



# STUDENT HANDBOOK

AUDITORS & LIFELONG LEARNERS

FALL 2014-SPRING 2015

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COLUMBIA UNIVERSITY  
NEW YORK

# *Introduction*

## **WHO WE ARE**

The Office of Student Life and Alumni Relations (SLAR) is a team of student services professionals committed to providing enrolled students with information about Columbia's wealth of academic and student life resources.

SLAR'S goal is to help School of Continuing Education (SCE) students make informed decisions about their course of study so that they achieve their goals during their time at Columbia.

## **WHAT WE DO**

SLAR works closely with other student services offices on campus to provide SCE students with up-to-date information about registration, email account management, tuition and financing, and immunizations requirements, among other things. Some of the offices SLAR works most closely with are the University Registrar, Student Financial Services, Columbia University Information Technology (CUIT), the ID Center, and Columbia Health.

## **THE STUDENT HANDBOOK**

The student handbook contains the information students need most urgently in order to establish themselves at Columbia. It consists of six sections:

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In addition to the student handbook we encourage SCE students to refer to the School of Continuing Education's website (<http://www.ce.columbia.edu>) for program-specific information.

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

Email: [sce-studentaffairs@columbia.edu](mailto:sce-studentaffairs@columbia.edu)

Phone: (212) 854-0419

*Please save this handbook for future reference.*

# Things To Do

## 1. ACTIVATE A COLUMBIA EMAIL ACCOUNT

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

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

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

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

## 2. OBTAIN A COLUMBIA ID CARD

The University ID card grants you access to the libraries and secure campus locations, allows you to purchase services at campus cafes and the University bookstore and enables you to take advantage of cultural discount programs in New York City. Read more about the many University ID card features here: [http://www.columbia.edu/cu/id/docs/Columbia\\_Card\\_Programs/index.html](http://www.columbia.edu/cu/id/docs/Columbia_Card_Programs/index.html)

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

1. In person in the ID center in 204 Kent Hall once you are registered for classes
2. Submit a photo online. The photo format should be passport-style but can be taken with your own camera or phone and meet the following requirements:
  - The photo should be a color, JPEG file
  - The background should be uniform and light-colored
  - You must be facing forward, with your head and shoulders clearly visible

- No photos with sunglasses or hats will be accepted
- The file cannot exceed 100k in size

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

Location: 204 Kent Hall  
Hours: 9 a.m. – 5 p.m., Monday, Wednesday, Thursday, Friday;  
9 a.m. – 6 p.m., Tuesday  
Phone: (212) 854-5883  
Email: [idcard@columbia.edu](mailto:idcard@columbia.edu)  
Website: <http://www.columbia.edu/cu/id/>

### 3. KNOW YOUR C-NUMBER/PID

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

### 4. KEEP AN EYE OUT FOR YOUR E-BILL

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

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

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

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

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

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

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

## **5. READ ESSENTIAL POLICIES FOR THE COLUMBIA COMMUNITY**

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

# Things To Know

## 1. STUDENT SERVICES ONLINE (SSOL)

<https://ssol.columbia.edu>

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

\*HOLDS - Failure to meet deadlines and/or maintain satisfactory academic progress may result in a HOLD on your student account. A HOLD prohibits students from registering, changing programs, and obtaining a diploma or transcripts. Reasons for a HOLD include:

- Failing to submit required Health Services documents
- Failing to make payments on student account
- Poor academic progress

## 2. STUDENT FINANCIAL SERVICES (SFS)

<http://www.columbia.edu/cu/sfs/>

Student Financial Services manages E-billing and student accounts, sponsored billing, tuition exemption and stipends. Visit the SFS website to find answers to billing and payment questions. For information regarding tuition and fees please visit your individual program's pages on the School of Continuing Education's website:

<http://ce.columbia.edu/Auditing-Program-and-Lifelong-Learners>

Online Q&A tool:	<a href="http://askus.columbia.edu/">http://askus.columbia.edu/</a>
Location:	205 Kent Hall
Mailing Address:	205 Kent Hall, Mail Code 9202 1140 Amsterdam Ave. New York, NY 10027
Hours:	9 a.m. – 5 p.m., Monday – Friday
Phone:	(212) 854-4400

### 3. UNIVERSITY REGISTRAR

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

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

The registrar's office maintains academic records. Visit the registrar's website to request a transcript.

