

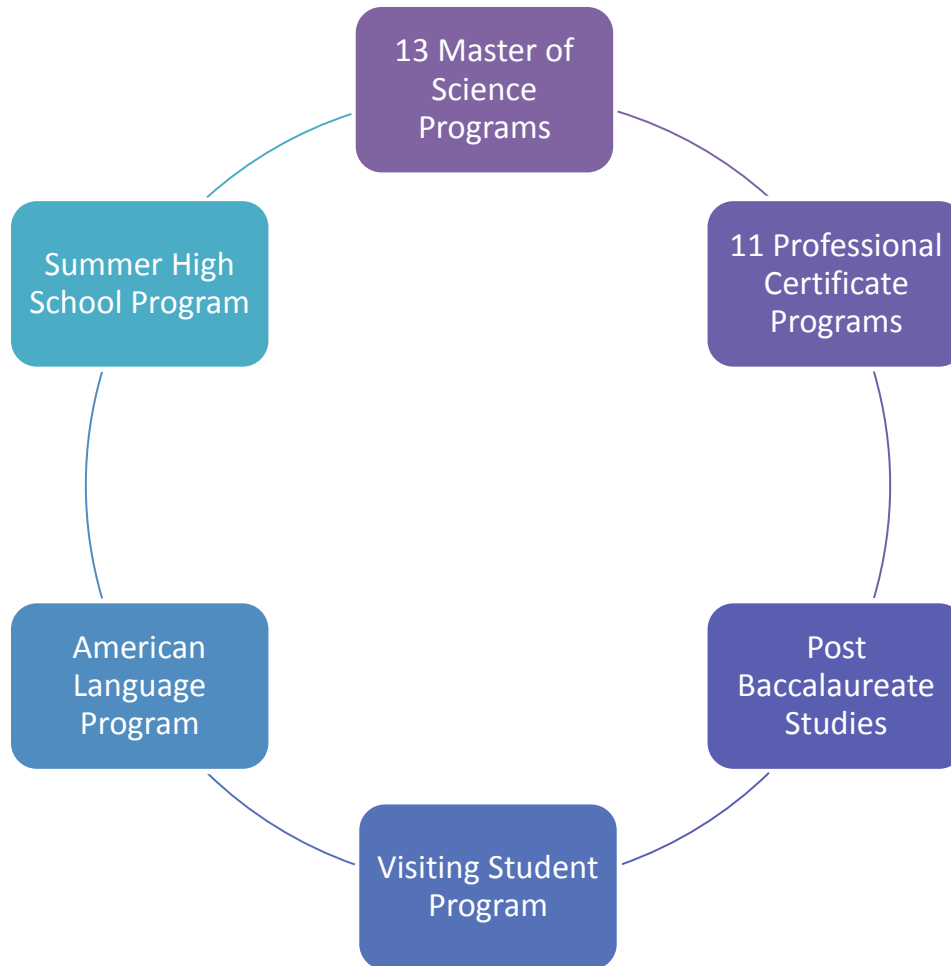
Welcome to Columbia University

New Student Orientation School of Continuing Education

Presented by:

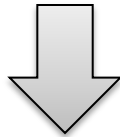
The Office of Student Life & Alumni Relations

The School of Continuing Education is home to...



Your Program Contacts

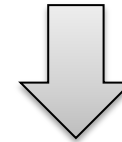
**Program Director
Faculty Advisor
Program Coordinator**



Primary contacts for:

- your course of study
- degree requirements
- course content

**Office of Student Life &
Alumni Relations**



Primary contact for:

- academic policy & procedures
- changes in your student status
- Course registration
- University services

Academic Experience

Congratulations on joining the Academic Community at Columbia University and SCE!

As a member of the academic community students must adhere to the University's academic standards of scholarship, excellence and integrity.



General Academic Guidelines for All M.S. Programs

- Every course creditable to the M.S. degree must be taken:
 - For a **Letter Grade**
 - At the **Graduate Level**, i.e. 4000-level or higher
- All M.S. degree requirements must be completed **within the time prescribed** by each program.
- All students must maintain an overall minimum **Grade Point Average of B (3.0)** in order to achieve satisfactory academic progress.

Specific M.S. Degree Requirements Vary by Program

- **Familiarize** yourself with degree requirements by reviewing your M.S. Program website: <http://ce.columbia.edu/programs>
- **Consult** with your Program Directors and Program Coordinators for academic advisement.

