



# STUDENT HANDBOOK

## AMERICAN LANGUAGE PROGRAM

American Language Program, Columbia University  
School of Professional Studies <http://sps.columbia.edu/student-life-and-alumni-relations>  
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COLUMBIA UNIVERSITY

NEW YORK



# ***Welcome!***

Dear International Students,

Welcome to the American Language Program at Columbia University! In this Student Handbook you'll find lots of useful information about studying in our program, being a member of the Columbia University community and living in New York City.

Whether your goal is to attend an American university or achieve professional success in the US or abroad, our English courses are designed to really help you improve your written and spoken English and to help you read and listen more effectively.

The American Language Program offers a unique educational and cultural experience:

- an Ivy League university experience
- a world-class faculty
- a historic campus in Manhattan
- a serious academic program

This handbook has all the information you need to make your English studies at the American Language Program useful, enjoyable and memorable. It also explains how to follow the rules and how to make the most of facilities on and around campus.

If you still have questions after reading it, we're here to help you!

Kind regards,

Mary Pickett

Director, American Language Program





# Contents

<b>What to Expect</b>	<b>5</b>
<b>Week One: Important Things to Do</b>	<b>6</b>
1. Your Columbia ID Card	6
2. Your Columbia Email Account	7
-To Check your Columbia Email Account	8
-To Sign up for Email Forwarding	8
-To Set up Email on a Mobile Device	8
3. Check Your Electronic Bill (e-bill)	
4. Add Your Emergency Contact	8
5. Update Your Local Mailing Address	9
6. Complete SEVIS Check-in (F-1 students only)	9
7. Give Your Meningitis Vaccination Decision	10
8. Confirm Your Enrollment in the Columbia University Medical Insurance Plan	10
9. Return Your MMR Form	10
<b>Medical Insurance</b>	<b>11</b>
1. Requirements for ALP Students	11
2. Columbia Medical Insurance Cards	11
<b>Health Resources</b>	<b>12</b>
1. Feeling Sick?	12
2. Counseling & Psychological Services	13
3. Office of Disability Services	13
4. Alice! Health Promotion	13
<b>ALP Visa &amp; Immigration Information and Advising</b>	<b>14</b>
1. Overview	14
2. While You are Studying at the ALP	14
3. If You Want to Leave and Come Back	15
4. When You Finish Your Studies at the ALP	15
5. If You Wish to Transfer Out to Another Institution	15
6. Important Terms You Should Know	16
7. Some Helpful Resources	16
<b>Financial Matters</b>	<b>17</b>
1. Tuition & Fees	17
2. E-Bill	17
3. Payment Procedures	18
<b>Withdrawal Procedures</b>	<b>20</b>
1. Refund Policy When Dropping Entire Program (Withdrawal)	20
2. Refund Policy When Dropping Individual Courses	20
3. ALP Withdrawal and Tuition Refund Schedule	21



<b>Academic Matters</b>	<b>22</b>
1. Attendance	22
2. “Good Standing”	23
3. Grading	24
4. Levels	26
5. Placement	26
6. Level Promotions	26
7. Program Completion	27
8. Placement or Promotion Appeal Policy	27
9. University Credit Courses	28
10. Academic Advising	28
11. Academic Dishonesty	28
12. Disciplinary Charges	29
13. Academic Integrity Pledge	30
 <b>Academic Resources</b>	 <b>31</b>
1. Bookstore	31
2. Computer & Printer Labs	31
3. Canvas	32
4. Libraries	32
5. Student Lounges	32
6. Language Exchange Program (LEP)	32
7. University Lectures	33
8. Your Academic Record	33
- Academic Certification	33
- Official Columbia Transcript	33
- Enrollment Certification Letter	33
- Privacy	33
 <b>Social, Religious &amp; Recreational Activities</b>	 <b>34</b>
1. ALP Activities and Workshops	34
2. Columbia University Events	34
3. Columbia University Clubs	34
4. Gym and Sports	34
5. Museums	34
6. Discount for Theater, Music, Dance, Movies & the Zoo	35
 <b>Religious Worship</b>	 <b>35</b>
 <b>Dining</b>	 <b>36</b>
1. Cafés on Campus	36
2. Restaurants & Markets in the Neighborhood	36
3. Restaurant Guidelines	37
- Tipping	37
- Drinking	37



<b>Transport, Shopping and Services</b>	<b>38</b>
1. Getting Around	38
2. Shopping, Services and Local Supplies	38
<b>General Advising</b>	<b>40</b>
<b>Housing</b>	<b>41</b>
1. Campus Housing	41
2. Non-Columbia Housing	41
3. Apartment Rentals	41
<b>Community Standards of Behavior</b>	<b>42</b>
1. Smoking Policy	42
2. Cell Phone Policy	42
3. Behavioral Standards	42
4. Protection against Discrimination and Sexual Harassment	42
5. More Essential Policies for the Columbia Community	44
<b>Safety</b>	<b>45</b>
1. Safety on Campus & in the Columbia Neighborhood	45
2. Safety Tips for Living in NYC	45
<b>Complaints</b>	<b>46</b>
<b>Campus Map</b>	<b>Back Cover</b>

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# ***What to expect***

## **Studying in the United States**

In the American education system, students are encouraged to participate and get involved. This may be different from the education system in your country. American instructors expect their students to speak, ask questions, and give their opinions. Responsibility for learning is not just on the teacher – it is also on the student!

## **Studying at the American Language Program**

At the ALP we focus on teaching you academic English. You will learn language and skills to help you survive at an American university, such as essay writing, presentation skills and note-taking.

Communicating in English is the only way to improve fluency. Maybe you know the grammar rules in the book, but can you use them? In our classes, expect to speak a lot and to do lots of work with your classmates in pairs and groups. Working together is a great way to practice English and learn from each other.

Also expect your teacher to correct your English. Making mistakes is okay – it's part of learning! Your teachers will not only correct your speaking and pronunciation, but also your writing. They will help you to identify your most common grammatical errors so you can learn to correct them yourself. You will learn pre-writing techniques and revising skills. You will learn how to write for an American academic audience.

## **Your Teachers**

All our instructors are professionally trained experts in teaching English as a second language. They all have a minimum of a Master's degree and years of experience working with learners of English. Many have written textbooks and speak at professional conferences. All are passionate about teaching, and want to help you reach your goals.

## **Your Classes**

Our intensive English classes are taught by a team of two or three teachers. They work together to plan a course based on what you need to learn most. Every day you will have at least one class, and sometimes you will have two. Our classes have a "university schedule" – this means you will usually have classes at different times each day rather than at the same time every day. Note: some days you may have class during lunch (this is common at university in the U.S) so plan accordingly.

## **Books**

Most ALP levels use textbooks – sometimes three or four per term. You can expect to spend around \$150 on your books. Your instructors will tell you which ones to buy in week one. You should bring all your textbooks to all your classes. You might use several books (for example, a grammar book, a listening textbook, and a reader) within a two- or three-hour class.

## **Columbia University**

You are studying at an Ivy League university. This offers you many opportunities from world-class libraries to interesting public lectures. Go to campus events. Interact with native English speakers in campus cafes and the fitness center. Join clubs to experience American college life. There are details about activities and much more throughout this handbook.

## **New York**

You are in one of the most exciting cities in the world! There is so much to see, do and experience. We hope you will expand your learning beyond the campus. Your teachers will help you learn about US customs and NY culture. As a class, you may visit a museum or see a Broadway production. As a Columbia student, you can receive discounts at movie theaters, concert halls, restaurants, etc. Look for some suggestions later in this handbook. Enjoy your time in the city that never sleeps (but don't forget to study too!)



# ***Week One: Important Things to do***

There are nine things you must do in the first few days of the session. They are listed here and explained below.

1. Get/revalidate your Columbia ID card
2. Set up your Columbia email
3. Check your electronic bill
4. Add Your Emergency Contacts
5. Update your local mailing address
6. Complete SEVIS registration (if you are an F-1 student)
7. Tell the university of your decision about the meningitis vaccination
8. Confirm your enrollment in the Columbia University Medical Insurance plan
9. Show proof of your Measles/Mumps/Rubella (MMR) vaccination (if you have not already done so)

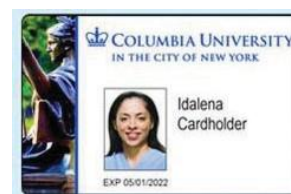
## **1. Your Columbia ID Card**

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### **New Students**

On arrival at the ALP, you will be given your student ID card. This is your official university identification card. Most students receive their IDs at new student check-in. If you do not receive your card at check-in, come to 504 Lewisohn and we will help you get it.

ID Center  
204 Kent Hall  
(212) 854-5883  
Monday-Friday: 9:00-5:00



You can use the card to:

- use university libraries (see page 32)
- use the Dodge Fitness Center (see page 34)
- get FREE or discounted admission to museums and galleries (see page 34)
- get DISCOUNTS to New York attractions such as Broadway shows (see page 35)

Note: the number on the back of the card is NOT your Student ID number. See 'Payment Procedures' below to find out your Columbia ID number.

### **Continuing Students**

When you check in for a new session, the ALP you will give you a new sticker for your card to show that you are a current student. This "revalidates" your ID.

**Don't lose your ID card! You will need to pay \$20 to get a new one!**



## 2. Your Columbia Email Account

All new ALP students get a Columbia University email account.

It is very important that you “activate” (= start) your new email account. The university will **ONLY** use your Columbia email account to contact you, not your personal email address.

With your Columbia email you will receive messages from:

- your teachers
- the ALP Office
- Student Services Online (your e-bill)
- the Columbia community

Make sure you check your Columbia email every day!

When your application was processed, you received a UNI (University Network Identification). Once activated, this UNI becomes your Columbia University email address: yourUNI@columbia.edu

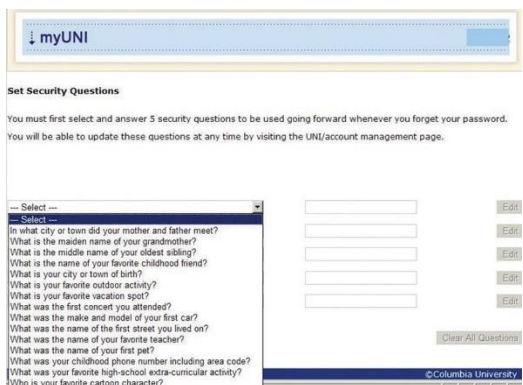
If you have not activated your Columbia email account, please do so:

1. Go to any computer with Internet access. (There are computers on the 2nd floor of the Lewisohn Hall, the 1st and 3rd floor of Lerner Hall, and in the Columbia libraries)
2. Go to <http://uni.columbia.edu>. Click **“Activate UNI or Email.”**
3. Read the “Computer and Network Use Policy.” Click **“Accept.”**
4. Read “Your Responsibility on the Columbia Network.” Click **“Accept.”**
5. Enter your UNI (University Network ID) and click **“Continue.”**
6. Enter the following information (below). Then, click **“Continue”**



The screenshot shows the 'Account Activation' page of the Columbia University Information Technology system. It prompts the user to provide identifying information to continue. The form includes fields for UNI (pre-filled with 'uni2333'), Name (pre-filled with 'Sample Student'), Last 4 digits of U.S. Social Security Number (with a link 'What if I don't have an SSN?'), and Date of Birth (with a dropdown for month, a dropdown for day, and a text field for the year). A 'Continue' button is at the bottom.

