202
                       1140 Amsterdam Ave.
                       New York, NY 10027

3. STUDENT FINANCIAL PLANNING (SFP)

Student Financial Planning provides financial aid counseling for Professional Studies students.

Location: 202 Kent Hall
Hours: 9 a.m. – 5 p.m., Monday – Friday
Phone: (212) 854-7040
Fax: (212) 854-2818
Email: *sfp@columbia.edu*

Mailing Address: 202 Kent Hall, Mail Code 9208
                       1140 Amsterdam Ave.
                       New York, NY 10027

4. UNIVERSITY REGISTRAR *http://registrar.columbia.edu/*

The University Registrar is the epicenter of the Columbia Morningside campus's student services division.

The registrar's office maintains **student academic records**. Visit the registrar's website to find information about Columbia's grading system and grade options and for instructions about how to request a transcript or academic certification. Students may also consult with their instructors for course-specific grading criteria.

Columbia's Academic Calendar (*http://registrar.columbia.edu/event/academic-calendar*) is listed on the registrar's site. The calendar lists all the important dates in a given semester, including:

First day of classes	Last day to Pass/Fail
Last day to add a class	Last day to drop a class
Last day to drop an individual class without financial penalty	Last day of classes
	Study days
Midterm date	Final examinations

The Academic Calendar also lists all University-wide holidays. Bookmark the Academic Calendar so you don't miss important dates.

Finally, the registrar's website has links to all of the forms associated with its office, including transcript, academic certification and name change affidavits, among others: *http://registrar.columbia.edu/forms*.

Online Q&A tool: *http://askus.columbia.edu/*

Location: 205 Kent Hall
Hours: 9 a.m. – 5 p.m., Monday – Friday
Phone: (212) 854-4400
Email: registrar@columbia.edu

Mailing Address: 205 Kent Hall, Mail Code 9202
                        1140 Amsterdam Ave.
                        New York, NY 10027

5. INTERNATIONAL STUDENTS AND SCHOLARS OFFICE (ISSO) *http://www.columbia.edu/cu/isso/*

The International Students and Scholars Office provides assistance to students admitted to study at Columbia who are not United States citizens or permanent residents and who need F-1 visas.

Location: 524 Riverside Drive, Suite 200
Hours: 9 a.m. – 5 p.m., Monday, Tuesday, Thursday, Friday
                 10:30 a.m. – 5 p.m., Wednesday
Phone: (212) 854-3587
Fax: (212) 854-3966
Email: *isso@columbia.edu*

Mailing Address: Columbia University
                        2960 Broadway, Mail Code 5724
                        New York, NY 10027

6. DIRECTORY OF CLASSES (ONLINE COURSE BULLETIN)
http://www.columbia.edu/cu/bulletin/uwb/

The Directory of Classes is Columbia's online course bulletin. Use it to locate courses' five-digit call numbers (which you'll need to register), to find out when and where courses meets, who the professors are, to see if course requires departmental or professor permission, to check enrollment numbers and to see if courses are lectures or seminars, among other things.

7. CANVAS
https://courseworks2.columbia.edu

The School of Professional Studies is transitioning its Learning Management System to Canvas by Instructure. To access Canvas, go to https://courseworks2.columbia.edu and sign in with your UNI.

The Canvas learning management system provides state-of-the-art online learning and information sharing tools, while creating a highly immersive and interactive educational experience. Canvas puts the user front and center and makes it easy for instructors and students to connect in a user-friendly, intuitive environment. Its ease of use allows users to access and manage course materials quickly and efficiently. Users can configure notifications to receive updates regarding feedback, grading alerts, due date changes, etc. via email, text or social media services. The built in collaboration and multimedia tools allow for powerful integrations and provides the ability to easily create and deliver rich content. Furthermore, it was built for the mobile generation, and therefore runs wonderfully well on all modern mobile web browsers, and also has native applications at *https://itunes.apple.com/us/app/canvas-for-ios/id480883488?mt=8* iOS and *https://play.google.com/store/apps/details?id=com.instructure.candroid*

Faculty, students and administrators can find information about support by clicking on Help on the top right hand corner from anywhere in Canvas.

8. SPS STUDENT AFFAIRS HOMEPAGE
http://sps.columbia.edu/student-life-and-alumni-relations

The Student Affairs homepage provides a wealth of information to assist students during their studies at the School of Professional Studies, including a review of key academic issues, tuition and finance policies and a comprehensive list of the most frequently accessed forms.

