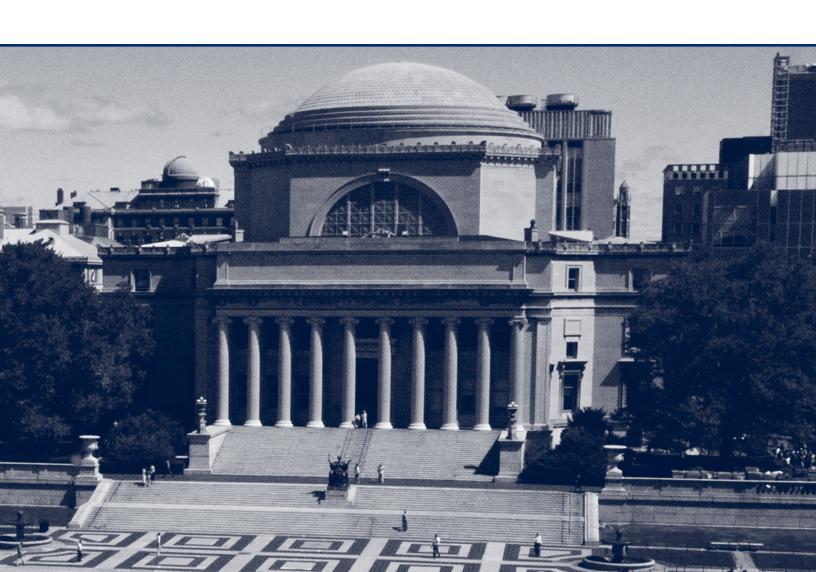# COLUMBIA UNIVERSITY
School of Professional Studies

STUDENT HANDBOOK

Office of Student Affairs
Columbia University
School of Professional Studies
203 Lewisohn Hall, MC 4119
2970 Broadway
New York, NY 10027

(212) 854-0419
studentaffairs@sps.columbia.edu
http://sps.columbia.edu/student-life-and-alumni-relations

Contents

About Columbia University

For more than 250 years, Columbia has been a leader in higher education in the nation and around the world. At the core of our wide range of academic inquiry is the commitment to attract and engage the best minds in pursuit of greater human understanding, pioneering new discoveries, and service to society.

Our distinguished faculty, alumni and student body are expanding the boundaries of knowledge in medicine, sciences, the arts, humanities, and the professions. The University offers an outstanding and comprehensive array of academic programs. These include three undergraduate schools, thirteen graduate and professional schools, a world-renowned medical center, four affiliated colleges and seminaries, twenty-five libraries, and more than one hundred research centers and institutes.

Columbia is both global and local in focus. As a vital part of New York, our research and teaching are enhanced by the vast resources of one of the world's greatest cities. We are an intellectual community of some 40,000 students, faculty and staff who work continually to expand our mission of teaching, research, patient care, and public service.

For additional historical background, please visit: *http://www.columbia.edu/content/history.html*

About the School of Professional Studies

The School of Professional Studies, a graduate school at Columbia University, spans the continuum from high school and pre-college students through lifelong learners with innovative and market-driven offerings at the highest levels of academic excellence.

Our Mission and Vision

Our mission is to provide a rigorous education, informed by rapidly evolving global market needs, that supports the academic and professional aspirations of our student community.

Our vision is to become the premier destination for professional education by generating interdisciplinary thought leadership, developing innovative pedagogy, and advancing globally competitive academic solutions for ambitious agents of change and impact.

Our Focus

Based on this mission and vision, Dean Jason Wingard has focused the school's efforts on three pillars:

Develop high-quality academic programming and curricula;

Prepare students for the marketplace by ensuring they have gone through a best-in-class curriculum for their professions; and

Create a virtuous circle for faculty by engaging academic scholarship that informs teaching; teaching that enhances the practice of professions; and practical application that, in turn, reinforces scholarship.

Our Offerings

Fourteen master's degrees, focusing on emerging market needs

Eighteen certificate or certification programs

Courses in over 100 subject areas

Pre-college academic study for high school students with over 50 curricular options

ESL instruction through the American Language Program

Access to Arts and Sciences courses through the Auditing and Lifelong Learning Programs

Summer Sessions for Columbia University

Your To-Do List

☐ ACTIVATE YOUR COLUMBIA EMAIL ACCOUNT

In order to register online and to access Columbia's secure online applications, including Student Services Online (SSOL), Canvas, 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 Professional Studies use email as an official means of communication with students. 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.

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? (look up 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.