7. Select and answer 5 security questions and click **“Save.”**



The screenshot shows the 'Set Security Questions' page. It instructs the user to select and answer 5 security questions to be used for password recovery. A list of 15 questions is provided, with a dropdown menu to select 5 questions. To the right of the selected questions are input fields and 'Edit' buttons. A 'Clear All Questions' button is at the bottom right. The footer shows '©Columbia University'.

8. Create a password.



## TO CHECK YOUR COLUMBIA EMAIL ACCOUNT

1. Go to [www.columbia.edu](http://www.columbia.edu).
2. Go to the “Email” tab at the top and click on “Lionmail”
3. Enter your UNI and password to log in

## TO SIGN UP FOR EMAIL FORWARDING

You can have your Columbia email **forwarded** to a personal email account. That way you can check only one email account, but see all your messages. Remember, Columbia will not send messages directly to a non-Columbia email account. To sign up for email forwarding

1. Go to <https://uniapp.cc.columbia.edu/acctmanage/mailforwarding?execution=e2s1> and log in.
2. Choose ‘Forward’.
3. Enter the email address(es) to forward to.
4. Click **Save**. Changes to forwarding take up to 15 minutes.

## TO SET UP EMAIL ON A MOBILE DEVICE

If you would like to set up your Columbia email on your phone, follow the instructions on the website:

<https://cuit.columbia.edu/email/lionmail/setup#/emailimap>

**Have a problem with email? Phone Columbia University Information Technology (CUIT) Help Desk at (212) 854-1919.**

## 3. Check Your Electronic Bill (E-bill)

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You will receive your University bill for tuition, fees, and other charges at the beginning of each term. Your bill (a Student Account Statement) is electronic. You will not receive a paper copy. You will receive an email in your Columbia account (not your personal account) telling you to go online to view and pay your bill.

You can find your E-bill at Student Services Online (SSOL): <https://ssol.columbia.edu/>

For information on how to make payments online for tuition and fees, see the ‘Financial Matters’ section.



## 4. Add Your Emergency Contacts

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It is very important to list emergency contacts in SSOL (Student Services Online). This is the only way Columbia can contact “next of kin” (= family, friend, guardian) in an emergency.

To add this information:

1. Log into SSOL (<https://ssol.columbia.edu/>) using your UNI and password.
2. Click the **“Addresses”** column on the left.
3. Under “Other Contact Information,” add **“Emergency Contact Address.”**
4. Add **“Next of Kin Address.”**
5. Add **“Missing Student Contact Address.”**

In an emergency, Columbia is **ONLY** able to contact the people you list here, so please complete it fully.

## 5. Update Your Local Mailing Address

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As an international student, you **must** update Student Services Online (SSOL) and SEVIS with your **local New York home address and telephone number**. The University will send university mail only to your local address.

To update your local address in SSOL:

1. Log into SSOL (<https://ssol.columbia.edu/>) using your UNI and password.
2. In the **“Your Data”** column on the right, click **“Address: View and Update”**. Your Permanent Address is listed here.
3. If your Local Address is different from your Permanent Address, click on **“Add Local Address”** in the **“Other Contact Information”** section.
4. Complete the form and click **“Submit”**.
5. To update SEVIS with your new address, please email Tomasz Tuleja at [alpvisa@columbia.edu](mailto:alpvisa@columbia.edu) with your UNI and a complete US address.

Note: The US Government requires that non-immigrant students (students on an F-1 visa) must update SEVIS within 10 days of the address change.

## 6. Complete SEVIS Check-in (F-1 students only)

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If you have an F-1 student visa, you must complete the online SEVIS check-in form found online at: <http://sps.columbia.edu/alp/student-visa>. To report your arrival, you will need to

- i) Log in to Compass using your UNI and your password.
- ii) Complete the registration form
- iii) Upload a copy of your visa and I-94 card.

Important note: if more than 7 days have passed, the government will consider you out of status, so do this step quickly.

### Contact

The Office of Immigration Advising is located in 504 Lewisohn Hall. The office is open to walk-ins from 2:30pm - 5:00pm Monday to Friday. Email Tomasz Tuleja with any questions: [t.tuleja@columbia.edu](mailto:t.tuleja@columbia.edu)



## 7. Give Your Meningitis Vaccination Decision

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New York State public health law requires that the University gives all students information about meningococcal meningitis and the vaccine that protects against this disease. Columbia students must decide if they want this vaccination and must certify this decision online.

**To certify your vaccination decision, log on with your UNI and password at:**

<https://ssol.columbia.edu/ssv/crt/menIntro.html>

**What is meningitis?** Meningitis is an infection of the fluid of a person's spinal cord and the fluid around the brain. It is usually caused by a viral or bacterial infection. For more information, visit:

<http://health.columbia.edu/additional-information-about-meningitis>

## 8. Confirm Your Enrollment in the Columbia University Medical Insurance Plan

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All full-time intensive students studying for eight weeks or more must choose from one of two Columbia medical insurance plans. Other international insurance plans are not accepted at Columbia. The only exception: SACM students with government sponsored insurance can submit a waiver request to remove the Columbia medical insurance plan. See the next section for more information.

Log onto Student Services Online and follow the instructions: <https://ssol.columbia.edu/insurance/welcome.do>  
You must do this by the deadline.

## 9. Return Your MMR Form (If You Have Not Already Done So)

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All ALP students must follow the Columbia Health office's rules for immunization against Measles, Mumps and Rubella (immunization = vaccinations against sickness and disease).

If you have already had these vaccinations at home or in the US, then bring medical records to show this. You will not need to be immunized again if you can show you had the vaccinations. If you have not, you can make an appointment at Columbia Health for vaccinations.

Immunization Requirements:

<http://health.columbia.edu/students/immunization-compliance-requirements/immunization-compliance-requirements>

MMR Information:

<http://health.columbia.edu/students/immunization-compliance-requirements/mmr>

The Columbia Health MMR (Measles, Mumps, Rubella) Form is here (under "Immunization Compliance"):

[http://health.columbia.edu/system/files/content/healthpdfs/Insurance/health\\_immunization\\_mmr\\_form\\_8.22.14.pdf](http://health.columbia.edu/system/files/content/healthpdfs/Insurance/health_immunization_mmr_form_8.22.14.pdf)

Submit the MMR form to the Columbia Health office by fax, mail or in person on the 3rd floor of John Jay Hall. You should be compliant (compliant = you have followed the rules) **30 days before the start of your ALP program.**

**If you are not compliant, there will be a HOLD on your Columbia account. A 'hold' means you will not be able to register for classes and begin your studies with us.**



# Medical Insurance

The US health care system is probably very different from the one in your own country. There is no “national” health care system here that the government pays for. Without medical insurance, costs can be very, very expensive.

## 1. Requirements for ALP Students

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All ALP students studying for eight weeks or eight points or more are required to have **Columbia Medical Insurance** and pay the **Columbia Health Fee**. This includes:

- Fall and Spring Intensive Program
- Summer AB, BC, AC, and ABC
- Advanced Academic Preparation

Students studying fewer than eight weeks or eight points are not required to have **Columbia Medical Insurance** or pay the **Columbia Health Fee** but can enroll if they choose. This includes:

- Winter Institute
- Summer A only, B only, or C only

Columbia Medical Insurance helps pay for visiting specialist doctors off campus (outside of Columbia Health), for hospital stays, and for prescription drugs. The Columbia plan is managed by **Aetna Student Health**. For more information on benefits and claims visit: [www.aetnastudenthealth.com/columbiadirect.html](http://www.aetnastudenthealth.com/columbiadirect.html).

Students choose from two insurance plans: **90 Plan** (basic) or **100 Plan** (comprehensive). Students are automatically enrolled in the 90 plan and may change to the 100 plan before the enrollment deadline. To compare insurance costs, visit <http://health.columbia.edu/student-insurance/about-columbia-insurance-plan>.

Students who continue from Fall to Spring: Columbia Medical Insurance automatically transfers to the new semester. Students who study in Spring: Columbia Medical Insurance automatically includes Summer.

It is not possible to waive (=not pay) the **Columbia Medical Insurance** unless you are 1) sponsored by Saudi Arabia Cultural Mission (SACM) or 2) have a US-based, Affordable Care Act-compliant, employer-sponsored plan that meets all of the waiver criteria on the Columbia Health website: <https://health.columbia.edu/content/request-waiver>. Students must go to the Insurance Office on the 3rd floor of John Jay Hall at the beginning of the semester to submit a waiver request. Students who do not submit a waiver request before the enrollment deadline will be charged for Columbia Medical Insurance. Students who waive Columbia insurance must still pay the Columbia Health Fee.

Columbia Medical Insurance charges will automatically be added to your first **E-bill**. If your waiver request is accepted, the insurance charge will be removed from your account.

## 2. Columbia Student Medical Insurance Cards

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You need your medical insurance card to prove (show) you have health insurance when you visit a doctor.

Aetna Student Health will not send you your Columbia medical insurance card. It is available online after you confirm your enrollment. To print your card, visit the Aetna Student Health website, choose Columbia University, click Morningside Students, and enter your UNI and birthdate.

[www.aetnastudenthealth.com/stu\\_conn/student\\_connection.aspx?groupid=704502](http://www.aetnastudenthealth.com/stu_conn/student_connection.aspx?groupid=704502)



# Health Resources

The **Columbia Health Fee** allows students to see a nurse or doctor at Medical Services, Counseling and Psychological Services and Disability Services on campus at no additional cost.

For health fee rates and dates visit <http://health.columbia.edu/about-columbia-health/columbia-health-and-related-services-fee>.

## 1. Feeling sick?

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If you need to see a doctor, go to **Columbia Health Medical Services** in John Jay Hall. You do not need to pay; the Columbia Health fee covers the cost. You can make an appointment or also walk-in.

In the US, *people only go to the hospital when they have an emergency*. The Emergency Room is a very expensive way to see a doctor. **So, if it's not an emergency, go to Medical Services first.** They will tell you if you need to see a specialist (= a doctor who can help with particular problems) or get other help.

Columbia Medical Services  
John Jay Hall, 4th Floor  
519 West 114th St., Mail Code 3601  
New York, NY 10027

Make an appointment online: <https://secure.health.columbia.edu>  
Make an appointment by phone: (212) 854-7426

**Hours:**  
Monday – Thursday: 8:00am – 6:30pm  
Friday: 8:00am – 4:30pm

If you have an emergency on campus, call (212) 854-5555 for Columbia University Emergency Medical Service. If you have an emergency off campus, call 911.

If you need help after Columbia Medical Services is closed, you can

- Call the after-hours clinician: (212) 854-9797
- Visit an urgent care clinic nearby:

**Cure Urgent Care**  
103rd & Broadway  
2689 Broadway, New York, NY 10025  
(212) 776-4320  
Monday-Friday: 8:00am-8:00pm  
Saturday-Sunday: 9:00am-8:00pm

**CityMD**  
104th & Broadway  
2710 Broadway, New York, NY 10025  
(212) 658-0676  
Monday-Friday: 8:00am-8:00pm  
Saturday-Sunday: 9:00am-5:00pm



## 2. Counseling & Psychological Services

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Counseling and Psychological Services supports the psychological and emotional well-being of all Columbia students and staff by providing counseling, consultation, and crisis intervention. In the US, it is very normal to see a counselor, and there is no shame or disgrace about doing it. Many people see psychologists or psychiatrists, and they can be very helpful. CPS is free for students who have paid the Columbia Health Fee.