Your University Forms

FORMS

There are forms associated with making changes to your course of study and to your student status. This section explains them in further detail. You can find most of the forms you will need in the "Forms" section of the Office of Student Affairs' website: *http://sps.columbia.edu/student-life-and-alumni-relations/forms*

Registration Adjustment Form
http://registrar.columbia.edu/sites/default/files/content/reg-adjustment.pdf

Academic Certification
http://registrar.columbia.edu/students/academic-certification

An academic certification is an official document provided by the University Registrar verifying dates of attendance, award of degree, and student status (full-time or part-time) by term. It is typically requested for health insurance, visa, employment and credit verification purposes. There is no fee for this service.

Application for an Incomplete
http://assets.ce.columbia.edu/pdf/slar/Application_for_INC.pdf

If you request an incomplete in a class you will need to submit this form to the Office of Student Affairs. Students are required to inform and consult their professors regarding their decision/request.

Application for Degree (Master of Science Students Only)
http://registrar.columbia.edu/content/graduation-and-diplomas

In order to be considered for a degree you must file an application with your school or department.

Name Change Affidavit
http://registrar.columbia.edu/registrar-forms/name-change-affidavit

In order to officially change your name you will need to complete this form and submit it to the University Registrar.

Request a Leave of Absence (Master of Science Students Only)
http://assets.ce.columbia.edu/pdf/Student Affairs/Student Affairs-leave-of-absence.pdf

If you are enrolled in a degree program and decide to take a leave of absence you will need to submit this form to the Office of Student Affairs. You will need to consult your program director regarding your decision to take a leave.

Transcript Request
http://registrar.columbia.edu/students/transcripts

A transcript is an official record of a student's entire tenure at Columbia. It reflects all coursework and grades per term for each school attended within the University. Enrolled students may request transcripts online in SSOL or in person in Kent Hall.

Application for Certification
http://sps.columbia.edu/student-life-and-alumni-relations/certificate-completion

When you have completed your required certificate coursework, and all grades have been submitted, please complete the Application for Certification.

FERPA Release
http://assets.ce.columbia.edu/pdf/slar/slar-ferpa-release-form.pdf

The Federal Family Educational Rights and Privacy Act of 1974, restricts the persons to whom the University may disclose a student's education records without the student's written permission. Upon written consent or request by a student, the University will release information from the student's educational records to third parties. The student should make a request for such release by completing a FERPA Release Form and submitting it to Student Affairs at sps-studentaffairs@columbia.edu.

Notice of Withdrawal Form
http://sps.columbia.edu/withdrawal

Complete the Notice of Withdrawal form if you intend to drop all of your courses this term. When you click 'submit', the website will confirm that Student Affairs has received it. You will also receive an e-mail from SPS-studentwithdrawals@columbia.edu as a second confirmation. If you encounter an issue with the electronic form, please submit the PDF version to the above e-mail address.

A non-refundable, $75 fee is applied to all withdrawals. To see if you are entitled to a refund, please visit Withdrawal & Tuition Refund for the fall and spring terms or for the summer sessions. If you are entitled to a refund, refunds are automatic for all School of Professional Studies programs except American Language Program and Auditors/Lifelong Learners. Students in the ALP or auditing programs should log-on to SSOL to request a refund after the withdrawal has been processed. For those who will receive an automatic refund and do not have direct deposit set-up, please log onto to SSOL to see where your check will be mailed to.

Master of Science students enrolled in both full term and partial term, online Business Certification courses are NOT ELIGIBLE for the partial term withdrawal refund schedules. Master of Science students who wish to add or drop partial term courses must do so during the Change of Program Periods associated with each of those partial terms. If students drop individual, partial terms courses after the partial term Change of Program Periods, they will be responsible for the full tuition of the course.

Your Campus Resources

RESOURCES

Columbia University campuses provide a wealth of resources too great to detail all in this handbook. What follows is a selected list of some of the Campuses considerable resources. We encourage you to take advantage of as many of Columbia's resources as possible.

Columbia University Events Calendar
http://www.columbia.edu/events/today.html

For up to the minute information on lecture, concerts, and sports events taking place on the Morningside, Medical and Lamont-Doherty campuses and at the Baker Field Athletics Complex, please visit the Columbia University Events Calendar.

Meal Plans, Dining Dollars & Flex Account
http://dining.columbia.edu/

Student cafeterias are located in many places on campus. You may purchase a meal plan, set up a debit account (also known as "Dining Dollars" and the "Flex Account"), or pay by cash. Review the website above for more information about these options.

