
 **COLUMBIA UNIVERSITY**
School of Continuing Education



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The School of Continuing Education at Columbia University is a resource for those who wish to take their lives in new directions.

Our students are motivated, serious, academically oriented people who seek professional, personal, or academic development in subjects that range from the sciences to the humanities to the arts.

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

Though this offering is diverse, our programs are unified by our mission: to transform knowledge and understanding in service of the greater good: a just, sustainable and compassionate global society.

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Fall 2013 On-Campus Academic Calendar

Early Registration	Mon., Apr. 15-Fri., Apr. 19
Registration*	Mon., Aug. 26-Fri., Aug. 30
Labor Day Holiday: No classes; University offices closed.	Mon., Sept. 2
Classes Begin	Tues., Sept. 3
Late registration/change of program** Mon.-Thurs., 10 a.m.-6:00 p.m.; Fri., 10:00 a.m.-4:00 p.m.	Tues., Sept. 3-Fri. Sept. 13
Last day to add a class or drop a class without financial penalty***	Fri., Sept. 13
Last day to drop an individual class with financial penalty	Tues., Oct. 8
Academic Holiday: No classes.	Mon, Nov. 4
Election Day holiday: No classes; University offices closed.	Tues., Nov. 5
Last Day to Select Pass/Fail Option	Thur., Nov. 14
Thanksgiving holidays: No classes; University offices closed.	Thur., Nov. 28-Fri., Nov. 29
Classes end	Mon., Dec. 9
Last day to withdraw from the University	Mon., Dec. 9
Final Exams	Fri., Dec. 13-Fri., Dec. 20

* **Registration** – A withdrawal fee is charged if a student registers and subsequently withdraws, regardless of whether or not classes have begun. See [Withdrawal & Tuition Refund](#).

** **Late Registration/change of program** – Students must obtain permission from an adviser in 203 Lewisohn Hall and must have written permission from each course instructor to register after September 14. After September 14 only partial [tuition refunds](#) are granted, and only when students withdraw by dropping all of their courses. A late registration fee is charged during and after late registration.

*** **Last day to add a class or drop an individual class without financial penalty** – There is no tuition refund for courses dropped after this date, unless a student [withdraws from the University](#) (i.e., drops all of the courses for which he or she is registered). In addition to any tuition that is retained, a withdrawal fee is charged whenever a student withdraws.

Spring 2014 On-Campus Academic Calendar

Registration*	Mon., Jan. 13-Fri., Jan. 17
Martin Luther King Jr. Holiday: No classes; University offices closed.	Mon., Jan. 20
Classes Begin	Tues., Jan. 21
Late registration/change of program** Mon.-Thurs., 10 a.m.-6:00 p.m.; Fri., 10:00 a.m.-4:00 p.m.	Tues., Jan. 21-Fri. Jan. 31
Last day to add a class or drop a class without financial penalty***	Fri., Jan. 31
Last day to drop an individual class with financial penalty	Tues., Feb. 25
Spring Recess: No classes.	Mon, Mar. 17-Fri, Mar. 21
Last Day to Select Pass/Fail Option	Thur., Mar. 27
Classes end	Mon., May 5
Last day to withdraw from the University	Mon., May 5
Final Exams	Fri., May 9-Fri., May 16

* **Registration** — A withdrawal fee is charged if a student registers and subsequently withdraws, regardless of whether or not classes have begun. See [Withdrawal & Tuition Refund](#).

** **Late Registration/change of program** — Students must obtain permission from an adviser in 203 Lewisohn Hall and must have written permission from each course instructor to register after September 14. After September 14 only partial [tuition refunds](#) are granted, and only when students withdraw by dropping all of their courses. A late registration fee is charged during and after late registration.

*** **Last day to add a class or drop an individual class without financial penalty** — There is no tuition refund for courses dropped after this date, unless a student [withdraws from the University](#) (i.e., drops all of the courses for which he or she is registered). In addition to any tuition that is retained, a withdrawal fee is charged whenever a student withdraws.

Fall 2013 Online Business Certificate Program:

Online courses are administered in an intensive seven week format designated as Fall 1 and Fall 2.