If you are sad, cannot concentrate, have trouble sleeping, and/or have changed your eating habits, you may want to make an appointment with a counselor. Anything you tell the counselor is strictly confidential; s/he cannot tell anyone without your consent. In some cases, a counselor in your native language may be available. To learn more, watch their informative video: <https://www.youtube.com/watch?v=UOK3zxHq2Dg&feature=youtu.be>

Counseling and Psychological Services  
Alfred Lerner Hall, 8th Floor  
Clinic's Hours: Monday-Thursday 8 a.m. - 6:30 p.m.  
Friday, 8 a.m. - 4:30 p.m.

Appointments: (212) 854-2878  
After-hours clinician-on-call: (212) 854-9797  
Website: <http://health.columbia.edu/appointments/cps>

CPS also gives public workshops on such topics as "Enhancing Your Relationship" and "Procrastination." Some require reservations. For a complete list of events, see <http://health.columbia.edu/events>

## 3. Office of Disability Services

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If you have a physical disability and need swipe access for the elevator or tunnel system, please contact the Office of Disability Services (ODS). Also contact them if you need accommodations or support services for any disability. If you have documentation of a learning disability, you may be permitted to get extra time on exams, or the use of a computer. If you think that you may have a learning disability, ODS can schedule a consultation or diagnostic testing and help you find a provider. Talk to your teachers or the ALP advisor for more help.

Throughout the semester, Disability Services provides several workshops in the areas of study skills, note-taking, test preparation and time management for students with disabilities. For more information about group workshops, please contact Disability Services. Website: <http://health.columbia.edu/services/ods>

Office of Disability Services  
Wien Hall, Main Floor - Suite 108A  
411 West 116th St, Mail Code 3711

Hours: Monday - Friday, 9:00 a.m. to 5:00 p.m.  
Tel: (212) 854-2388  
Email: [disability@columbia.edu](mailto:disability@columbia.edu)

## 4. Alice! Health Promotion

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Alice! Health Promotion connects students with information and resources, and supports healthy attitudes and behaviors within the campus community. Topics include eating disorders, coping with stress, and alcohol screening and intervention.

Alice! Health Promotion  
Alfred Lerner Hall, 7th Floor  
2920 Broadway, Mail Code 2605  
Hours: Monday - Friday, 9:00 am - 5:00 p.m.

Tel: (212) 854-5453  
Email: [alice@columbia.edu](mailto:alice@columbia.edu)  
Website: <http://health.columbia.edu/services/alice>



# ***ALP Visa & Immigration Information and Advising***

## **1. Overview**

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### **The Office**

The Office of Immigration Advising provides immigration services for new and returning ALP students. It can help with requests for student visas and with questions about maintaining your status. It can also help with questions about travel abroad, extension of study, transfers and immigration obligations while you are a student at Columbia's ALP.

### **Contact**

The Office of Immigration Advising is located in 504 Lewisohn Hall. The office is open 9am – 5pm, Monday through Friday.

Telephone: 212-854-3586, E-mail: [alpvisa@columbia.edu](mailto:alpvisa@columbia.edu)

Visit the ISSO website for helpful information for international students: <https://isso.columbia.edu/>

### **Walk – In Advice**

Feel free to stop by during Immigration Advising Hours for all your immigration-related questions during Advising Hours from 2:30pm-5:00pm Monday through Friday.

### **Maintaining Visa Status is your Job**

You must take full personal responsibility for learning about and following the law.

The ALP must tell the government if you withdraw from the program, stop coming to class, register for part-time instead of full-time study, or simply do not register at all.

Being “out of status” is serious — You may be deported and it may be difficult to return to the United States in the future.

The ALP takes your visa status, and your studies, very seriously. The program will track if you are attending regularly, and if you are making satisfactory progress with your English. These are requirements for maintaining your F1 status. For more information on attendance and progress requirements, see the “Academic Matters” section of the handbook.

Talk with the ALP's International Student Advisor in 504 Lewisohn whenever you have questions.

### **After you have checked in at the ALP**

You must complete the online SEVIS check-in form. See page 9 for instructions.

## **2. While You are Studying at the ALP**

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**Update your SEVIS information** at the beginning of each term. You must give us your new address every time you move. Update your address using your Compass account at: <http://sps.columbia.edu/alp/student-visa>.

**If you don't give us the information** to keep your SEVIS record up to date, you may be deported or may have problems getting another visa in the future.

**Keep all of your I-20s** the whole time you are in the U.S.



**Keep your passport valid.** Always make sure that your passport is valid for at least six months into the future. If your passport will expire in six months or less, contact your country's consulate in New York or its embassy in Washington, DC for help.

**Do not accept any off-campus jobs.** The U.S. government considers working without proper authorization to be an extremely serious violation that may result in deportation. F-1 students are eligible to work on-campus (but not off-campus) for up to 20 hours per week (35 hours per week during vacation periods). However, it is extremely difficult for students to find on-campus work at Columbia University.

**Extend your I-20 before it expires.** If you want to continue at the ALP beyond the end date on your I-20, you must extend your I-20 before it expires using your Compass account online at: <http://sps.columbia.edu/alp/student-visa>. Please use the 'Extend your I-20' link on the website. Remember that all extensions require you to provide new financial documents. A new bank statement and sponsor letter template are available on the website.

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### 3. If You Want to Leave and Come Back

**Avoid trouble if you need to travel outside the U.S.** during the time that you are a student here:

- 1) have your I-20 re-certified before you leave the country
- 2) carry your I-20 with you when you travel
- 3) carry your financial documents with you when you travel

**Avoid problems during vacation.** After you have studied full-time for a minimum of 6 months in a row, you have the option of taking a vacation during which you may remain in the United States without studying if and only if you will be returning to the ALP after your vacation. You must notify the ALP International Student Advisor that you will be on vacation so that your SEVIS records can be updated. Whenever you travel outside New York, be sure to have your passport and your original I-94 with you—as well as a re-certified I-20 if you plan to leave and re-enter the country.

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### 4. When You Finish Your Studies at the ALP

**Leave the U.S. within 60 days after your studies are completed.** When you finish studying at the ALP, you have 60 days to leave the United States, to transfer to another school, or to change to another immigration status. If you stay in the U.S. longer than 60 days after you have finished studying, you will be considered out of status and may have problems returning to this country in the future.

**Leave the U.S. within 15 days if you withdraw from the program before the end of the course.** You can withdraw during a course if you are planning to return to your home country immediately. We will report the withdrawal to SEVIS.

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### 5. If You Wish to Transfer out to Another Institution or Withdraw

Follow the procedures listed below to transfer the supervision of your visa/status to another institution:

**1. If you registered for ALP courses this semester, but wish to withdraw from the ALP this semester:**

See page 20 for complete instructions on withdrawal procedures.

**2. If you are registered for ALP courses this semester, but wish to transfer out to another school this semester:**

Visit <http://sps.columbia.edu/alp/student-visa> and choose the 'Transfer-out Request' link. Follow the instructions on the page and upload the necessary documents in support of your transfer.

**3. If you have completed ALP courses this semester, but wish to transfer out to another school:**

Visit <http://sps.columbia.edu/alp/student-visa> and choose the 'Transfer-out request' link on the website. To complete your transfer, you will need to upload: a) Admission Letter from your new school, b) Transfer-in Form from the school to which you wish to transfer. Your transfer will be processed within 7 business days upon successful submission of your request via Compass.



## 6. Important Terms You Should Know

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**SEVIS** – The Student and Exchange Visitor Information System (SEVIS) is an internet-based government system that keeps track of international students, scholars, and their dependents. SEVIS communicates with schools and universities, U.S. Embassies and Consulates, airports and other ports of entry into the U.S., the Immigration Service (USCIS), and the Department of Homeland Security (DHS).

**I-20** – The I-20 (also called the certificate of visa eligibility or visa certificate) is created by schools and universities through SEVIS. Your I-20 and electronic updates in SEVIS are permanent records of your activities as a student in the U.S.

**F-1 Visa** – The U.S. Embassy or Consulate abroad gives you your visa and stamps it into your passport. Visas are never issued or extended by schools or universities. After you are in the U.S., it does not matter if your visa expires; permission for you to be in the U.S. will remain current for the whole time written on your I-20, if you are attending classes on a full-time basis, and if you are registered in SEVIS each term. If your visa has not expired and then you leave the country, you may use it to return. If your visa expires while you are here and then you leave the country, you will need a new visa in order to return. You will need to apply again at the U.S. Embassy or Consulate for a new visa.

**I-94** is your most important immigration document because, together with your valid I-20, it proves that you are in this country legally. The notation “D/S,” which means “duration of status” refers to the period during which you may remain in the U.S. on your current I-20. The I-94 is also a record of your arrivals and departures. NOTE: To print your I-94 go to this link: <https://i94.cbp.dhs.gov/I94/request.html>.

## 7. Some Helpful Resources

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You may visit the following websites if you wish to learn more about U.S. immigration regulations. These links may change at any time. Please contact the ALP if you have trouble finding these sites.

- U.S. embassies/consulates abroad:  
<http://travel.state.gov/visa/immigrants/info/info3830.html> [www.usembassy.gov/](http://www.usembassy.gov/)
- Fees for visa services:  
<http://travel.state.gov/content/passports/en/passports/information/fees.html>
- Visa denials:  
<http://travel.state.gov/content/visas/en/general/denials.html>
- US-VISIT:  
[www.dhs.gov/files/programs/usv.shtm](http://www.dhs.gov/files/programs/usv.shtm)
- Department of Homeland Security:  
[www.dhs.gov/dhspublic/](http://www.dhs.gov/dhspublic/)
- The United States Citizen and Immigration Services:  
[www.uscis.gov/](http://www.uscis.gov/)
- Immigration and Customs Enforcement:  
[www.ice.gov](http://www.ice.gov)
- Study in the States website for prospective and current international students:  
<http://studyinthestates.dhs.gov/>



# Financial Matters

## 1. Tuition & Fees

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You can find a full list of tuition and fees at: <http://sps.columbia.edu/alp/dates-and-prices>

## 2. E-bills

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Columbia bills you for tuition, fees, and other charges at the beginning of each term. Student Account Statements are generated once a month. See the E-Bill schedule at <http://sfs.columbia.edu/bill-schedule>. Changes made to your account between student account statements will not show on your E-bill. To see your most recent charges, credits and your current account balance, go to “Current Account Activity” and click on “View Student Account Detail.”

To check your E-bill and to make payments online for your tuition and fees:

1. Log onto SSOL using your UNI and password.
2. Click on **“Account Detail and E-Billing.”** If there is a new Student Account Statement, you will see your account balance & payment due date (under **“E-Bill Information”**)
3. If you have a U.S. bank account and want to pay by e-check, click on **“View E-Bill and Pay by E-Check.”** If not, go to **“Wire Transfer Instructions”** and **“Other Payment Options.”** (See the Payment Procedures section of this handbook for more details.)