Utilize Columbia Email Account

- UNI = University Network ID
- For technical assistance, contact:
(212) 854-1919
askcuit@columbia.edu
<http://cuit.columbia.edu/>
Hours: Monday-Friday, 10 a.m. - 6 p.m.
- All communication from the University and the School will be sent only to your @columbia.edu email.
- Check your Columbia email regularly.
- If you prefer to use your personal email account, sign up for email forwarding.



Student Services Online (SSOL):

<https://ssol.columbia.edu/>

SSOL is the secure website students use to:

- *Manage student accounts*
- *Update contact information*
- *Pay tuition and fees*
- *View grades and account holds*
- *Request transcripts*
- *Register for classes*
- *And more...*

LOG IN

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

> University Network ID

> Network Password

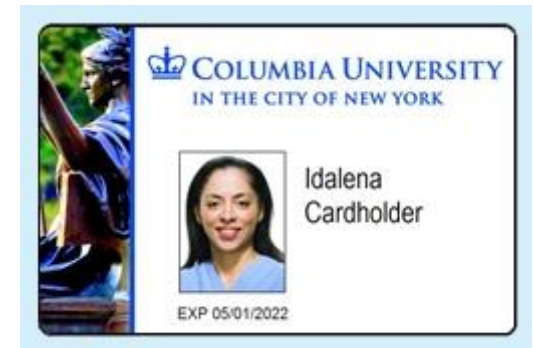
Continue Clear

[Log in Help](#)

Log onto SSOL with your **UNI** and **password**.

Obtain Columbia University ID Card (CUID)

- Access to University Facilities, i.e. Libraries & Dodge Fitness Center, etc., and receive student discounts to NYC attractions: <http://www.cuarts.com/>
- Once you are registered for classes, you may obtain your Columbia ID Card at:
- **The ID Center**
204 Kent Hall
(212) 854-5883
idcard@columbia.edu
<http://www.columbia.edu/cu/id/>
Hours: Mon, Wed-Fri, 9 a.m. - 5 p.m.; Tues, 9 a.m. - 6 p.m.



Columbia Health

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

Medical Services

John Jay Hall, 3rd and 4th Floors

Appointments: (212) 854-7426

After-hours Clinician-on-call: (212) 854-9797

Open Communicator (secure online appointment system):

<https://secure.health.columbia.edu>

Counseling & Psychological Services

Alfred Lerner Hall, 8th Floor

Appointments: (212) 854-2878

After-hours Clinician-on-call: (212) 854-9797

The Insurance Office

Alfred Lerner Hall, 7th Floor

(212) 854-3286

hs-enrollment@columbia.edu

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

	Fall Sept. 1, 2013 - Jan. 20, 2014	Spring/ Summer Jan. 21, 2014 - Aug. 31, 2014	Annual Premium Sept. 1, 2013 - Aug. 31, 2014
Student Rates:			
Basic Level	\$892	\$1,399	\$2,291
Comprehensive Level	\$1,229	\$1,928	\$3,157

Aetna Student Health

(benefits & claims information):

(800) 859-8471

Choose a Columbia Insurance Option or Waive CU Insurance before September 30, 2013

Full-time students (registered for 12 points or more):

- Must have acceptable health insurance coverage.
- Are automatically enrolled in Basic Level of CU Insurance Plan. May upgrade to Comprehensive Level, or may request a waiver or automatic enrollment by providing proof of alternate coverage that meets certain criteria.

Part-time students (registered for less than 12 points):

- Are encouraged to enroll in the Columbia Plan, but not required.

Submit insurance selection online:

<https://ssol.columbia.edu/insurance/welcome.do>

The Insurance Office

Alfred Lerner Hall, 7th Floor

Phone: (212) 854-3286

hs-enrollment@columbia.edu

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

Hours: Monday-Friday, 9 a.m. – 5 p.m.