	Fall 1 (Sep 3-Oct 18)	Fall 2 (Oct 28-Dec 13)
Registration*	Mon, Aug 26- Fri, Aug 30	Mon, Oct 26- Fri, Oct 25
Classes Begin	Tue, Sep 3	Mon, Oct 28
Change of Program***	Tue, Sep 3- Fri, Sep 6	Mon, Oct 28- Fri, Nov 1
Last day for full refund**	Fri, Sep 6	Fri, Nov 1
Last day to drop an individual class without financial penalty	Fri, Sep 6	Fri, Nov 1
Last day to drop an individual class with financial penalty	Tue, Sep 17	Mon, Nov 11
Thanksgiving Day Holiday	Thu, Nov 28	Thu, Nov 28
Last day to select pass/fail option	Fri, Oct 11	Fri, Dec 6
Classes End/Last day to withdraw	Fri, Oct 18	Fri, Dec 13

Spring 2014 Online Business Certificate Program:

Online courses are administered in an intensive seven week format designated as Spring 1 and Spring 2.

	Spring 1 (Jan 21-Mar 7)	Spring 2 (Mar 24-May 9)
Registration*	Mon, Jan 13- Fri, Jan 17	Mon, Mar 17- Fri, Mar 21
Classes Begin	Tue, Jan 21	Mon, Mar 24
Change of Program***	Tue, Jan 21- Fri, Jan 24	Mon, Mar 24- Fri, Mar 28
Last day for full refund**	Fri, Jan 24	Fri, Mar 28
Last day to drop an individual class without financial penalty	Fri, Jan 24	Fri, Mar 28
Last day to drop an individual class with financial penalty	Tue, Feb 4	Mon, Apr 7
Last day to select pass/fail option	Fri, Feb 28	Fri, May 2
Classes End/Last day to withdraw	Fri, Mar 7	Fri, May 9

* *Registration* – A withdrawal fee is charged if a student registers and subsequently withdraws, regardless of whether or not classes have begun. See [Withdrawal & Tuition Refund](#) for details and procedures.

** *Last day for full refund* – After this date, students will receive no refund for dropping individual courses. Students may be eligible for a partial refund after this date if they withdraw from the fall semester by dropping all of their courses in a given session. See [Withdrawal & Tuition Refund](#) for details and procedures.

****Change of Program Monday-Thursday, 10:00 a.m.-6:00 p.m.; Friday 10:00 a.m.-5:00 p.m.*

Important Links/Getting Started

ACTIVATE YOUR UNI

- All students must activate a Columbia email account. You can activate your account by going to: <http://uni.columbia.edu>. Please allow 7 days from the time you are admitted to activate your UNI. Many important University communications, including notification of the Student Account Statement availability, are **sent via email only**. You are responsible for all official University communications sent to your Columbia email address. You can access your email account at <http://lionmail.columbia.edu>.

VACCINATION INFORMATION

- **Students taking six or more credits** are required to have two immunization requirements before registering for classes. It is recommended that students submit their documentation at least 30 days prior to their scheduled registration date. All incoming students are placed on hold prior to their first registration. www.health.columbia.edu/about/immunization-requirements

COLUMBIA ID CARD

- The University ID card grants you access to libraries, secure campus locations, and enables students to take advantage of cultural discount programs in New York City. <http://www.columbia.edu/cu/id/index.html>

STUDENT SERVICES ONLINE (SSOL)

- Once you activate your UNI you can use this website to register, make changes to your schedule, pay tuition and fees, view holds, update contact information, view grades, request transcripts, and more. <https://ssol.columbia.edu>.

STUDENT BILLING

- Columbia bills students for tuition, fees, and other charges at the beginning of each semester. The Student Account Statement is distributed electronically via email notification to a student's Columbia University email account after the add/drop period. This office manages e-billing and student accounts, sponsored billing, tuition exemption, and stipends. There are no University grants or scholarships offered to School of Continuing Education students. For more information, please refer to: <http://www.columbia.edu/cu/sfs>

Registration for New and Continuing Students

Registration for New Students

First time students will receive a registration link in their Admissions letter. You are unable to utilize SSOL as a first time registrant.

Registration for Continuing Students

How to Register Online for Courses in the School of Continuing Education

You may register yourself online (<http://ssol.columbia.edu>) using your Columbia email and password. All students are assigned registration appointment times:

<http://registrar.columbia.edu/content/appointment-times-and-pins>. You can only register online during these appointment times. These appointment times will be available on Student Services Online (<http://ssol.columbia.edu>) about two weeks prior to the registration period.