Your Electronic Bill (E-Bill) will be sent to your Columbia email account several times during the semester. Check your Columbia email often.

Tuition payments must be **made in full by the payment due date** or you will have late payment charges.

For questions about your E-bill, contact:

### Student Financial Services

205 Kent Hall

Hours: Monday - Friday, 9 a.m. - 5:00 p.m.

Tel: (212) 854-4400

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



### 3. Payment Procedures

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You can find full information here: [www.columbia.edu/cu/sfs/docs/billing/payment-options.html](http://www.columbia.edu/cu/sfs/docs/billing/payment-options.html)

Students may make tuition payments in the following ways:

#### 1. Payment by Online E-Check.

- If you have a United States bank account, you may make a tuition payment online through an E-Check. Log onto SSOL and pay online through the E-Billing website: <https://ssol.columbia.edu/>
- The E-Billing website may also be accessed directly here: <https://quikpayasp.com/columbia/tuition/authorized.do>
- A confirmation number is given after electronic payment has been made.

#### 2. Payment by Check, Money Order, or Traveler's Checks.

- You may pay your tuition at the Cashier's Office in 210 Kent Hall with a check or traveler's check. The Cashier's Office is open Monday-Friday, 9:00 AM – 4:00 PM.
- Write your **Student ID Number** (or, the **C-Number/PID**) from your E-Bill on the back of your check(s). If the E-Bill is not available, then your **full name** and **C-Number** must be written on the back of the check to ensure timely crediting.

**NOTE:** You can find your **C-Number** or "**PID**" - **Personal Identification Number** in SSOL (<https://ssol.columbia.edu>). Log in and go to the "Academic Profile." Under "**Viewing Options**," select "**Show my name and personal data**." Click "**Update View**."

#### 3. Payment by Wire Transfer.

If you only have a foreign bank account, the University recommends a wire transfer as the best method of payment. Columbia University contracts with Western Union for wire transfers.

Instructions for making a payment by wire transfer:

1. Open **SSOL** to begin the payment process or click here.
2. Click on "**Account Detail and E-Billing**," then on "**View E-bill and Pay by E-check, Payment Plan or Wire**." Click on "**Make Payment**" and under payment method, select "**International Payment**."
3. Select Flywire as your payment vendor.
4. Select the country you are paying from.
5. Follow the instructions with Flywire, including creating a new account. Select "Continue with Payment."
6. Finalize the transaction by following the instructions on the web page.

Also, please note that Western Union and Columbia University do not charge any fees. However, your bank may charge a service fee to initiate the wire transfer. Additionally, a processing fee will be charged for transactions that cannot be deposited through normal bank channels.



#### **4. Sponsored Students**

- Sponsored students are those whose studies at Columbia University are funded directly by a Third Party, or sponsor. Examples of sponsors are an employer, educational institution, government agency, foundation, grant, embassy, or other institutional source.
- If you are a sponsored student, you need to set up Third Party Billing, so that your sponsor will receive an invoice for your tuition and fees. For instructions to set up Third Party Billing, visit: <http://sfs.columbia.edu/content/sponsored-students>

#### **5. Tuition Exemption (For Columbia Employees)**

- All Columbia employees must check with their Human Resources benefits officer or their department to see if they are eligible for the University's tuition exemption benefit policies. The School of Professional Studies cannot do this for you. You may also visit the HR website for more information: <http://hr.columbia.edu/>.
- If you have tuition exemption, please take your Tuition Exemption Form to 210 Kent Hall to pay for the class. The Cashier's Office in 210 Kent Hall is open Monday-Friday, 9:00 AM – 4:00 PM. Save all receipts from registration. The tuition exemption benefit only covers the course tuition. It does not cover any course fees, such as the materials or instructional fees. You are responsible for making the payment for such fees. Please make these fee payments on time, so that you may avoid any late payment charges.



# Withdrawal Procedures

Sometimes students decide they cannot continue at the ALP and need to withdraw during the session. Intensive students: this means you drop the entire program. Part-time students: this means you drop one course (though if you are an F-1 visa holder, you need to check your status before dropping a course)

## 1. Refund Policy When Dropping Entire Program (Withdrawal)

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Withdrawal = quitting all classes in one semester. Note: telling an instructor that you will no longer attend class or leaving a voicemail/email message does not mean you have withdrawn. You must withdraw officially.

### How to Withdraw:

- (1) Complete a "Notice of Withdrawal" form. You can access it here: [http://assets.ce.columbia.edu/pdf/slar/Notice\\_of\\_WD.pdf](http://assets.ce.columbia.edu/pdf/slar/Notice_of_WD.pdf).
- (2) Submit the completed "Notice of Withdrawal" form to the ALP Advisor in 504 Lewisohn.
- (3) F-1 Student Visa holders: Meet with the ALP Immigration Advisor in 504 Lewisohn to discuss your I-20.
- (4) Pay the \$75 withdrawal fee in 210 Kent Hall.
- (5) You will receive an email confirmation of your withdrawal from the Office of Student Life.

A 100% refund is only given during the first week of classes. See the Withdrawal & Tuition Refund Chart on page 21.

## 2. Refund Policy When Dropping Individual Courses (Drop)

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If you drop an individual course you still remain registered for other courses. This applies to:

- Part-time ALP classes
- Summer intensive students wanting to drop one or more sessions (A/B/C)

Telling an instructor that you will no longer attend class or leaving a voicemail/email message does not mean you have dropped the course.

### How to Drop an Individual Course:

ALP registrants (intensive and part-time):

- (1) Talk to the ALP Advisor in 504 Lewisohn
- (2) Complete and return the 'Registration Adjustment Form.'

Non-ALP registrants: Follow the add/drop policies of your home school.

Note the different deadlines for dropping individual ALP courses. See the Withdrawal & Tuition Refund Chart. *Deadlines for dropping individual courses vary by school. If you are not a Professional Studies (SPS) student, please refer to your home school's academic calendar for dropping individual classes.*

Fees such as the Health Service Fee, Student Medical Insurance, Transcript Fee, University Facilities Fee, Course Fees, and Late Fees = NO REFUND after the Change of Program Period.



### What happens if you do not complete the drop or withdrawal process?

- Result in a mark of UW (unofficial withdrawal) for the course = looks very bad on your record and may result in academic probation or dismissal = unable to continue classes at Columbia.
- You are charged full tuition for the course = still need to pay for a course you did not attend.

**Note:** As with all fees, the withdrawal fee is not included in the tuition exemption benefits of Columbia employees.

### 3. ALP Withdrawal and Tuition Refund Schedule

Fall and Spring Semesters	
14-Week Courses	
<i>Withdrawals Received:</i>	<i>will be refunded:</i>
by 11:59 p.m. Monday of week 2	100%
by 11:59 p.m. Monday of week 3	50%
after Monday of week 3	0%
Winter Institute	
2-Week Course	
<i>Withdrawals Received:</i>	<i>will be refunded:</i>
during day 1 and day 2	100%
after day 2	0%
Summer Sessions	
8-Week and 12-Week Courses	
<i>Withdrawals Received:</i>	<i>will be refunded:</i>
during week 1	100%
during week 2	50%
after week 2	0%
3-Week and 4-Week Courses	
<i>Withdrawals Received:</i>	<i>will be refunded:</i>
during week 1	100%
after week 1	0%



# Academic Matters

## 1. Attendance

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Students are expected to attend all classes. Certificates of Attendance are given to those full-time Intensive Program students who attend 90% or more of the classes. (Part-time students do not get certificates.) For full-time students who arrive later than the first day of class, absences are counted from the day the student begins.

Attendance is reported on the final grade reports.

### Lateness

Students are expected to arrive on time for all classes. If a student is more than 10 minutes late, they will be marked an hour absent for that hour. It is the instructor's right to deny entry until break if students are regularly late for class.

### Absences

Students may miss up to 10% of classes without penalty. See below for the number of permitted absences in each session:

- Fall and Spring Semesters (14 weeks each) - 10% = 25 hours
- Summer A, B, and C (4 weeks each) - 10% = 7 hours
- Advanced Academic Preparation (8 weeks) - 10% = 14 hours

Whatever the reason, an absence is an absence: there are no 'excused' absences. Every absent hour counts towards your permitted absences, so use them carefully.

Lack of attendance = violation of visa status.

If you do not attend classes and maintain your immigration status, you may be dismissed from the ALP, and your I-20 and visa may be canceled.

Keeping good attendance:

90% attendance means "90% at all times during the session." For example, it does not mean "I have 25 hours I can use any time." 25 hours = by the end of the semester.

End of Week:	90% attendance - Absent no more than:	End of Week:	Total hours of absences:
1	2 hours	8	14 hours
2	4 hours	9	16 hours
3	5 hours	10	18 hours
4	7 hours	11	20 hours
5	9 hours	12	22 hours
6	11 hours	13	23 hours
7	13 hours	14	25 hours



## 2. “Good Standing” in the American Language Program

OK	Attending at least 90% of a class at all times* Doing class work and homework Good academic behavior Making progress Receives a final grade of B- or better	ALP is happy! There are no problems with your studies.
First Warning	Missed 11-14% of class at ANY point in the session OR Not doing class work and/or homework	ALP is worried. We are watching you closely. You must improve or you will be put on Academic Probation.
Academic Probation	Missed 15% or more at ANY point in the session OR No improvement since First Warning OR Not completing class work and/or homework at an acceptable level OR Inappropriate (=very bad) academic behavior OR Received final grade of C- (Spring, Fall, AAP) OR No significant progress in English after 2 semesters*	ALP is not happy. You must improve or you will be dismissed from Columbia (this means you will need to leave.)
Dismissal	No improvement since Academic Probation OR Missed 20% or more of classes at ANY point in the session OR Received final grade of UW, D or F OR No significant progress after 3 semesters	ALP does not want you in the program. You must leave immediately. If you are in University housing, you must move out. You cannot return to the ALP in future. F-1 Student Visa holders: your SEVIS record and I-20 will be terminated. You need to leave the US immediately.

\*Significant progress = a level promotion at the end of the semester. Two semesters = Fall + Spring or Spring + Fall. [ALP summer is considered different because of the shorter sessions, and because the main focus is not a level promotion. However, grades and level may be taken into consideration for students studying the full summer: ABC or A+AAP.] If there is no significant progress in the third semester, the student may be asked to **withdraw** or may face **Academic Dismissal**. Making progress with your English is very important. Students on F-1 Student Visas are required to show they are making regular progress in their studies.

Academic Dismissal means that the student is required to leave the University and may not enroll in any future courses at the American Language Program. The dismissal will remain on the student's permanent University record and may affect future acceptance into any other program at Columbia University. A student may be dismissed at any point in the semester.

At any time, a student may be placed on Academic Probation and may face Academic Dismissal if the student demonstrates disrespect for University behavioral standards and academic discipline.