Aetna Student Health (benefits & claims information):
(800) 859-8471

Submit Healthcare and Vaccination Information

- For students who take 6 points or more in one semester:
Obtain the Immunization/Measles, Mumps, Rubella (MMR) online:
http://health.columbia.edu/files/healthservices/pdf/health_MMR_Form.pdf

Form Submission Deadline: As Soon As Possible! *Per the New Student Checklist, this paperwork must be submitted before students register for classes.*

- Submit Immunization/Measles, Mumps, Rubella (MMR) Form to:
The Immunization Office
Morning Campus Location
Alfred Lerner Hall, 7th Floor
2920 Broadway, Mail Code 2605
New York, NY 10027
(212) 854-3286
hs-enrollment@columbia.edu
<http://health.columbia.edu/>

Hours: Monday-Friday, 9 AM – 5 PM

All students: Certify your Meningitis Vaccination Decision on SSOL:
<https://ssol.columbia.edu/ssv/crt/menIntro.html>

Register with Office of Disability Services (ODS)

If you require reasonable accommodations or support services, contact:

Office of Disability Services

Wien Hall, 1st Floor

411 W. 116th Street, Mail Code 3714

New York, NY 10027

212-854-2388

disability@columbia.edu

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

Hours: Monday-Friday, 9 a.m. – 5 p.m.

School of Continuing Education ODS Liaison:

Melissa Mondesir: mm4358@columbia.edu

Registration Instructions

For detailed, step-by-step instructions for online registration through SSOL, please refer to the *How to Register Online on SSOL PDF* **handout** in your registration email.



Office of Student Life and Alumni Relations
211 Amsterdam Ave., 11th-12th Floor, New York, NY 10027
Phone: (212) 854-0410 Email: studentaffairs@columbia.edu

COLUMBIA UNIVERSITY
School of Continuing Education

HOW TO REGISTER ONLINE ON SSOL

- Go to Student Services Online (SSOL) <http://ssol.columbia.edu>, Columbia's online tool, and log in using your ID# (University network ID) and password.
- Click on "Registration Agreement(s)" for new registration agreement items. Please note: you can only register online for classes during these times.
- Select a what your Registration agreement item page will look like. Once you have identified these items, click on "Registration" in the left-hand navigation toolbar.

- Check that you have read and agree to the registration conditions. Also indicate your USA status, and then click "Continue".
- Enter the 5-digit, cell number of the class you wish to add, then click "Query Add Class". You can browse the full numbers in the Directory of Classes, Columbia's online course catalog: <http://www.columbia.edu/cu/psl/online/>.
- Confirm that the course that appears is the one you wish to register for. Once you click "Add Class":
 - If you do not click "Add Class", you will not be registered for the class.
 - If your registration was successful, you will see a message to agree, for example: "Adding 48101 to your class list was successful. The change is effective immediately. Use the new schedule below." To stop add additional courses on this page by simply adding a new cell number to the cell number list. Please note: once you're registered for classes, you're responsible for all classes enrolled in.
 - If your registration was unsuccessful, you will receive a message in red. There are number of reasons you may receive an error message, including: insufficient financial services and/or student load or an error message. Because the system will only add a class if you don't have the prerequisite, or because the course requires a certain department or previous approval.

Some Extra Tips on Registering for a Course

HOW TO SELECT NUMBER OF POINTS
If the course offers students to select the number of points they wish the course to be will appear on a drop-down option near you enter the course cell number. Different courses will have different point values.

HOW TO SELECT PASS/FAIL OPTION
If a course offers students to take the course Pass/Fail, it will appear as a drop-down option when a student enters the course cell number. Select if the student must take all of their classes for a letter grade. Register on either or neither Pass/Fail options appears.

HOW TO SELECT INSTRUCTOR PERMISSION
If the course requires students to obtain instructor permission, it will appear as a drop-down option when a student enters the course cell number. If you have permission to add the course, you will see the appropriate instructor's permission before registering. If you require instructor permission, this determines whether the right to drop your class remains.

HOW TO DROP AN INDIVIDUAL CLASS
MEANS ONE OF SEVERAL YOU ARE REGISTERED

How to drop one of several classes:
1. Log into SSOL.
2. Click on "Registration Agreement(s)" for new registration agreement items.
3. Select a what your Registration agreement item page will look like.
4. Once you have identified these items, click on "Registration" in the left-hand navigation toolbar.
5. Select the appropriate class, and then click the "Drop" button.
6. You will receive a message in green that you were successfully dropped from the class.

How to drop all of your classes, or your only class, in other words to drop to zero points, on SSOL, and that you must contact your advisor for that as of the first day of the term, you may not drop your last (only) class. You must consult with your advisor.

WITHDRAWING
Event Notice of Withdrawal forms to Student Life & Alumni Relations, you must file a withdrawal notice to be effective by 11:59 PM on 11/15. Failure to complete all sections of this form will lead to the withdrawal process. A withdrawal fee of \$75 is applied to all withdrawals. Please check your account on www.columbia.edu/cu/psl/online/ approximately one week after withdrawal to verify your post-withdrawal balance.