Choosing Your Courses

The Directory of Classes (<http://www.columbia.edu/cu/bulletin/uwb/>) is Columbia's online course bulletin. Use it to locate courses' 5-digit call numbers (which you'll need to register), to find out when and where courses meet, who the professors are, to see if courses require departmental or professor permission, to check enrollment numbers and to see if courses are lectures or seminars, among other things.

Course Works (Course Management Platform)

- This system allows for student-professor interaction throughout the semester utilizing email, chat, discussion boards, a grade book, calendar, and social media access.
<https://courseworks.columbia.edu/>

Identify and Register for Courses Which Need Approval

Some courses require the approval of either the professor teaching them or the department offering them. To determine whether or not the course you want to register for requires approval, check the "Approvals required" line on the course's webpage on the Directory of Classes:

<http://www.columbia.edu/cu/bulletin/uwb/>. If you see "Department" or "Instructor" listed in the "Approvals required" line, you will need to secure approval in writing (a print-out of an email from a professor is fine). Also check the "Open To" line. If you do not see "School of Continuing Education" listed you will need to secure written approval even if it says "None" in the "Approvals required" line. **You will not be able to register online for courses that require written approval.** You will have to come to in-person registration with either an email print-out of the approval or a signed registration add/drop form. You do not need an appointment to register in person.

Cross-registration

If a course is offered through another school, SCE students will have to cross-register for it. In order to determine whether a course is offered through another school, please check the "Division" line on the course's webpage in the Directory of Classes. If it lists schools other than SCE and doesn't list SCE in the "Open To" line, students most likely have to cross-register to take it. For approval to cross-register and instructions about how to do so, **please consult with your academic advisor.** **Continuing Education students are allowed to cross-register in courses in these schools only: Graduate School of Business, School of the Arts, Graduate School of Arts and Science, Barnard, School of International and Public Affairs, Fu Foundation School of Engineering and Applied Science, and Mailman School of Public Health, School of Social Work, and Teachers College.** Please note that enrolled students in these respective departments have priority. Cross-registration classes are not guaranteed to SCE students so additional course options are necessary during the registration process.

Adding and/or Dropping Courses

Continuing Education students who wish to add or drop a course or make any other change in their program must do so by following the procedures and deadlines below. Simply ceasing to attend a class or telling the instructor you no longer wish to attend does not constitute dropping the class.

There is no refund of tuition for courses dropped after the last day of late registration/the change of program period, unless you withdraw from the University—that is, drop all of the courses for which you are registered.

Students may not drop a course after two-thirds of the class meetings have been held. A mark—either a UW (unofficial withdrawal), or a grade averaging uncompleted work (as F) with grades received on completed work—will be assigned to any student who stopped attending class but did not drop the course before the designated date for the term.

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.

Adding Classes After the Change of Program Period Has Ended

If you wish to register for a course after the change of program period you will need to obtain permission from an advisor in 510 Lewisohn and must have written permission from each course instructor to do so. You will also be charged a late registration fee of \$100.

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 [Student Services Online](#). You may also drop an individual course by completing a [Registration & Add/Drop form](#), getting it signed by an advisor in 510 Lewisohn, and then taking it to the Office of the Registrar in 205 Kent for processing.

Dropping Individual Classes after the Change of Program Period Has Ended

If you drop one of several courses you're registered for after the change of program period, you will not receive any tuition back. There is no refund schedule associated with dropping individual classes.

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. Students cannot withdraw online. They must submit the [Notice of Withdrawal form](#) directly to the Office of Student Life and Alumni Relations.

Withdrawing from All of Your Classes after the Change of Program Period Has Ended

If you withdraw, meaning drop all of your classes after the change of program period, you will receive a percentage of your tuition back. **If you withdraw after the change of program period you will not receive a refund for your student fees.** Please refer to the tuition refund schedule. If you are entitled to a refund you will have to request that refund online on Student Services Online. Please allow one week for the [Notice of Withdrawal form](#) to be processed before going to [Student Services Online](#) to request a refund.