### 3. Grading

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**For students taking letter grade courses, an explanation of ALP letter grades:**

*A = excellent; exceeds Student Learning Objectives for the level; grade of 90-100*

*B = good; masters Student Learning Objectives for the level; grade of 80-89*

*C = fair; partially masters Student Learning Objectives for the level; grade of 70-79*

*D = poor but passing; shows little or no mastery of Student Learning Objectives; grade of 50-69*

*F = failing; has failed to meet attendance, work, and/or progress requirements for the class*

*UW = unofficial withdrawal; has not attended any teacher's class for 2 weeks or more, without explanation.*

ALP registrants in Fall and Spring Intensive and summer Advanced Academic Preparation have the choice of **Letter Grade** or **Pass/Fail**.

Letter grade is the default (normal) setting - teachers always submit a letter grade. However, if students want Pass/Fail, they have to formally choose to do so by completing a Registration Adjustment Form. <http://assets.ce.columbia.edu/pdf/slar/slar-registration-adjustment-form.pdf>.

Approval is required to make the change. Talk to the ALP Advisor for help with the process. After the switch, the letter grade submitted by the teacher will be automatically changed to Pass/Fail by the Registrar.

Check the Academic Calendar <http://registrar.columbia.edu/calendar> for the deadline to submit a Pass/Fail request.

**Some ALP courses have a “Pass/Fail Only”** designation in the University Registrar's system. For these courses, it does not matter in which school the student is registered. ALP courses for which P/F is the only option are:

- Listening and Speaking for International Students
- ALP Summer A, B, and C
- Winter Institute
- Pronunciation
- International Teaching Fellows Training
- English for Professional Purposes: Business
- English for Professional Purposes: Law
- English for Professional Purposes: Social Work

**Some ALP courses have a “Letter Grade Only”** designation in the University Registrar's system. For these courses, it does not matter in which school the student is registered. The ALP courses for which a letter grade is the only option are:

- English for Professional Purposes: Strategic Communication
- English for Professional Purposes: SIPA
- Advanced Academic English for Graduate Students

**Non-ALP registrants** (in GS, CC, SEAS, GSAS, Law, Business, SIPA etc.) must take their ALP course(s) for a Letter Grade Only, with the exceptions for “Pass-Fail Only” courses listed above. Non-ALP registrants must take Letter Grade Only if they are in:

- Academic Writing for International Students
- Intensive classes: Fall, Spring

For more information on grades, visit: <http://sps.columbia.edu/student-life-and-alumni-relations>



## Grades and Promotions - Spring and Fall Intensive

Letter Grade	Notes	Promotion
A+	EEEE Exceeds in <i>all</i> skills	2 levels
A	Levels 1-5: EEEM (Any Combo) Levels 6-9: EEEM possible, but M cannot be in W or S No Ps	E 1 OR 2 LEVELS  For 2 level promos, EEs must be in W + S
A-	Any combination of EEEM can get an A- EEMM with E's in W+S No Ps	1 level
B+	EEMM - with M's in W and/or S EMMM (Any Combination) MMMM for students at the upper end of the B range (85-89%)	1 level
B	MMMM At least a MEETS in each skill. This is the classic 80% pass	1 level
B-	Levels 1-6: MMMP with P in W or S Levels 7-9: MMMP with P in W, but no promo out of 7+ At all Levels: If P is S, then promo OK but warning about S. (^Same applies to combos with EMMP; EMEP etc) MMPP: But only if MM (or EM) = W and S (= You can't get a B- with Ps in W+S)	1 level, but NOT at level 7+ if P is in W
C+	MMPP with P in either W OR S (not both) Warning about S or W required.	No PROMO
C	Combinations of MMPP, with Ps in W S or both.  PPPM  There has to be at least 1 M to get a C.	No PROMO
C-	PPPPP	No PROMO
D	Combinations of Ps and Ds.	No PROMO



## 4. Levels

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The ALP has 8 levels of instruction. Level 2 is pre-intermediate ability and level 9 is advanced. A student who reaches level 10 has completed the program.

ALP Level	Level Description	Common European Framework of Reference (CEFR)
2	Pre-intermediate	A2
3	Intermediate	B1.1
4		B1.2
5		B1.3
6	High intermediate	B2.1
7		B2.2
8	Advanced	C1
9		C2.1

For complete information on all ALP levels and student achievement, check the Canvas site for your class (left menu, 'Student Achievement Scale')

## 5. Placement

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Student placement is initially determined by scores on the Oxford Online Test (OOPT) and/or the ALP Day One Writing Exam or ALP Essay Exam.

The Oxford Online Placement Test (OOPT) is a multiple choice exam that measures grammar, vocabulary, reading and listening ability.

The ALP Day One Writing Exam is taken by all new intensive students. It is a 60 minute exam.

Students who are enrolled in or applying to a degree program at Columbia University who have been referred to the ALP by that program may have their placement determined by the ALP Essay Exam. This is a 105 minute writing test.

## 6. Level Promotions

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Promotion decisions are based solely on each student's proficiency in the various language skills. In general, oral fluency and listening comprehension are the most important skills to consider at the lower levels, while writing becomes increasingly critical from Level 5 or 6 upward. (Promotion decisions are not based on a student's effort, attitude, attendance, or participation, which tend not to be good indicators of the student's ability to handle the academic challenges of a particular level.)

A "typical" promotion in the intensive program is considered to be one full level (4b to 5b, for example) after 14 weeks of solid progress. For part-time students in the 6-point program, Academic Writing for International Students, a half-level promotion might be considered "normal" and a full-level move possible, but anything more than that is highly exceptional. Students in Listening & Speaking and Pronunciation do not receive level promotions.

There are no level promotions after individual four-week sessions. It is not enough time to make progress to handle a new level.



Only exceptions: Students who have completed A+B+C (12 weeks) may be eligible for a level promotion. Promotions (if any) will be based on a final exam and instructor recommendation. This will be the **ONLY** way students can receive a full level promotion. Students taking Advanced Academic Preparation may receive a level promotion, if they choose to take the optional Qualifying Exam, but this is not the main aim of the course, and there is no guarantee enough progress will be made to receive a level promotion after only 8 weeks.

Sometimes students need more time at a particular level in order to receive a promotion and to make progress - this is particularly the case in the upper levels of our program, where the standard required for promotion is very high. This means repeating a level may be necessary. The ALP understands that every learner is different, and works to support students who need more time at a level. Repeating a level once is not uncommon. Repeating a level two or three times is cause for concern - see page 23, 'Good Standing'. Note for F-1 student visa holders in the ALP Intensive: regular progress is required for you to maintain good status.

## 7. Program Completion

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1. Intensive language program applicants who, upon arrival at the ALP, test into ALP Level 10 may study for one term only in the highest intensive level available at that time; normally, this is a class at Level 8-9.
2. Students who are taking the Fall or Spring ALP Intensive Program or part-time Academic Writing course at Level 7, 8, or 9, and who are not current Columbia degree candidates must take the ALP's end-of-term Qualifying Exam to be considered for a level promotion. The promotion score on that exam will determine the ALP level the student may take in the subsequent term of study.
3. Columbia University degree candidates referred to the ALP for language instruction in the ALP Intensive Program or part-time Academic Writing course regardless of current level must take the ALP's end-of-term Qualifying Exam. The promotion score on that exam will determine whether the student has met the English proficiency requirement set by his or her degree program, or whether a subsequent term or terms of study will be required.
4. Students who are promoted to ALP Level 10 at the end of an intensive class have completed the ALP program. This is a great achievement and demonstrates a very high level of English proficiency. Students who have completed our program may not repeat intensive level 8-9. Such students must either transfer to another program or begin their university studies.

## 8. Placement or Promotion Appeal Policy

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### Initial Placement into ALP Classes

- Placement into ALP classes is double-checked by course instructors during the first week of classes.
- Official re-assignment of level is done only by the Director in consultation with the lead instructor for the course.
- Students who believe they are in the wrong level should speak with their instructors.
- Changes of level are not possible beyond the first week of classes.
- Students are not permitted to begin classes more than one week late. Note: students who begin late may not be correctly placed in cases where a change of level is required.

### End-of-Term Course Promotions

- End-of-Term promotions are the product of careful consultation among faculty members and are based on work done throughout the semester and final exams.
- Only in the most unusual of circumstances may appeals be made to the Director of Student Affairs, Annette Bhatia, and then only within one week of the student receiving official notification of results.



## 9. University Credit Courses

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ALP students who have reached Level 8 or 9 and who have achieved excellent results in their English classes are eligible to take one Columbia University subject-area course in addition to their intensive English course. The advantages include learning more about a specific subject area; becoming familiar with the American university classroom; practicing language skills such as lecture comprehension, note-taking, textbook reading, essay writing; and earning university credit (which in some cases may be applied to a degree program).

University credit courses are very challenging. In American universities, regular attendance and completion of all homework assignments are expected, so you need to be very serious and willing to work hard. The final grade (A, B, C, D or F) becomes part of your official University transcript, and a poor grade (even a B-) might hurt your chances of being accepted into a university degree program in the future.

**Tuition:** University subject-area courses are credit-bearing courses. Some university courses are 3 points, some are 4 points. Thus, tuition is charged at the 'per point tuition rate' and is not included in the ALP tuition. Tuition information can be found at <http://sps.columbia.edu/postbaccalaureate-studies/tuition-and-fees>

**Restrictions:** Please note the following restrictions on university credit courses:

- University credit courses are only available to ALP students who have reached Level 8 or 9.
- University credit courses are only available to students who achieve an A- grade in the intensive program.
- University credit courses are only available to students who have a recommendation from their instructor.
- Students may not take university credit courses during their first semester at the ALP.
- Students can only choose courses that begin after 6:00pm.
- All requests to take university credit courses must be approved by the ALP. Students should avoid courses in fields such as History or Philosophy that require very advanced writing skills.

ALP students interested in exploring this academic option further should talk to their instructors and ask for a Course Approval Packet. Typically, ALP students interested in taking university credit courses during the Fall semester should talk to their instructors no later than July. ALP students interested in taking university credit courses during the Spring semester should talk to their instructor no later than November. Students can also ask the ALP Advisor for an advising appointment: [alp-advising@columbia.edu](mailto:alp-advising@columbia.edu).

## 10. Academic Advising

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The ALP can help you if you have questions about your studies here in the US.

**Advising about your English studies:**

Your teachers know most about your abilities in English. We first recommend you talk to them if you have questions, or would like extra help. If you have other questions or would like more advice about your English learning and your classes at the ALP, please make an appointment to see the Director, Mary Pickett: [mp3045@columbia.edu](mailto:mp3045@columbia.edu).

**Advising about going to university in the U.S.:**

If you have questions about applying to university in the US, we are happy to help you. Please contact [alp-advising@columbia.edu](mailto:alp-advising@columbia.edu) to make an appointment.



## 11. Academic Dishonesty

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Columbia University expects students to act honestly. Academic dishonesty in any form will not be accepted and will result in serious action.

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

- Cheating on examinations, including the American Language Program placement test.
- Making up (inventing) information in any course or laboratory work.
- Misrepresenting (giving incorrect information) about one's academic record at Columbia or elsewhere.
- Plagiarizing (copying) another's work or one's own, including the submission of work prepared by or purchased (bought) from another.
- Helping others in plagiarism.
- Lying in connection with any academic matter, including applications for admission or financial aid.
- Creating, changing or misusing University documents.
- Improperly using libraries or the materials they contain.