If you are withdrawing through SSOL, or add/drop periods to Columbia University in Columbia University, a Payment, 210 West Hall, 1140 Amsterdam Avenue, New York, NY 10027. You are entitled to refund, you must include your course ID and number. Refund can be automatically issued. If you are entitled to a refund, you must request a letter the withdrawal has been processed.

If you are withdrawing through SSOL, or add/drop periods to Columbia University in Columbia University, a Payment, 210 West Hall, 1140 Amsterdam Avenue, New York, NY 10027. You are entitled to refund, you must include your course ID and number. Refund can be automatically issued. If you are entitled to a refund, you must request a letter the withdrawal has been processed.

If you are withdrawing through SSOL, or add/drop periods to Columbia University in Columbia University, a Payment, 210 West Hall, 1140 Amsterdam Avenue, New York, NY 10027. You are entitled to refund, you must include your course ID and number. Refund can be automatically issued. If you are entitled to a refund, you must request a letter the withdrawal has been processed.

Change of Program Period

After creating your schedule, if you would like to make changes you have two options:

Dropping Individual Classes

- Students may drop individual courses through SSOL during the Change of Program period.
- Students may drop an individual course after the Change of Program period by visiting Student Life and Alumni Relations.

Withdrawing from All of Your Courses

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

- Students must submit the *Notice of Withdrawal* form to the Office of Student Life and Alumni Relations: http://ce.columbia.edu/files/ce/forms/Notice_of_WD.pdf
- There is a \$75 withdrawal fee.
- Last day to withdraw and receive a full tuition refund: **September 13, 2013.**

Electronic Bill (E-Bill)

- **Tuition** is charged per point, per semester.
- **Student Fees** are charged by semester.
 - Full-Time = 12 points.
 - Part-Time = less than 12 points.

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

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

Columbia electronically bills you at the **beginning of each term**, about 2-3 weeks after registration, and **monthly** after that.

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

You log onto **Student Services Online (SSOL)** and make a payment:
ssol.columbia.edu
u

Note: Columbia does not send out any paper bills.

First E-Bill for Fall 2013

<i>E-Bill Notification</i>	<i>Payment Due Date</i>
Friday, Sept. 13, 2013	Thursday, Oct. 10, 2013

Late payment fees are charged if payment is not made by the due date.



[Privacy Policy](#)

E-Billing Login

Please enter your Login Name and Password in the fields below and then click the "Login" button.

[? Forgot Login Name](#) [? Forgot Password](#)

Login Name:	<input type="text"/>
Password:	<input type="password"/>

Log in

Reset

Payment options available:

- Online E-Check through SSOL
- By mail
- By wire transfer
- In person at 210 Kent Hall
- Sponsored Billing:

Employers receive invoice instead of student.

[Student Financial Services Site](#) > [Billing & Payments](#) > [Sponsored Students](#)

Your E-Bill and Financing

Questions about your E-Bill:

Student Financial Services

205 Kent Hall

Tel: (212) 854-4400

Online Q&A tool:

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

Both offices are open:

Monday – Friday, 9 a.m. – 5 p.m.

Questions about financing options:

Student Financial Planning (SFP)

202 Kent Hall

Tel: (212) 854-7040

sfp@columbia.edu

You may consult with SCE
Financial Aid Counselor:

Donna Holloway

dh2553@columbia.edu

212-854-7040

Coming in Fall 2013: SmartThinking

Live, Online Tutoring

Smarthinking's live, online tutoring is provided up to 24 hours a day, 7 days a week. Our on-demand tutoring is set up to help ensure little to no wait time and connects students with expert educators, one-on-one, in real-time. Students also have the ability to schedule an appointment ahead of time with a tutor of their choice or submit.

Online Writing Lab

The Online Writing Lab is designed to assist students to become stronger writers. You can submit your work electronically and, in response, receive a detailed, personalized critique of any written assignment. When applicable, you can also select specialists such as ESOL, Technical Writing, or Creative Writing experts. You can submit writing 24 hours a day, 7 days a week.