Many students prefer to eat in the many cafés and restaurants located in the area, or simply to cook in the dormitories which feature shared kitchen areas.

Alfred Lerner Hall Student Center
The architecturally renowned Alfred Lerner Hall Student Center (known to students as 'Lerner') opened its doors in 1999. Its predecessor, Ferris Booth Hall, served as the center of student activity for nearly forty years.

You will find many study spaces and lounges here, including Café 212, Café East, and Ferris Booth Commons. It is also the home of the CU Arts Initiative, where you can purchase discount tickets to many NYC attractions, as well as the Columbia University Bookstore, where you can purchase your textbooks.

Alfred Lerner Hall	Hours:	See website for information.
2920 Broadway (located on 115th Street)	Tel:	(212) 854-9067
New York, NY 10027	Email:	*lerner@columbia.edu*
	Website:	*http://lernerhall.columbia.edu/*
	CU Bookstore:	*http://columbia.bncollege.com/*

Earl Hall Center
The mission of the Earl Hall Center is to foster learning through spiritual, ethical, religious and cultural exchange, and to promote service to the University and its surrounding New York City communities. The Earl Hall Center includes the St. Paul's Chapel, Office of the University Chaplain, Community Impact and United Campus Ministries. For information on places of worship on-campus and off-campus, visit:

202 Earl Hall	Hours:	See website for information.
2980 Broadway, Mail Code 2008	Tel:	(212) 854-6242
Columbia University	Website:	*http://www.columbia.edu/cu/earl/*
New York, NY 10027		

Miller Theatre
Miller Theatre at Columbia University is the leading presenter of new music in New York City and one of the most vital forces nationwide for innovative programming. In partnership with Columbia University School of the Arts, Miller is dedicated to producing and presenting unique events in dance, contemporary and early music, jazz, opera, and performance. For information on upcoming events and tickets, visit:

Miller Theatre Box Office	Hours:	Monday - Friday, 12 p.m. – 6 p.m.,
2960 Broadway (at 116th Street)		Also, two hours prior to performances.
New York, NY 10025	Tel:	(212) 854-7799
	Fax:	(212) 854-7740
	Email:	*miller-arts@columbia.edu*
	Website:	*http://www.millertheater.com/*

CU Arts Initiative
The Arts Initiative at Columbia University is President Lee C. Bollinger's pioneering venture to make arts and culture a meaningful part of every Columbian's experience. Founded in 2004, its diverse programs encourage students, faculty, and alumni in all fields to generate, study, and engage the creative life of the campus, the city, and the wider world. For more information, visit the Alfred Lerner Hall Student Center (see above) and: *http://www.cuarts.com/*

Dodge Physical Fitness Center
http://www.gocolumbialions.com/

The Marcellus Hartley Dodge Physical Fitness Center at Columbia University includes an indoor running track, 25-yard swimming pool, Scandinavian Sauna, multi-sport gymnasia, and a tri-level fitness center with the latest cardiovascular and strength training equipment. Members can also sign up for voluntary fitness classes.

Gym membership is not included in the tuition and fees for ALP students. To access these facilities, ALP students must sign up for membership and pay a membership fee. For more information, visit:

Dodge Physical Fitness Center	Hours:	See website for information.
Membership Office (4th Floor of the Lobby)	Tel:	(212) 854-2546, (212) 854-2547
3030 Broadway, Mail Code 1928	Email:	*al2346@columbia.edu*
New York, NY 10027		

Parking and Transportation around Campus
You may park on the streets around campus or use the local parking garages.

- For information on parking around campus, visit: *http://www.columbia.edu/content/directions-parking.html*
Parking: *http://facilities.columbia.edu/overview-3*

Intercampus Shuttle Bus Network
Columbia University provides several **shuttle bus routes** among the Morningside campus, Lamont, Studebaker, the Medical Center, Harlem Hospital, and the George Washington Bridge Bus Terminal. These shuttle services are available to all Columbia University affiliates with a valid University ID, free of charge. For more information, visit: *http://transportation.columbia.edu/*

Campus Safety
EMERGENCY NUMBERS:
Calls to the emergency numbers listed below are answered 24 hours a day, 7 days a week.

