



*New Graduate Student Welcome*  
*School of Continuing Education*  
*Columbia University*

Fall 2015  
Master of Science Programs

# Agenda

- Orientation
- NEW Student Welcome Site & Checklist
- UNI Activation & Registration
- Your Student ID
- Immunization Documentation
- Course Registration
- Financial Information



# New Student Orientation

## Orientation – August 31, 2015 *campus-based programs*

Orientation will be a comprehensive overview of your Master of Science program, the School of Continuing Education, and Columbia University. Attendance is required of all incoming Master of Science students.

- 12:15 p.m. - ISSO Orientation for International Students only – Alfred Lerner Hall, Broadway entrance.
- 12:30 p.m. - ISSO Orientation for International Students only – Roone Arledge Cinema, Alfred Lerner Hall.
- **1:30 p.m. - SCE Orientation Check-In – Alfred Lerner Hall, Broadway entrance.**
- 2:00 p.m. - Orientation
- 4:00 p.m. - MS Program Breakout Sessions
- 6:00 p.m. - Welcome Reception



# Additional Orientation Dates

*\*Please note that the following orientation occurs online*


- **Strategic Communication**
  - July 22, 2015 at 12:00pm EST
- **Information & Knowledge Strategy**
  - August 8, 2015 at 7:00pm EST
- **Technology Management – NYC residency**
  - August 18, 2015 at 12:00pm EST
- **Online Programs**
  - August 26, 2015 at 12:00pm EST



# WELCOME – NEW STUDENT

## <http://newstudents.columbia.edu/>

## NEW STUDENTS

[Helpful Links](#) 



Search New Students

[GO](#)

Text Resize [a+](#) [a-](#)

### Welcome to Columbia University!

Welcome to Columbia University! Whether you are a first-year, transfer, visiting or graduate student, this site highlights key information and outlines important steps and requirements to ensure your smooth transition to Columbia.

Please select your student type below to get started:

[Columbia College & SEAS Undergraduates](#) 

[Graduate, General Studies, & Visiting/Transfer Students](#) | [Postbacc & Certificate Students](#) 



# New Student Check List

- Activate your University Network Identification (UNI)
- Complete the measles, mumps and rubella immunization documentation – DEADLINE: July 31, 2015
- Record your meningococcal meningitis vaccination decision
- Choose one of three insurance options
- Submit your photo to the ID center
- Attend New Graduate Student Welcome Webinar
- Attend New Student Orientation – August 31
- Register for classes
- Review your student account statement
- Learn, Connect, Grow and Excel

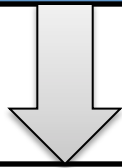


# Education for Emerging Professions



# Guidance, Support and Advising

Program Director  
Program Coordinator



Primary contacts for:

- academic advising
- your course of study
- degree requirements
- course content

Student Life & Alumni  
Relations / SCE Support



Primary contacts for:

- academic policy & procedures
- changes in your student status
- career development
- graduation requirements





# Utilize Your Columbia Email Account

- **UNI = University Network ID**
- Please check your Columbia email regularly.
- For assistance, contact CUIT located in 202 Philosophy Hall
- **Hours:** Monday-Friday, 10 a.m. - 6 p.m.
  - Phone: (212) 854-1919
  - Email: [askcuit@columbia.edu](mailto:askcuit@columbia.edu)
  - Website: <http://cuit.columbia.edu/>
- All communication from the University and the School will be sent only to your **@columbia.edu email**.
- Check your Columbia email regularly.
- If you prefer to use your personal email account, signup for email forwarding.



# Obtain Columbia University ID Card (CUID)

The University ID card is your passport to Columbia. It grants you access to the Libraries and secure campus locations, allows you to purchase services at campus Dining locations and the University bookstore, and enables you to take advantage of cultural discount programs in New York City.

## Obtaining a University ID Card

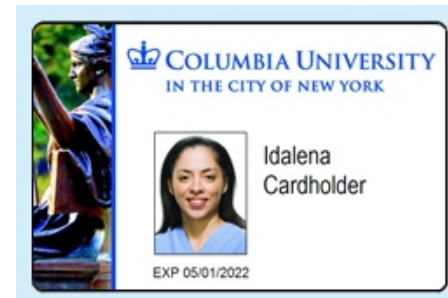
In order to get your Columbia University ID card, you'll need to [submit a photo online](#).

## Submit a Photo

To submit a photo, first make sure you have activated your [UNI](#), then log in to [the secure site](#) to submit your ID photo. You will receive your University ID card when you arrive on campus. Please note: once you've submitted a photo the system will not allow you to resubmit a different photo.