Academic misconduct carries severe penalties. Plagiarism (copying someone else's writing, or your own writing), whether intentional or not, can result in a failing grade on the assignment and in the course. For degree candidates, this would mean immediate dismissal from their program of study. The ALP takes plagiarism very seriously and it is always addressed, but the program's role in helping international students understand U.S. educational norms means that our approach does not usually lead to dismissal in the first instance.

Ignorance of (not knowing) the School's policy concerning academic dishonesty is not a defense in any situation. The American Language Program and the School of Professional Studies hold each member of the community responsible for understanding these rules and for following them.

## 12. Disciplinary Charges

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Students who have concerns about a student's behavior, specifically about his/her academic integrity, can submit a report online to the Office of Student Conduct and Community Standards at <http://studentconduct.columbia.edu/>.

For students found guilty of academic dishonesty or misconduct, the sanctions (punishment) range from warning to probation (given a trial period to improve), suspension (must leave school for a period of months), or dismissal (must leave school permanently).

The student may appeal the decision in writing within two weeks. 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 disciplinary hearing procedures, visit:  
<http://studentconduct.columbia.edu/documents/StandardsandDiscipline.pdf>



# ***Academic Integrity Pledge***

## **Columbia University | School of Professional Studies**

Columbia University expects students to act with honesty and proper behavior and to respect the rights of others at all times, both on campus and off. Any academic dishonesty in any form, or any personal behavior that disrupts the life of the University or hurts members of the University community will not be accepted and will result in serious action. Because the School of Professional Studies takes matters of intellectual honesty very seriously, academic dishonesty is not tolerated. It is punishable by suspension or dismissal from the School.

Acts of academic dishonesty include but are not limited to:

- **Cheating on examinations**, including the American Language Program Placement test.
- **Making up** (inventing) information in any course or laboratory work.
- **Misrepresenting** (giving incorrect information) about one's academic record at Columbia or elsewhere.
- **Plagiarizing** (copying) another's work or one's own, including the submission of work prepared by or purchased (bought) from another.
- **Helping others in plagiarism.**
- **Lying** in connection with any academic matter, including applications for admission or financial aid.
- **Creating, changing or misusing** University documents.
- **Improperly using** libraries or the materials they contain. The School also prohibits behavior that interferes with the operation of the University or with the activities of other members of the University community. Examples of these behaviors include but are not limited to:
  - **Smoking** in any indoor area and any area with signage indicating that smoking is prohibited.
  - **Harassing** (annoying) or **intimidating** (scaring) others.
  - **Making rude, abusive, or insulting comments** about another person's gender (male/female), race (skin color), nationality/culture, religion, disability, age or sexual orientation.
  - **Interfering** with research or instruction.
  - **Improperly using** (not using correctly) University services, equipment, or facilities, including University e-mail and telephones.
  - **Failing to follow** (not following) a legitimate order of the University authority.

Academic and behavioral misconduct carry severe punishment. Plagiarism (copying someone else's writing or one's own writing), whether or not it is intentional, results in a failing grade on the assignment and in the course. For degree candidates in the School of Professional Studies, it also means immediate dismissal from their program of study. Students enrolled through other divisions of the University, if accused of any of the offenses mentioned above, may be referred to their home schools for disciplinary hearing and possible suspension or dismissal.

Ignorance of (not knowing) the School's policy concerning academic dishonesty is not a defense in any situation. The American Language Program and the School of Professional Studies hold each member of the community responsible for understanding these rules and for following them.

By signing your name below, you state that you have read and understood this document, and intend to honor the principles of the academic integrity central to the Columbia University community.



# Academic Resources

## 1. Bookstore

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Columbia University Bookstore, 2922 Broadway at West 115th Street, Alfred J. Lerner Hall, Lower Level

Telephone: (212) 854-4131

Store Hours: Monday to Friday: 9:00 AM - 9:00 PM; Saturday and Sunday: 11:00 AM - 6:00 PM

Here you can buy your textbooks (as well as sell them back at the end of the semester).

The bookstore sells new and used versions of your textbooks, many other books, stationery, and Columbia University t-shirts and sweatshirts.

For more information, see: <http://columbia.bncollege.com>

## 2. Computers and Printing

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COLUMBIA UNIVERSITY  
INFORMATION TECHNOLOGY

As an ALP student, you may use the public computers and printers on campus.

### Computer Labs

Labs with Consultants Present:

- 212, 213 & 213A Butler Library
  - 36 Windows stations
  - 4 Mac stations
- 251 Engineering Terrace/Gussman Lab
  - 80 Windows stations
  - 6 Mac station

Labs without Consultants:

- 200 & 300 Lerner Hall, Student Center
  - 28 Windows stations
  - 10 Mac stations

### Computer Help

If you are having trouble with a computer (Columbia's or your own laptop) or getting connected to the wireless network on Columbia campus, you can:

- Get help by phone. Call 212-854-1919
  - M- Th 8 a.m. – 11 p.m. Fri 8 a.m. – 7 p.m.
  - Sat 10 a.m. – 6 p.m., Sunday 3 p.m. – 11 p.m.
- Go to the CUIT Service Desk in 202 Philosophy Hall Hours M-F 10 a.m. – 6 p.m.

### Printing

- ALP students have \$2 a week for printing in their account.
- CUIT provides a number of printers located throughout campus.
- There are printers available for your use on the 2nd, 3rd and 4th floors of Butler Library.
- You can print in black and white for \$.10 per sheet and in color for \$1.00 per sheet.
- You can purchase more printing dollars at the CUIT Service Desk Support Center in 202 Philosophy Hall or online at <http://cuit.columbia.edu/pawprint>



### 3. Canvas

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You can find your course syllabus, textbooks, homework assignments, listening exercises, class policies, and other important information regarding your course on Canvas, an online resource accessible anywhere there is internet.

To access Canvas, go to <https://courseworks2.columbia.edu/> or use the Quick Links menu on the Columbia homepage. To log into Canvas, you need your University Network ID (UNI) and password.

### 4. Libraries

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Columbia University Library is ranked as one of the five best academic library systems in the United States. It has 22 specialized libraries with over 10 million volumes and 100,000 current journals. For a list of the libraries, their locations, and hours, see: <http://library.columbia.edu/locations/libraries.html>

The libraries are wonderful gathering places to meet students with similar interests, to do scholarly research, to learn about information technology, to write, to study, and to use Columbia University's rich collection of print and electronic resources.

Even with limited English, you can:

- Study in the undergraduate library 24/7: <http://library.columbia.edu/indiv/undergrad.html>
- Listen to Columbia songs in the music library: [http://library.columbia.edu/indiv/music/columbia\\_songs.html](http://library.columbia.edu/indiv/music/columbia_songs.html)
- Look at beautiful art books at the art library: <http://library.columbia.edu/content/libraryweb/indiv/avery.html>
- Check your investments at the business library: <http://library.columbia.edu/content/libraryweb/indiv/business.html>
- Read local Asian newspapers: <http://library.columbia.edu/content/libraryweb/indiv/eastasian.html>
- Examine rare manuscripts: <http://library.columbia.edu/content/libraryweb/indiv/rbml.html>
- Ask a librarian for help with your research: <http://library.columbia.edu/services/askalibrarian.html>

### 5. Student Lounges

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There are a number of places on campus where you can sit and relax.

The SPS student lounge on the 2nd floor in Lewisohn Hall is open to ALP students. This lounge has computers, printers, and group work tables.

In Lerner Hall (Columbia University's Student Center) – there are several student lounges. See: <http://lernerhall.columbia.edu/> lounges for information and locations.

In addition, you can find space in Dodge Hall, the basement of Avery Hall and the Business School cafeteria.

Please note: The Lounge on the 3rd floor of Lewisohn Hall is for students from the School of General Studies only. ALP students are not permitted to enter.

### 6. Language Exchange Program (LEP) – Fall and Spring Semesters Only

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The American Language Program runs the Language Exchange Program, which offers students additional opportunities to practice English outside of class. An ALP student is paired with an English-speaking Columbia student learning his/her language. The two students then meet and spend time speaking their two languages. To request a language partner, complete the online application: <http://goo.gl/HBxOtE>. Once you have submitted your application, we will try to connect you with a language partner that matches your needs. Some applicants of less common languages may be placed on a waitlist if a partner in that language cannot immediately be found. The program is not active in the summer.



## 7. University Lectures

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Every day at the university, there are academic lectures that you can attend. They are in a variety of specialized areas, ranging from Climate Change to International Relations. For a calendar of lectures, see <http://www.columbia.edu/events/today.html>. You can sort by subject or by date. Be sure to click on the individual lecture listing to see if reservations are required.

## 8. Your Academic Record

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### Proof of Enrollment

Sometimes students need to prove (show) that they are a student at the ALP. There are three ways to do this:

#### *(1) Academic Certification*

Academic certification is an official document given by the University Registrar. It shows dates of attendance and student status (full-time or part-time) by term. Students usually need this for health insurance, visa, employment and credit reasons. This service is free.

To request academic certification, visit the University Registrar's Office in 205 Kent Hall.

For more information about requesting an academic certification, see:

<http://registrar.columbia.edu/students/academic-certification>.

#### *(2) Official Columbia Transcript*

A transcript is an official record of a student's entire time of study at Columbia. It shows all the courses you attended at the University and your grades. You may need this if you are applying to undergraduate or graduate school in the US. For a one-time fee of \$105, you may get as many transcripts as you want.

To request a transcript, visit the University Registrar's Office in 205 Kent Hall.

For more information about getting an official Columbia transcript, see

<http://registrar.columbia.edu/students/transcripts>

#### *(3) Enrollment Certification Letter*

An enrollment certification letter is a special letter written by the ALP immigration adviser. It notes your status as a full-time student and gives the start and end dates of the ALP session for which you are registered. You may need this to apply for a driver's license or open a U.S. bank account before classes begin. (After classes begin, please visit the Registrar.) If you need an Enrollment Certificate letter, please contact Tomasz Tuleja in the ALP Immigration Advising Office in 504 Lewisohn Hall or write him at [tt2422@columbia.edu](mailto:tt2422@columbia.edu). Your letter will be ready in 1-2 business days. When you receive an email with "ALP – Your Bank Letter is Ready" in the subject line, go to 504 Lewisohn Hall to pick up your enrollment certification letter. This service is free.

### Privacy

The Family Educational Rights and Privacy Act (FERPA) allows you to keep your student record (your courses and grades) private. While parents/guardians/spouses/sponsor organizations and others may have an interest in your record, Columbia University will not release your educational record to them unless you agree in writing. Students may choose to complete and submit a "FERPA Release Form" to allow access or release of their educational record. The FERPA Release form may be picked up and submitted to the ALP main office in 504 Lewisohn Hall. Once submitted, the form is kept on file at the Student Life Office.

Additional information may be found at [www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html).



# *Social & Recreational Activities*

There is so much to do on campus and in New York City. Make the most of your time here and find ways to practice English outside class.

## **1. ALP Activities and Workshops**

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The ALP offers activities and workshops so that students can connect, make friends, practice English and try new things together. Check your email and the announcement board outside Lewisohn 504, and listen for announcements from your teachers.

## **2. Columbia University Events**

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Every day at Columbia there are events, public lectures and activities. The university calendar on the Columbia website tells you what's going on every day, and you will also receive emails about different campus events.

## **3. Columbia University Clubs**

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ALP students are welcome to join a number of Columbia University student clubs and organizations.