Morningside & Manhattanville Campuses
212-854-5555
Campus phones: 4-5555

Medical Center Campus
212-305-7979
Campus phones: 5-7979

Department of Public Safety:

Morningside & Manhattanville Campuses	Medical Center Campus		
111 Low Library, Mail Code 4301	109 Black Building	Email:	*publicsafety@columbia.edu*
535 West 116th Street	650 West 168th Street	Web:	*http://www.columbia.edu/cu/publicsafety/*
New York, NY 10027	New York, NY 10032		
Tel: 212-854-2797	Tel: 212-305-8100		
Fax: 212-932-0798	Fax: 212-305-5434		

You may also want to review the following services offered by Public Safety:

Blue Light Phones – Emergency Call Boxes
The University has also installed emergency two-way Call Boxes (Blue Light phones) around all three campuses and their vicinities for use during emergencies. By pressing the red button on the stations, users are immediately connected with the appropriate Department of Public Safety Operations Center.

Maps of the Morningside and Manhattanville Call Box locations can be found on the website.

Walking Escort Program, Morningside Campus
During the school year, Columbia University Escort Service will send two specially trained students to walk affiliates to their doors any time from 7 p.m. to 3 a.m., seven nights a week. They carry two-way Columbia Public Safety radios. This service is available from West 108 Street to West 110 Street between Amsterdam Avenue and Riverside Drive, and from West 111 Street to West 122 Street between Morningside Drive and Riverside Drive. Please allow escorts five to 15 minutes to arrive and ask them to show a University ID.

If you need an escort before 7 p.m. or after 3 a.m., call 212-854-2797.

Additionally, University staff, faculty, and students may request Late Night On-Call Service for door-to-door transportation. This service is available from 10 p.m. to 6 a.m. daily. The on-call service area extends from Amsterdam Avenue to Riverside Drive between 103 Street and 135 Street, with additional service from Frederick Douglass Boulevard to Amsterdam Avenue between 108 Street and 125 Street.

To request this service, call 212-854-SAFE.

Safe Transport, Medical Center

Columbia's Public Safety Officers will escort students door to door to or from any of the University buildings on the Medical Center campus or at private residences on Haven Avenue, Fort Washington Avenue, or on Broadway from West 165 to West 178 Street.

To request this service, please call (212) 305-8100.

Columbia University Bookstore

http://www.columbiabookstore.com

The Columbia University Bookstore is a central resource for textbooks, supplies and apparel.

The Columbia University Bookstore	Store telephone: (212)854-4131
2922 Broadway	Store Hours: Monday – Friday, 9 a.m. – 7 p.m.
New York, NY 10027-7004	Saturday and Sunday, 11 a.m. – 6 p.m.

Off-Campus Housing (OCHA)
http://facilities.columbia.edu/housing/intro-ocha-3

Columbia's Off-Campus Housing Assistance (OCHA) office assists Columbia students and affiliates in their search for rental housing in the metropolitan area. OCHA manages a database known as the Housing Registry which includes available rooms and apartments in non-Columbia-owned buildings and sublets of units in Columbia-managed housing. Prospective roommates can also post and search profiles on this site. In addition, OCHA offers one-on-one housing search counseling and is supported in these efforts by our cooperative relationships with two New York City real estate/relocation agencies.

Students, faculty, staff, alumni, and other affiliates of Columbia University. Barnard and Teachers College may use the services of OCHA. Students of Jewish and Union Theological Seminaries who are currently cross-registered at Columbia are also eligible.

Location:	401 West 119 Street, New York, NY 10027
Hours:	Monday through Friday between 9 a.m. and 5 p.m.
Email:	*ocha@columbia.edu*
Telephone:	212-854-2773
Fax:	212-854-5333

The Office of Career Management

The School of Professional Studies is committed to helping our students seek to discover and apply knowledge to advance their careers. Our goal is to support our students in their educational journey and confidently manage their career transition. The Office of Career Management in the School of Professional Studies provides comprehensive, quality services and access to Columbia Universities career resources and networks which support students' progress towards meeting their professional goals.

Location: Lewisohn Hall Room 203
Hours: Monday through Friday 9:00 a.m. to 5:00 p.m.
Phone: 212-854-1102
Email: sps-careermanagement@columbia.edu

COLUMBIA UNIVERSITY - MORNINGSIDE CAMPUS MAP

Lerner Hall
Student Center
Bookstore
Health Services
(Counseling & Psychological)

Lewisohn Hall
SPS

John Jay Hall
Health Services
(Appointments, Insurance,
& Immunizations)

Kent Hall
University Registrar
Student Financial Services
Student Financial Planning

Wien Hall
Disability Services