## ID Pick Up

- Once you are registered for classes, you may obtain your Columbia ID Card during your residency or at:
  - **The ID Center**  
204 Kent Hall  
(212) 854-5883  
[idcard@columbia.edu](mailto:idcard@columbia.edu)  
<http://www.columbia.edu/cu/id/>  
**Hours:** Mon, Wed-Fri, 9 a.m. - 5 p.m.; Tues, 9 a.m. - 6 p.m.
- Submit picture by **August 10th!**

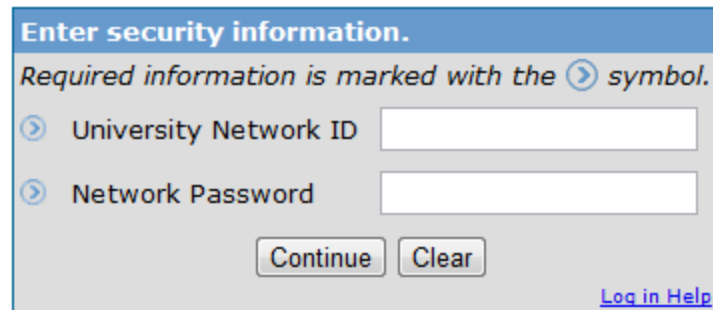


# Student Services Online - SSOL

SSOL is the secure website students use to:

- Manage student accounts
- **Update Emergency Contacts**
- **Update contact information**
- Pay tuition and fees
- View grades
- View account holds
- Request transcripts
- Register for classes
- Log onto SSOL with your **UNI** and **password**.

## LOG IN



Enter security information.  
*Required information is marked with the > symbol.*

> University Network ID

> Network Password

[Log in Help](#)



# Submit Healthcare and Vaccination Information

Obtain the Immunization/Measles, Mumps, Rubella (MMR) online:

[http://health.columbia.edu/files/healthservices/pdf/health\\_MMR\\_Form.pdf](http://health.columbia.edu/files/healthservices/pdf/health_MMR_Form.pdf)

**Form Submission Deadline: As Soon As Possible!**

Per the New Student Checklist, this paperwork must be submitted before students register for classes.

**Deadline: July 31, 2015**

Submit Immunization/Measles, Mumps, Rubella (MMR) Form to:

## The Immunization Office

Morningside Campus Location:

Alfred Lerner Hall, 7<sup>th</sup> Floor  
2920 Broadway, Mail Code 2605  
New York, NY 10027  
(212) 854-3286

[hs-enrollment@columbia.edu](mailto:hs-enrollment@columbia.edu)  
<http://health.columbia.edu/>

**Hours:** Monday-Friday, 9 AM – 5 PM



# Choose a Columbia Insurance Option or Waive CU Insurance **before September 30, 2015**

**All full-time students (including returning students) must:**

Confirm her/his [insurance selection](#) before September 30, 2015.

**All part-time students (including returning students) must:**

Submit [voluntary enrollment for her/his insurance selection](#) before September 30, 2015 to be on the Columbia Student Health Insurance Plan.

For information on the **Columbia Insurance Plan**, contact:

## **The Insurance Office**

Alfred Lerner Hall, 7<sup>th</sup> Floor  
2920 Broadway, Mail Code 2605

New York, NY 10027

(212) 854-3286

[hs-enrollment@columbia.edu](mailto:hs-enrollment@columbia.edu)

<http://health.columbia.edu/insurance>



# Register with Office of Disability Services

For Reasonable Accommodations or Support Services, contact:

## Office of Disability Services

Wien Hall, 1<sup>st</sup> Floor

411 W. 116<sup>th</sup> Street, Mail Code 3714

New York, NY 10027

212-854-2388

[disability@columbia.edu](mailto:disability@columbia.edu)

<http://health.columbia.edu/services/ods>

<http://health.columbia.edu/getting-care/register-disability-services>

**Hours:** Monday-Friday, 9 a.m. – 5 p.m.



# Columbia Community

As a member of the  
Columbia Community  
students must adhere to the  
University's Academic Standards  
of Scholarship, Excellence and Integrity.



# Degree Requirements

- **Familiarize** yourself with degree requirements by reviewing your M.S. Program website:  
<http://ce.columbia.edu/programs>
- **Consult** with your Program Director and Program Coordinator for academic advisement.
- **Explore** the Directory of Classes: Columbia's Online Course Bulletin for date and times of classes, professors, and class locations: <http://www.columbia.edu/cu/bulletin/uwb/>
- **Register** via Student Services Online (SSOL):  
<http://ssol.columbia.edu>





# General Academic Guidelines

- Every course creditable to the M.S. degree must be taken for a **Letter Grade**.
- All M.S. degree requirements must be completed **within the time prescribed** by each program.
- All students must maintain an overall minimum **Grade Point Average of B (3.0)** in order to achieve satisfactory academic progress.
- All students must complete **at least 67%** of their attempted credits.



# Fall 2015 Registration

Registration will begin on **Monday, August 31, 2015** for campus-based programs

## Registration Instructions

1. Review Registration Email
2. Log Into Student Services Online – SSOL
3. Identify Registration Time
4. Log In
5. Select Courses



# Directory of Classes

## Columbia's Online Course Bulletin

- The Directory of Classes can be found here:  
<http://www.columbia.edu/cu/bulletin/uwb/>
- Choose YOUR PROGRAM under Subject
- This is where students locate important information including:
  - Class Times and Locations
  - Course Number and Section
  - 5-digit Call Number Columbia's Online Course Bulletin



# Change of Program Period

Tuesday, September 8 – Friday, September 18

During Late Registration/Change of Program Period, you may add or drop courses online on SSOL or in person without financial penalty.