Columbia University

Fall 2013 and Spring 2014

Withdrawal Refund Schedule

Tuition Refunds

- Tuition refunds can only be redeemed when a student withdraws from all classes they are currently enrolled in.
- There is a \$75 withdrawal fee when a student decides to remove all classes from their schedule

Fee Refunds

- Fees such as the Health Service fee, the Student Medical Insurance premium, the University facilities fee, course fees or late fees are NOT REFUNDABLE if the withdrawal takes place after the change-of-program period.
- The one-time transcript fee and application fee are not refundable.

Full-term Sessions		Partial-term Sessions (Online Courses)	
<i>Withdrawal processed</i>	<i>Will be refunded</i>	<i>Withdrawal processed will be refunded</i>	<i>Will be refunded</i>
Week 1	100%	Week 1	100%
Week 2	100%	Week 2	60%
Week 3	90%	Week 3	50%
Week 4	80%	Week 4	30%
Week 5	70%	After Week 4	0%
Week 6	60%		
Week 7	50%		
Week 8	40%		
After Week 8	0%		

Grading System

As higher education institutions are not universal when grading students, please see Columbia University's grading system below:

A = Excellent

B = Good

C = Fair

D = Poor but passing

F = Failure (the grade of F is a final grade and is not subject to reexamination)

Grade point averages are computed on the following scale:

A+ = 4.33

A = 4.00

A- = 3.67

B+ = 3.33

B = 3.00

B- = 2.67

C+ = 2.33

C = 2.00

C- = 1.65

D = 1.00

F = 0.00

When the registrar calculates the grade point average, courses are weighted according to the number of credit points. Unless otherwise stated in specific degree or program requirements, each student must maintain at least a C (2.0) average. In the case of repeated courses, only the grades earned for the first attempt will be figured into the grade point average. Except in the case of a grade issued to replace an INC authorized by the Office of Student Life and Alumni Relations, all grades are based exclusively on the work completed by students during the term a course is offered, i.e., supplementary or revised work completed after a course has ended may not become the basis of a change of grade except in the case of an authorized INC. Other course marks are listed below.

Judgments about the performance of students in courses are deemed to be at the instructor's discretion and, except in the most extraordinary circumstances, cannot be changed without the assent of the instructor. When a student finds him or herself in an untenable situation in a course and believes these procedures are not appropriate, students should speak with the academic advisor, who will forward the concern, if necessary, to the Associate Dean of Non-Degree programs in the School of Continuing Education. For all other grading inquiries, please visit <http://ce.columbia.edu/student-life-and-alumni-relations/grades>.

Academic Review

Please note that whether you are taking classes for educational enrichment or toward a particular educational degree, students will be reviewed each semester based on their academic progress.

Postbaccalaureate Students

Postbaccalaureate Students must maintain an average of C (2.0) or better. If a student's average falls below C, or earns marks of D, W, INC or UW, the student will be placed on academic probation. Any student receiving an F grade will be put on academic hold and be subject to academic review pending dismissal. Students may appeal the dismissal if necessary.

Certificate Students

Certificate programs are comprised of specific grade and course requirements. For further certificate-specific information, please refer to the School of Continuing Education website. If a student's average falls below C, or earns marks of D, W, INC or UW, the student will be placed on academic probation. Any student receiving an F grade will be put on academic hold and be subject to academic review pending dismissal. Students may appeal the dismissal if necessary. Satisfactory progress is generally defined as meeting all program requirements within six terms/two years including summers.

Visiting Students

Students must maintain an average of C (2.0) or better. If a student's average falls below C, or earns marks of D, W, INC or UW, the student will be placed on academic probation. Any student receiving an F grade will be put on academic hold and be subject to academic review pending dismissal. Students may appeal the dismissal if necessary. For further information on grade requirements, please contact your home institution.

Appeals of Academic Probation or Dismissal

The academic progress of each student is reviewed shortly after the end of each term. A student whose performance falls below an average of C (2.0) will be placed on academic probation; if below-standard performance persists for a second term, the student will not be permitted to register again and will be dismissed from their respective program.

All decisions to place a student on academic probation or dismiss for academic reasons are subject to appeal. When a student believes that either academic probation or dismissal has been decided upon unfairly or inappropriately, they may appeal to the Associate Dean of Non-Degree Programs. If a student is still aggrieved, they may appeal to the Associate Dean of Student Life and Alumni Relations. The final appeal may be sent to the Dean of the School of Continuing Education.