COURSEWORKS@COLUMBIA

- Course management and collaboration system
- Use your UNI to log in
- Each student has “My Workspace” where courses, announcements, and a calendar are located
- Video tutorials are available
- Trainings every Wednesday (12pm-1pm) and Friday (1pm-2pm)

<http://courseworks.columbia.edu>

SCE Student Involvement

- FestiFall 2013: Saturday 9/21, 4pm-7pm
 - Join graduate students from across campus for this fun mixer on the South Lawn! Drinks, giveaways, and networking.
 - Rain date: Sunday 9/22, same time and location
- Join student groups in your academic programs, ask your Program Directors and Coordinators for more details.

Professional and Career Development

- **Program Directors/ Faculty** – For industry trends, hiring patterns and profiles.
- **Program Specific Events/ Seminars** – Provide networking opportunities, as well as, educational value.
- **The Center for Career Education (CCE)** – Offers career advising appointments, career development workshops, job fairs and online resources. From this website, you may also register for LionSHARE, Columbia's job posting system. www.careereducation.columbia.edu
- **Orientation** is the first step in this evolving process as you **meet your peers**, establish a **network** and begin to refine a **career plan**.

Executive Career Coaching

- This is an exclusive resource to all Master of Science students to support the connection of your program, work experience, and career objectives.
- Focused on your field of study.
- One-on-one career coaching based on your daily activities and long-term goals.
- Career Coaches are experts in helping students clarify their goals and career path, organize commitments, and prioritize student and work responsibilities.

Coaching + Data + Technology

Columbia University Libraries

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



- Ranks as one of the top five library systems in the nation:
 - 10 million+ volumes
 - 100,000+ journals and serials.
 - Extensive collection of economic resources, manuscripts, rare books, microforms.
- Offers many study spaces and reading rooms.

Columbia University Bookstore

<http://columbia.bncollege.com>

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

(212) 854-4131

Store Hours:

Monday - Friday:
9 a.m. – 9 p.m.

Saturday and Sunday:
11 a.m. – 6 p.m.



Dodge Fitness Center

<http://www.gocolumbialions.com/>



- Membership included in your University Facilities Fee. Enter with your CUID.
- Indoor running track, 25-yard swimming pool, Scandinavian Sauna, multi-sport gymnasium, and tri-level fitness center.
- Voluntary fitness classes.

CU Arts Initiative

<http://www.cuarts.com/>

CU ARTS FREE MUSEUMS DISCOUNT TICKETS ALUMNI ARTSLINK DONATE Search CUarts GO

The Arts Initiative at Columbia University is President Lee C. Bollinger's pioneering venture to make arts and culture a meaningful part of every Columbian's experience. Its diverse programs encourage students, faculty and alumni in all fields to generate, study and engage the creative life of the campus, the city, and the wider world.

it for your class today. Students can now suggest arts and culture events to their professors through the A

LEARN	DISCOVER	CREATE	SUPPORT
<ul style="list-style-type: none"> ▶ Arts @ CU ▶ ArtsLink ▶ Arts Global ▶ Blogs and News ▶ 5 Year Report (Download PDF) 	<ul style="list-style-type: none"> ▶ Student resources ▶ Alumni resources ▶ Faculty and staff resources ▶ Columbia Culture Map ▶ Harlem Arts Map 	<ul style="list-style-type: none"> ▶ Columbia Arts Groups and Resources ▶ Gatsby Student Arts Support Fund ▶ Jobs and internships ▶ Lunch with CUarts ▶ Performance and rehearsal space ▶ Promote your Work ▶ Guides to producing events on campus 	<ul style="list-style-type: none"> ▶ Become a member ▶ Membership benefits ▶ Our supporters ▶ Testimonials ▶ Where does my money go?

Use your CUID for **student discounts** on NYC attractions!

Campus Safety

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

Morningside & Manhattanville Campuses

111 Low Library, Mail Code 4301

535 West 116th Street

New York, NY 10027

Tel: (212) 854-2797

Fax: (212) 932-0798



Safetymatters

publicsafety@columbia.edu

Emergency Numbers

*Calls to the emergency numbers listed below are answered
24 hours a day, 7 days a week.*

Morningside & Manhattanville Campuses

(212) 854-5555

Campus Phones: 4-5555

Office of Student Life & Alumni Relations

We are a team of student services professionals committed to providing enrolled students with information about Columbia's wealth of academic and student life resources.



203 Lewisohn Hall

sce-studentaffairs@columbia.edu

Tel: (212) 854-0419

Fax: (212) 854-4101

Monday – Thursday, 9 a.m. – 6 p.m.

Friday, 9 a.m. – 5 p.m.

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