- Those who register for the first time during this period are charged a \$50 late registration fee.
- Last day to drop an individual course with tuition refund: **Friday, September 18, 2015**



# Withdrawing from All of Your Classes

Withdrawing = Dropping all of the courses for which you are registered in a given semester.

- You may not withdraw online.
- Must submit the *Notice of Withdrawal* form to the Office of Student Life & Alumni Relations:  
[http://ce.columbia.edu/files/ce/forms/Notice\\_of\\_WD.pdf](http://ce.columbia.edu/files/ce/forms/Notice_of_WD.pdf)
- There is a \$75 withdrawal fee.
- Last day to withdraw and receive a full tuition refund:  
**Friday, September 18, 2015**



# Finances – Tuition and Fees

- **Tuition** is charged per point, per semester.
- **Student Fees** are charged by semester.
  - Full-Time = 12 points.
  - Part-Time = less than 12 points.
- Review **Tuition & Financing** information on Program Pages



# Financial Support Services

## Student Financial Services (SFS)

- Payment Options
- Sponsored Billing
- E-Billing and Student accounts Questions

## Student Financial Services

205 Kent Hall

Phone: 212-854-4400

Online Q&A tool:

<http://askus.columbia.edu/>

**Hours:** Monday-Friday, 9 a.m.–5 p.m.

## Student Financial Planning (SFP)

- Financial Aid
- Federal and/or Private Loan Eligibility and Application Process
- FAFSA Questions

### Office Location

202 Kent Hall

Phone: 212-854-7040

Email: [sfp@columbia.edu](mailto:sfp@columbia.edu)

Walk-In: Monday – Friday, 9 a.m. – 5 p.m.

### School of Continuing Education Contact

Scott Hecht

Financial Aid Counselor

Phone: 212-851-9139

Email: [sh3192@columbia.edu](mailto:sh3192@columbia.edu)



# Electronic Bill (e-bill)

You make a change in your **student status**:

1. Registers for class;
2. Add/drop classes;
3. Withdraws from the semester.

When a **Student Account Statement** is generated, Columbia sends notification to your **Columbia email account**.

You log into **Student Services Online (SSOL)** and make a payment:  
[ssol.columbia.edu](http://ssol.columbia.edu)

Note: Columbia does not send out any paper bills.





# Payment Options

- Online E-Check through SSOL
- By mail
- By wire transfer
- In person at 210 Kent Hall
- Sponsored Billing:  
Employers receive invoice instead of student.  
<http://www.columbia.edu/cu/sfs/docs/billing/payment-options.html#N1019C>
- 1<sup>st</sup> Payment Deadline – September 18, 2015



# Questions?

## Helpful logistical links:

- Directions to Columbia University: <http://www.columbia.edu/content/morningside-heights.html>
- Map of the Columbia University campus: [http://www.columbia.edu/about\\_columbia/map](http://www.columbia.edu/about_columbia/map)
- Public transit directions and fare information in New York City: [www.mta.info](http://www.mta.info)
- All directions in New York City: <http://newyork.hopstop.com>

## Helpful Resources:

- New Student Checklist: <http://newstudents.columbia.edu/>
- ID Center: <http://idcenter.columbia.edu/>
- Student Financial Services: <http://sfs.columbia.edu/>
- Student Health: <http://health.columbia.edu/>



# Contact Information

Program Name	Email Address
Actuarial Science	<a href="mailto:sce-studentaffairs@columbia.edu">sce-studentaffairs@columbia.edu</a>
Bioethics	<a href="mailto:sce-studentaffairs@columbia.edu">sce-studentaffairs@columbia.edu</a>
Communications Practice	<a href="mailto:sce-studentaffairs@columbia.edu">sce-studentaffairs@columbia.edu</a>
Construction Administration	<a href="mailto:sce-studentaffairs@columbia.edu">sce-studentaffairs@columbia.edu</a>
Fundraising Management	<a href="mailto:SCEsupport@columbia.edu">SCEsupport@columbia.edu</a>
Information & Knowledge Strategy	<a href="mailto:sce-studentaffairs@columbia.edu">sce-studentaffairs@columbia.edu</a>
Narrative Medicine	<a href="mailto:sce-studentaffairs@columbia.edu">sce-studentaffairs@columbia.edu</a>
Negotiation & Conflict Resolution	<a href="mailto:sce-studentaffairs@columbia.edu">sce-studentaffairs@columbia.edu</a>
Sports Management	<a href="mailto:SCEsupport@columbia.edu">SCEsupport@columbia.edu</a>
Strategic Communication	<a href="mailto:sce-studentaffairs@columbia.edu">sce-studentaffairs@columbia.edu</a>
Sustainability Management	<a href="mailto:sce-studentaffairs@columbia.edu">sce-studentaffairs@columbia.edu</a>
Technology Management	<a href="mailto:SCEsupport@columbia.edu">SCEsupport@columbia.edu</a>
All Online Programs	<a href="mailto:sce-studentaffairs@columbia.edu">sce-studentaffairs@columbia.edu</a>