There are over 100 student clubs and 40 sports clubs on campus where you can meet students who share your interest in sports, music, politics, games, volunteering etc. It's a great way to practice your English and meet other Columbia students.

For a list of clubs visit <http://www.columbia.edu/content/student-organizations.html>, the Columbia University Student Organizations page on the Columbia website. There are also often banners, notices and information tables in Lerner Hall.

## **4. Gym & Sports**

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The Dodge Physical Fitness Center at Columbia University includes an indoor running track, 25-yard swimming pool, sauna, multi-sport gyms, and a three-level fitness center with cardio and weight-training equipment. Members can also take fitness classes.

All Columbia students have to pay for gym access. For ALP students it is not automatically included as an added fee, so to access the gym students need to join and pay a membership fee. For information about costs visit the membership office in the gym. ALP students can watch all Columbia sports events, including soccer, American football, and basketball, for free with their Columbia ID.

Also check out the local NY sports teams. Depending on the time of year you can catch the Yankees, the Mets, the Knicks, the Nets, the Giants or the Rangers.

## **5. Museums**

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Columbia students can get into many museums around NYC for free. Just show your CUID at the entrance. For information on participating museums and directions, see <http://artsinitiative.columbia.edu/city/museums/map>.



## 6. Discount Tickets for Theater, Music, Dance, Movies and the Zoo

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There is so much going on in New York! You can see some of the best theater, dance, music and entertainment in the country, and there are ways to enjoy it without paying full-price:

With your CUID you can:

- Buy discount tickets to Broadway shows at the Ticket Information Center (TIC) in Lerner Hall  
<http://artsinitiative.columbia.edu/TIC>
- Buy discount movie vouchers for AMC, Clearview, Regal and City Cinemas at TIC in Lerner Hall  
<http://artsinitiative.columbia.edu/TIC>
- Buy 'rush' (= last minute) tickets to New York Philharmonic Orchestra <http://nyphil.org/studentrush/>, New York City Ballet <http://www.nycballet.com/Season-Tickets/Groups-Students/Student-Rush.aspx>, and Carnegie Hall <http://www.carnegiehall.org/students/> (visit their websites to find out how, or talk to the ALP advisor!)
- Use School Discount Vouchers to buy lower-priced tickets (find them at the ALP front desk in 504 Lewisohn)
- Buy same-day tickets for Broadway and off-Broadway plays and musicals from TKTS – there are booths in Times Square, Lincoln Center, South Street Seaport and Brooklyn. <https://www.tdf.org/nyc/81/available-shows>
- Buy discount tickets to the Bronx Zoo through the CU Arts Initiative <http://artsinitiative.columbia.edu/events/bronx-zoo>

## *Religious Worship*

Columbia University is a secular university, not a religious one. Campus Ministries serve the needs of the diverse religious communities at Columbia University. For information about places and times of worship, please contact the ministry directly.

Buddhist Campus Ministry  
108 Earl Hall  
[www.columbia.edu/cu/cuba](http://www.columbia.edu/cu/cuba)

Compass Christian Koinonia  
110 Earl Hall, MC 200  
[www.columbia.edu/cu/cck](http://www.columbia.edu/cu/cck)

Muslim Student Association  
102 Earl Hall, MC 2020  
<http://columbiamsa.org>

Columbia Catholic Ministry  
110 Earl Hall, MC 2005  
[www.columbia.edu/cu/earl/ccm](http://www.columbia.edu/cu/earl/ccm)

Columbia University Hillel  
Kraft Center for Jewish Student Life  
606 W. 115th Street, MC 8101  
[www.hillel.columbia.edu](http://www.hillel.columbia.edu)



# Dining

## 1. Cafés on Campus

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There are several student cafés on campus that serve coffee/tea, soup, sandwiches, salads, & snacks. Many on-campus options are closed during the summer.

- Avery Hall – Brownie's Café
- Dodge Hall – Joe Coffee
- Journalism Building – Up Coffee
- Lerner Hall – Blue Java Café; Café East (Bubble Tea & Sushi)
- Mudd Building – Carleton Deli
- Northwest Corner Building – Joe Coffee - also open during weekends
- Uris Hall – Uris Deli

You may purchase a meal plan, set up a debit account (also known as “Dining Dollars” and the “Flex Account”), or pay by cash. John Jay Dining Hall offers Kosher and Halal meals, as well as vegan and gluten-free dishes. For more information about these options, see <http://www.columbia.edu/cu/dining/>.

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. Below is a list of restaurants and markets in the Morningside Heights neighborhood.

## 2. Restaurants & Markets in the Neighborhood

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On Broadway—walking south (left) from the 116<sup>th</sup> St. gate

Morton Williams Market	(groceries and deli) at 115 <sup>th</sup>
Pret a Manger	(sandwiches, breakfast, coffee) between 115 <sup>th</sup> and 116 <sup>th</sup>
Starbucks	(coffee, etc.) between 114 <sup>th</sup> and 115 <sup>th</sup>
Sweet Green	(salads) between 114 <sup>th</sup> and 115 <sup>th</sup>
Amir's	(Middle Eastern restaurant) between 113 <sup>th</sup> and 114 <sup>th</sup>
Mill Korean	(Korean Barbeque restaurant) between 112 <sup>th</sup> and 113 <sup>th</sup>
Symposium	(Greek restaurant) on 113 <sup>th</sup> between Broadway & Amsterdam
Milano Market	(Italian deli/café) between 112 <sup>th</sup> and 113 <sup>th</sup>
Junzi	(Chinese restaurant) between 112 <sup>th</sup> and 113 <sup>th</sup>
Dig Inn	(Local, organic American food) between 112 <sup>th</sup> and 113 <sup>th</sup>
*Tom's Restaurant	(diner/American food) at 112 <sup>th</sup>
Pinkberry	(frozen yogurt) between 111 <sup>th</sup> and 112 <sup>th</sup>
Community Food & Juice	(healthy and organic food) between 111 <sup>th</sup> and 112 <sup>th</sup>
Mel's Burgers	(burger restaurant) between 111 <sup>th</sup> and 110 <sup>th</sup>
Starbucks	(coffee, etc.) between 111 <sup>th</sup> and 110 <sup>th</sup>
Chipotle	(burritos) at 110 <sup>th</sup>
Westside Market	(grocery store) at 110 <sup>th</sup>



On Amsterdam Ave.—walking south (right) from the 116<sup>th</sup> St. gate

Camilles	(Café and restaurant) at 116 <sup>th</sup>
Hamilton Deli	(sandwiches) at 116 <sup>th</sup>
Hungarian Pastry Shop	(Café) between 110 <sup>th</sup> and 111 <sup>th</sup>
Insomnia Cookies	between 110 <sup>th</sup> and 111 <sup>th</sup>
V&T Restaurant	(pizza & Italian) between 110 <sup>th</sup> and 111 <sup>th</sup>
Happy Hot Hunan	(Chinese restaurant) between 107 <sup>th</sup> and 108 <sup>th</sup>
Thai Market	(Thai restaurant) between 107 <sup>th</sup> and 108 <sup>th</sup>

On Amsterdam Ave.—walking north (left) from the 116<sup>th</sup> St. gate

Apple Tree	(food market) at 120 <sup>th</sup>
Massawa	(Ethiopian restaurant) between 120 <sup>th</sup> and 121 <sup>st</sup>
Flat Top	(American brunch) between Morningside Dr and 122 <sup>nd</sup>
Max Soha	(Italian restaurant) at 122 <sup>nd</sup>
Dun Huang	(Chinese hand pulled noodles) between 122 <sup>nd</sup> and 123 <sup>rd</sup>

Farmers' Market on Thursdays & Sundays near 114<sup>th</sup> St. gate

\*You might see people taking photos in front of this restaurant. It became famous from a much-loved 1990s TV show, *Seinfeld*.

### 3. Restaurant Guidelines

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- Tipping at Restaurants in NYC

Unless you have a party of 6 or more people, the service charge is not automatically added to restaurant bills. In restaurants, you are expected to tip the waiter or waitress about 20% of the total check. In New York City, you can easily leave the appropriate tip amount by doubling the 8.875% sales tax. Tipping less than 15% is considered very rude. Even for bad service, 15% is considered normal.

In a bar, you are expected to tip \$1 for every drink you buy at the counter. If you pay at the end of the night, tip around 20%, as you do in a restaurant.

- Drinking in NYC

The legal age for buying and drinking alcohol in the US is 21. Many stores, bars and restaurants will “card” you (ask to see your passport, ID or driver’s license) before they will sell you alcohol – this is normal. Note that it is illegal to have an open container of alcohol in public places, including city parks.



# *Transport, Shopping and Services*

## **1. Getting Around**

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### *Subway*

The subway is the main mode of transportation for New Yorkers. It's safe and usually quicker than other transport. The 1 local train stops at 116th and Broadway. You can connect to the 2/3 express trains at 96th Street which will get you downtown more quickly. Note: uptown 2/3 trains follow a different route and do not stop at Columbia! Also beware: some local subway stations (example 110th) have a downtown entrance and an uptown entrance. You cannot change platforms after you enter, so make sure you're going in the right direction!

### *Bus*

The M4, M5, M11, M60 and M104 buses all stop at 116th and Broadway. The M60 is a direct link to LaGuardia Airport.

### *Intercampus Shuttle Bus*

With a CUID you can take the free Columbia shuttle bus between 116th & Broadway to Lamont, Studebaker, the Medical Center, Harlem Hospital and the George Washington Bridge Bus Terminal.

### *Car*

You can park on the streets around campus (but watch for parking meters and alternate side parking restrictions). There are also parking garages close to campus.

You can download NYC transit apps to your phone to help you with the subway and buses. Google or Apple Maps can also give you directions – walking, bus, train, car or bicycle.

## **2. Shopping, Services and Local Supplies**

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If you want something in New York, chances are you can find it.

You can find restaurants and food in every neighborhood 24 hours a day, 7 days a week. There are pharmacies and delis open all day and night. Google or Apple Maps will give you locations and tell you what is open and where to find it.

Most major retail and department stores open at 9 or 10am, close at 7pm or later, and are open 7 days a week.

**SALES TAX:** You have to pay sales tax on everything you buy. Note that the tax is NOT included in the price listed on any items, but is added when you pay. In New York City the sales tax is 8.875%

Here are some local listings for places you might need:

Phone Services:	T-Mobile on 111th and Broadway
	Verizon on 109th and Broadway
	Sprint on 108th and Broadway
	AT&T on 106th and Broadway



School and class supplies: University Stationery on Broadway between 115th & 116th  
Janoff's on Broadway between 111th and 112th

Post Office: on 112th between Broadway & Amsterdam

Banks: Citibank on 112th and Broadway  
TD Bank on 109th and Broadway  
Popular Community Bank on 109th and Broadway  
Bank of America on 107th and Broadway

ATMs: Santander in Lerner Hall  
Santander in Uris Hall  
Citibank in Barnard Hall  
Chase Bank on Broadway at 113th  
Citibank on Broadway at 111th  
Bank of America on Broadway at 107th

You can also find ATMS in many delis and stores. Note: if you get money from an ATM that is not your bank, then often you have to pay fees. Sometimes you pay fees twice: your bank AND the ATM can charge you.