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

Columbia's *Academic Calendar* (<http://registrar.columbia.edu/academic-calendar/30>) is listed on the registrar's site. The calendar lists all the important dates in a given semester.

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

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

<http://registrar.columbia.edu/registrar-forms>.

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

Location: 205 Kent Hall

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

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

Phone: (212) 854-4400

### 4. DIRECTORY OF CLASSES (ONLINE COURSE BULLETIN)

<http://www.columbia.edu/cu/bulletin/uwb/>

The Directory of Classes is Columbia's online course bulletin. Use it to locate courses' 5-digit call numbers to see if courses require departmental or professor permission, to check enrollment numbers and to see if courses are lectures or seminars, used for registration, find course meeting times and locations, professor names, and other important information.

### 5. COURSEWORKS

<https://newcourseworks.columbia.edu/welcome>

If you're registered for courses that use CourseWorks, just log into <http://courseworks.columbia.edu> as you normally would. You should be redirected automatically to your course sites in CourseWorks.

The CourseWorks system will provide state-of-the-art online learning and information sharing tools, while creating a highly interactive educational experience. This robust system offers user-friendly information sharing between instructors and students through collaboration tools, such as email, chat and wiki; discussion boards; test creation; an improved grade book; calendaring; and social media. CourseWorks reaches beyond the current CourseWorks system to expand the set of features available to instructors and students to meet their educational needs.

Faculty, students, and administrators can find information about support on the left navigation bar. If you need assistance please send email to [newcourseworks@columbia.edu](mailto:newcourseworks@columbia.edu).

## *Registration*

### **FALL 2014 AND SPRING 2015 REGISTRATION**

You may register yourself online (<https://ssol.columbia.edu>) on Student Services Online for the Fall 2014 semester on Monday, August 11 - Friday August 29, 2014 for continuing Auditors and Lifelong Learners, and Monday, August 18 - Friday, August 29, 2014 for new Auditors and Lifelong Learners. For the Spring 2015 semester continuing Auditors and Lifelong Learners can register online on Monday, January 5 - Friday, January 16, 2015. New Auditors and Lifelong Learners can register online on Monday, January 12 - Friday, January 16, 2015. All students are assigned registration appointment times: <http://registrar.columbia.edu/content/appointment-times-and-pins>. These appointment times will be available on Student Services Online (<https://ssol.columbia.edu>) about two weeks prior to the registration period.

To view the courses open to Auditors and Lifelong Learners, please go to the Directory of Classes, Columbia's online course bulletin: <http://www.columbia.edu/cu/bulletin/uwb/>. Click "A" in the "Course Listings by Subject" box and scroll down to where the auditing courses are listed, or click "A" in the "Course Listings by Department" box and scroll down to the Auditing Department.

### **IN-PERSON REGISTRATION**

If you do not have a Columbia email account or otherwise cannot register online, you will need to come in person to register. Dates and times of in-person registration will be shared in advance. In-person registration will be located in 203 Lewisohn Hall on Columbia's Morningside campus. Appointments are not required.