Useful Campus Resources

Bookstore: 116th and Broadway

For all textbook and Columbia University apparel needs. www.columbia.bkstore.com

Center for Career Education: East Campus Building, Lower Level, 116th & Amsterdam (enter through Wien Courtyard)

The Center for Career Education is to help students and alumni develop the key competencies necessary to make informed decisions and take the necessary steps to achieve their career goals. The Center establishes connections and facilitates interaction among the University community as well as employers, and organizations to generate opportunities that help students pursue their personal and professional objectives. If you would like to schedule a counseling session, please call (212) 854-5609.

Appointments cannot be scheduled via e-mail. www.cce.columbia.edu

**Students in Master of Science programs and in Postbaccalaureate certificate programs have access to the Center for Career Education free of charge. General Postbaccalaureate Studies students must pay the Center's \$200 fee if they wish to use its services.

Computer Labs

CUIT computer labs provide a combination of workstations and/or ColumbiaNet kiosks. These computing facilities provide users with valid accounts access to a range of software. The major computing platforms in the labs and clusters are Microsoft Windows workstations, Apple Macintosh workstations, and Linux kiosks. <http://www.columbia.edu/acis/facilities/labs/locations/html>

Counseling Services: Alfred Lerner Hall, 8th Floor

Counseling and Psychological Services offers psychological counseling, couples counseling for students and their partners, student life support groups, and medication consultations to students on the Morningside Campus who have paid the Health Services Fee.

www.health.columbia.edu/docs/services/cps/index.html

Dodge Fitness Center: 3030 Broadway

The Dodge Fitness Center facility includes an indoor track, swimming pool, sauna, multi-sport gymnasium, tri-level fitness center, and personal training. Fitness classes are also available.

www.dodgefitnesscenter.com

Health Medical Services: John Jay Hall, 3rd and 4th Floors at 519 West 114th St

Make an appointment online: <https://secure.health.columbia.edu>

Make an appointment by phone: (212) 854-7426

All registered full-time, on-campus students (i.e. those who are registered for 12 credits or more) are required to have acceptable health insurance coverage. The Columbia Student Medical Insurance Plan (Columbia Plan) offers both Basic and Comprehensive levels of coverage. For further information regarding the levels of coverage, please visit Columbia Health's website: <http://www.health.columbia.edu/>. Please submit your insurance selection as soon as possible at: <https://ssol.columbia.edu/insurance/welcome.do>

International Students and Scholars Office: International House North, 524 Riverside Drive, 1st Floor

The ISSO provides a central advisement service to Columbia Schools, faculty, and departments for the evaluation of credentials of students who have studied in another country.

<http://columbia.edu/cu/isso>

Off-Campus Housing Assistance (OCHA): 401 West 119th Street, between Amsterdam Avenue & Morningside Drive

Columbia's Off-Campus Housing Assistance (OCHA) office assists Columbia students and affiliates in their search for rental housing in the metropolitan area.

<http://facilities.columbia.edu/housing/overview-2>

Libraries

Libraries are great places to pursue research, use information technology, write, study, and to take advantage of print and electronic resources. <http://library.columbia.edu/>

On-Campus Organizations

Hobbies or interests? Getting involved in activities while you pursue your studies does a body good!

www.columbia.edu/content/student-organizations.html

Photocopying and Printing

Photocopying: www.columbia.edu/cu/lweb/services/faq/browse/copy.html

Printing: www.columbia.edu/cu/lweb/services/faq/browse/print.html

Research Opportunities

Professors post available research projects on this search engine. www.researchmat.ch

Tutoring Services

CUTTA offers a full range of tutoring and test-prep services to students of all ages in New York City, both at home, or onsite at Columbia's Morningside Heights campus. Our tutors are graduate and undergraduate Columbia students who have demonstrated a strong scholastic ability in their subjects.

<http://cutta.columbiastudententerprises.com/>

Writing Center: 310 Philosophy Hall

The Writing Center provides support to students enrolled in Columbia courses. Students will work with writing consultants one-on-one and will offer feedback and strategies to help students improve at every stage of their writing, from brainstorming to final drafts. The Writing Center is open fall, spring, and summer semesters. <http://www.college.columbia.edu/core/uwp/writing-center>