# General Advising

Moving to a different country, or to a big city like New York, is a completely new experience for a lot of people. Many things may be strange or confusing. Don't worry - we're here to help!

If you have questions about anything (being in New York, public transport, getting involved at Columbia, where to buy food, how to get your phone to work, how to see a doctor) come and talk to us! The ALP Advisor is available to answer questions and help you adjust to life in New York. Come visit in 504 Lewisohn, or send an email to [alpadvising@columbia.edu](mailto:alpadvising@columbia.edu)

Here are some questions ALP students often ask:

- How do I meet people?
- Where can I volunteer?
- How do I print my health insurance card?
- How do I get an eye check-up?
- What is the best MetroCard to buy?

## Housing

### 1. Campus Housing

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Some ALP students stay in suite-style dormitories during their studies. Students in University housing are expected to follow all dormitory rules, and keep their accommodation clean. Students not following the rules can be removed from the dormitory and may be charged cleaning or equipment fees.

Students studying for more than one session who are not in University housing now can apply for future sessions. Space is limited, so please apply at least two months in advance. Rooms are assigned on a first-come first-served basis. In Fall and Spring, most students are housed in Carlton Arms, located about 7 blocks from campus.

There are 6 to 12 students living in each suite. You will share a bedroom with one other person (called a double) and kitchen facilities with others in your suite. All suites are co-ed. All double rooms are single sex. Each suite has two bathrooms: one for males, one for females.

For more information about the dormitory, see: <http://sps.columbia.edu/alp/student-resources/housing-dining-and-health>

### 2. Non-Columbia Housing

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A list of non-Columbia student residences can be found at <https://tinyurl.com/y9vpnnkw>

The list is for convenience only and does not imply any endorsement of these private companies by Columbia University. Please contact these organizations directly for more information about availability, housing rates and application procedures.

### 3. Apartment Rentals

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Good, inexpensive apartments are extremely difficult to find, especially around the Morningside Heights area. You may have to live far away from campus and commute. You may also need to find a roommate or sublet an apartment. For important information about the process of renting an apartment in NYC (including financial obligations), please see: <http://facilities.columbia.edu/housing/nyc-rental-process>.



Apartments may be found through online searches, an agent, or Columbia's Off-Campus Housing Assistance (OCHA) office. The OCHA website lists available rooms and apartments in non-Columbia-owned buildings and sublets of units in Columbia-managed housing. Only Columbia students, faculty, staff and alumni can view the listings, so you must first log in with your Columbia UNI and password.

After completing an ALP Housing Application, you will need to go to the OCHA Office in person. You will need to show your acceptance letter or Columbia ID to use this service. If you wish to view these listings online, you must log onto the website with your Columbia UNI and password.

Columbia's Off-Campus Housing Assistance (OCHA) Office

Phone: (212) 854-2773

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

Website: <http://facilities.columbia.edu/housing/intro-ocha-3>



# Community Standards of Behavior

## 1. Smoking Policy

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According to New York State Law, there is no smoking inside any building on Columbia's campus (i.e. Lewisohn Hall, Carlton Arms, Schapiro, Kent Hall, etc.)

Smoking is only permitted at certain places on campus. Look for "Designated Smoking Areas". The nearest one is between Dodge Hall and Lewisohn Hall, near the steps.

Students must not smoke in areas designated as prohibited (especially in front of Lewisohn Hall). Any student caught in violation of this University rule will be brought up on disciplinary charges, which will likely result in dismissal from ALP without a refund of tuition.

## 2. Cell Phone Policy

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The ALP requires that all students switch their cell phones to 'silent' or 'off' during class time. The no cell-phone policy applies to texting, email, and calls. It is disrespectful to use your cell phone while in class. Your instructors will ask you to put it away, and if necessary may remove it from you for the duration of the lesson.

## 3. Behavioral Standards

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Columbia University expects students to behave properly and to respect the rights of others at all times, both on campus and off. Any personal behavior that disrupts the life of the University or hurts members of the University community will not be accepted and will result in serious action.

- The School prohibits behavior that interferes with the operation of the University or with the activities of other members of the University community. Examples of these behaviors include but are not limited to:
- Harassing (annoying) or intimidating (scaring) others.
- Making rude, abusive, or insulting comments about another person's gender (male/female), race (skin color), nationality/culture, religion, disability, age or sexual orientation.
- Interfering with research or instruction.
- Improperly using (not using correctly) University services, equipment, or facilities, including University e-mail and telephones.
- Failing to follow (not following) a legitimate order of the University authority.

Behavioral misconduct carries severe punishment.

## 4. Protection against Discrimination and Sexual Harassment

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Columbia University is committed to providing a learning, living, and working environment free from discrimination, harassment and gender-based and sexual misconduct.

The university and government take complaints about sexual harassment and discrimination (based on race, national origin, religion, disability, medical condition, marital status, sexual orientation, gender identity, gender expression, or any other legally protected status) very seriously. It provides students who believe that they have experienced conduct or behavior of this kind with ways to report it and complain.



If you believe that someone has acted inappropriately towards you, you can report it online:

[https://cm.maxient.com/reportingform.php?ColumbiaUniv&layout\\_id=5](https://cm.maxient.com/reportingform.php?ColumbiaUniv&layout_id=5)

This includes

- Sexual harassment or misconduct by a student or University employee
- Discrimination (i.e. age, race, nationality, religion, disability, medical condition, marital status, sexual orientation, gender identity, gender expression, or any other legally protected status) by a student or a University employee

Your report will be reviewed and referred to the appropriate University office.

### **Gender-Based Misconduct Office**

Sexual misconduct complaints:

<http://studentconduct.columbia.edu/gbm.html>

For more information, read the Gender-Based Misconduct Policies for Students at [sexualrespect.columbia.edu](http://sexualrespect.columbia.edu)

### **Dean's Discipline Process**

<http://studentconduct.columbia.edu/documents/StandardsandDiscipline.pdf>

All other student-based discrimination complaints. The Associate Dean of Student Affairs for the School of Professional Studies will investigate.

### **Office of Equal Opportunity and Affirmative Action**

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

Handles complaints relating to, and made by, University employees.

For more information, read the Employment Policy and Procedures on Discrimination, Harassment, Sexual Assault, Domestic Violence, Dating Violence and Stalking at <http://eoaa.columbia.edu/eoaa-policies-and-procedures>

If you file a formal complaint saying, for example, that someone touched you inappropriately or treated you differently because of your race, there will be an investigation by campus agencies.

Appropriate disciplinary action may be taken against any student or employee who violates the University's policies against harassment, discrimination, and sexual misconduct.

Please talk to the ALP Advisor or your teachers if you have questions or concerns. Note: Columbia University employees have a 'Duty to Report'. This means if you tell your teacher or the Advisor that something bad has happened to you, we must report it. We cannot keep it secret. This is to keep you safe.

Columbia offers several confidential resources to students who believe they were subjected to discrimination, harassment or gender-based or sexual misconduct.

Counseling Services	(212) 854-2878
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Sexual Violence Response Support Center:	(212) 854-HELP
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Office of the University Chaplain:	(212) 854-6242
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Health Services:

Columbia Morningside:	(212) 854-2284
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Columbia Morningside clinician-on-call:	(212) 854-9797
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## 5. More Essential Policies for the Columbia Community

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Essential Policies for the Columbia Community lists Columbia University policies on a broad range of topics, including policies about attendance, alcohol and drugs and leaves of absence. 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. To read the Essential Policies for the Columbia Community, see: <http://www.essential-policies.columbia.edu/>



# Safety

## 1. Safety on Campus & in the Columbia Neighborhood

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More information about the below services can be found on the Columbia University Public Safety Website:

<https://publicsafety.columbia.edu>

### Sign up for Text Message Notifications

The University can text you emergency updates about weather and public safety emergencies, transit interruptions and campus closures. Stay in touch by signing up here: <https://publicsafety.columbia.edu/content/emergency-notifications>.

### Campus Emergencies

Call 212-854-5555 (#4-5555 from a campus phone) to report a fire, medical or security emergency. Columbia Public Safety answer calls 24/7.

You can also use an Emergency Call Box (blue light phones). The Call boxes are located all over campus. Pressing the red button will connect you directly to Public Safety.

### Get Home Safe

If ever you do not feel safe walking alone at night, Columbia University Safety Escort Service will send two specially trained students to walk you to your door any time from 7:00 p.m. to 3:00 a.m., 7 nights a week. The service is available in the Morningside Heights area. See the Safety Escort website for exact locations <https://publicsafety.columbia.edu/content/safety-escorts>. Allow escorts 5 to 15 minutes to arrive and ask them to show a University ID. For a safety escort, call 212-854-SAFE (212-854-7233). From a campus phone, call #4-SAFE. If you need an escort before 7:00 p.m. or after 3:00 a.m., call 212-854-2797.

### Stop in a Safe Haven Location

It is rare, but if ever you don't feel safe walking home, waiting for a bus or walking to a car you can go into any local business with a Red Lion in its window. The Red Lion means the store is part of Columbia's Safe Haven Program. The store can call Public Safety or the police for you, and help will come. More than 130 businesses participate in this program.

## 2. Safety Tips for Living in NYC

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### To Report an EMERGENCY in NYC, call 911

New York is generally safe, but as in any big city, it is still important to be careful and 'street smart'. Always be alert and know what's around you.

- Walk with confidence and be aware of people around you.
- Be careful with your money in public places.
- Don't keep your wallet or valuables in your back pocket or an easily accessible outside pocket of your bag.
- Don't leave bags and valuables unattended.
- Always lock your dorm or apartment door.
- Be careful in city parks after dark, especially Morningside Park. Try to walk on well-lit streets where there are other people.
- When riding the subway late at night, try to ride in cars with lots of other people.
- Only hail (= stop on the street) yellow or green taxi cabs. Outside Manhattan you can call a Car Service. Alternatively, anywhere in New York City use a ride-sharing app like Uber or Lyft.

### Lost Property

Lost something? Try 504 Lewisohn first if you left it in a classroom. You can also go to Public Safety in Low Library, Room #111 or call 212-854-2797. You can also complete a Lost and Found form on the Public Safety website:

<https://www.repoapp.com/columbia-university-lost-found/>



# *Complaints*

We hope that your time at Columbia is productive and enjoyable. If you are not satisfied, please tell us. We will try to make it right.

If you have a problem with your class, talk first to your instructor. If required, you can then talk to Mary Pickett, ALP Director, in 504 Lewisohn.

If you have a non-academic problem, please report it to the ALP Advisor in 504 Lewisohn. You will be directed to the right person.

Usually, a meeting will solve the problem. If, however, you are still not satisfied after your meeting, you may make a formal complaint in writing.

To make a housing complaint, write to: Sorayda Jermyn, Residential Services Representative ([sb9@columbia.edu](mailto:sb9@columbia.edu))

To make all other complaints, write to: Mary Pickett, ALP Director ([mp3045@columbia.edu](mailto:mp3045@columbia.edu))

Your complaint must include full details, including names of any people involved (if applicable). The complaint will be reviewed and you will receive a response within 24 hours. Further action, if and when necessary, will be taken by the University within 7 days.



















COLUMBIA UNIVERSITY - MORNINGSIDE CAMPUS MAP