## CHANGE OF PROGRAM PERIOD

**Fall 2014: Tuesday, September 2-Friday, September 12**

**Monday, September 8-Friday, September 12**

**Spring 2015: Tuesday, January 20 - Friday, January 30**

### **Dropping Individual Classes**

The change of program period is a window of opportunity during which you may drop individual courses from your schedule **without financial penalty**. You may drop an individual course online on SSOL. You may also complete a Registration and Add/Drop form and submit it to the Office of Student Life and Alumni Relations:

*<http://ce.columbia.edu/Student-life-and-alumni-relations/Forms>*

### **Withdrawing from All of Your Classes**

You may also withdraw, meaning drop *all* of the courses you're registered for during this time and receive a full tuition refund. There is a \$75 withdrawal fee after classes begin. **Students cannot withdraw online.** *They must submit the Notice of Withdrawal form ([assets.ce.columbia.edu/pdfs/slar/notice\\_of\\_WD.pdf](http://assets.ce.columbia.edu/pdfs/slar/notice_of_WD.pdf)) directly to the Office of Student Life and Alumni Relations.*

### **Adding Classes**

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

## AFTER THE CHANGE OF PROGRAM PERIOD ENDS

### **Dropping Individual Classes and Withdrawing from All of Your Classes**

Auditors do not receive a refund if they are dropping courses or withdrawing after the Change of Period ends, which for Fall 2014 is Friday, September 12, 2014, and for Spring 2015 is Friday, January 30th, 2015. After classes begin, if an auditor withdraws at any time, then a \$75 withdrawal fee is assessed.

### **Adding Classes**

If you wish to register for a course after the change of program deadline you will need to obtain permission from an adviser in 203 Lewisohn and must have written permission from each course instructor to do so. You will also be charged a late registration fee of \$100.

# ***FORMS***

There are forms associated with making changes to your course of study and to your student status. This section explains them in further detail. You can find most of the forms you will need in the “Forms” section of the Office of Student Life and Alumni Relations’ website:

<http://ce.columbia.edu/student-life-and-alumni-relations/Forms>

## Registration and Add/Drop

<http://ce.columbia.edu/student-life-and-alumni-relations/Forms>

If you register in person for classes you will need to complete this form in order to do so.

## Academic Certification

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

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

## Name Change Affidavit

<http://registrar.columbia.edu/registrar-forms/name-change-affidavit>

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

## Transcript Request

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

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

## Notice of Withdrawal Form

*<http://ce.columbia.edu/student-life-and-alumni-relations/Forms>*

If you decide to drop all of your classes, it constitutes a withdrawal and you will need to submit this form directly to the Office of Student Life and Alumni Relations. You cannot withdraw from all of your classes online. There is a \$75 withdrawal fee and there is a tuition refund schedule associated with withdrawing.

## ***IMPORTANT UNIVERSITY RESOURCES***

Columbia University Bookstore	<a href="http://www.columbiabookstore.com"><u>www.columbiabookstore.com</u></a>
Columbia University Libraries	<a href="http://www.library.columbia.edu/"><u>www.library.columbia.edu/</u></a>
Computer Labs	<a href="http://www.columbia.edu/acis/facilities/labs/locations/html"><u>www.columbia.edu/acis/facilities/labs/locations/html</u></a>
Dining Services	<a href="http://www.dining.columbia.edu"><u>www.dining.columbia.edu</u></a>
Health Services	<a href="http://www.health.columbia.edu/"><u>www.health.columbia.edu/</u></a>
Transportation	<a href="http://www.transportation.columbia.edu"><u>www.transportation.columbia.edu</u></a>
Parking	<a href="http://www.facilities.columbia.edu/overview-3"><u>www.facilities.columbia.edu/overview-3</u></a>
Campus Safety	<a href="http://www.columbia.edu/cu/publicsafety/"><u>www.columbia.edu/cu/publicsafety/</u></a>
Campus Map <i>See last page for full-page map</i>	<a href="http://www.columbia.edu/about_columbia/map/"><u>www.columbia.edu/about_columbia/map/</u></a>
Athletics and Dodge Fitness Center	<a href="http://www.gocolumbialions.com"><u>www.gocolumbialions.com</u></a>
Columbia University Information Technology (CUIT)	<a href="http://www.columbia.edu/cuit/"><u>www.columbia.edu/cuit/</u></a>