☐ ALL STUDENTS MUST PROVIDE PROOF OF IMMUNIZATION

New York state public health law and university policy requires that all students must provide documentation of immunity to Measles, Mumps, and Rubella (MMR) as well as document that they either have received the meningitis vaccine or have declined to receive it. You must complete the MMR form (*http://health.columbia.edu/system/files/content/healthpdfs/Insurance/health_immunization_mmr_form_8.22.14.pdf***) and submit to Columbia Health in person, by mail or fax 30 days prior to registration.**

Completed forms may be submitted in one of the following ways:

In Person:	Immunization Office, John Jay Hall, 3rd Floor, Monday – Friday, 9 a.m. – 5 p.m.
By mail:	Immunization Office, 519 West 114th Street, MC 3601, New York, NY 10027
By fax:	(212) 854-5078
	If you fax your documentation, please make sure to include your full name, date of birth, CUID, and the school you will be attending on the form. It cannot be processed without this information.
	We cannot verify receipt of individual documents so please keep a copy of your fax confirmation.

For questions or concerns regarding your immunization documentation, contact the Immunization Compliance Office:

Location:	John Jay Hall, 3rd Floor
Hours:	Monday – Friday, 9 a.m. – 5 p.m.
Phone:	(212) 854-7210
Email:	immunizationcompliance@columbia.edu
Website:	*http://health.columbia.edu/students/immunization-compliance-requirements/mmr*

☐ RECORD YOUR MENINGOCOCCAL MENINGITIS VACCINATION DECISION ONLINE BEFORE REGISTERING FOR CLASSES

New York State public health law requires that students receive information from their institutions about meningococcal meningitis and the vaccine that protects against most strains of the disease that can occur on university campuses. Columbia students must make an informed decision about being vaccinated and certify their decision online (*https://ssol.columbia.edu/ssv/crt/menIntro.html*). Full instructions are given online, and the process takes two to three minutes to complete. Students must formally indicate their decision about being vaccinated before they will be permitted to register for classes.

☐ **OBTAIN YOUR 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://ssc.columbia.edu/*

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

1. In person in the ID center in 204 Kent Hall
2. Submit a photo online. The photo format should be passport-style 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 *(http://newstudents.columbia.edu/graduate/landing)*, 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 once you are registered for classes.

Location: 204 Kent Hall
Hours: Monday – Friday, 9 a.m. – 5 p.m.
             Please note that we are closed on University Holidays
             http://hr.columbia.edu/wac/workplace/holidays
Phone: (212) 854-7225
Email: *idcard@columbia.edu*
Website: *http://www.columbia.edu/cu/id/*

☐ **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."

☐ **KEEP AN EYE OUT FOR YOUR E-BILL**

Columbia electronically bills students in the School of Professional Studies 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, or traveler's checks, visit 210 Kent Hall on the Morningside Campus

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/*

☐ REGISTER WITH THE OFFICE OF DISABILITY SERVICES (ODS) IF YOU REQUIRE REASONABLE ACCOMMODATIONS OR SUPPORT SERVICES

Disability Services facilitates equal access for students with disabilities by coordinating reasonable accommodations and support services, cultivating a campus culture that is sensitive and responsive to the needs of students. Students seeking reasonable accommodations or support services from Disability Services are required to register with the office. Registration instructions are found here: *(http://health.columbia.edu/getting-care/register-disability-services)*.

Students seeking reasonable accommodations or support services are required to register with the Office of Disability Services:
Location: Wien Hall, Main Floor — Suite 108A
Hours: Monday – Friday, 9 a.m. – 5 p.m.
Phone: (212) 854-2388
Fax: (212) 854-3448
Email: *disability@columbia.edu*
Website: *http://health.columbia.edu/disability-services*

☐ CHOOSE ONE OF THREE INSURANCE OPTIONS OR WAIVE CU INSURANCE

Columbia University requires all registered full-time students (i.e. those who are registered for 12 credits or more) to have acceptable health insurance coverage. The Columbia Student Medical Insurance Plan (Columbia Plan) offers both Basic and Comprehensive levels of coverage.

Full-time students are automatically enrolled in the Gold Plan, but may upgrade their coverage to the Platinum Plan or request a waiver of automatic enrollment by providing proof of alternate coverage that meets
certain criteria. For further information regarding the levels of coverage, please visit Columbia Health's website:
http://health.columbia.edu/student-insurance/about-columbia-insurance-plan

Submit your insurance selection online before the deadline found in: *https://ssol.columbia.edu/insurance/welcome.do*

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: *www.essential-policies.columbia.edu*

Student Policies and Procedures On Discrimination, Harassment, Gender-Based and Sexual Misconduct and Consensual Romantic and Sexual Relationships
Columbia University is committed to providing a learning, living, and working environment free from discrimination, harassment and gender-based and sexual misconduct. Consistent with this commitment and with applicable laws, the University does not tolerate discrimination, harassment or gender-based or sexual misconduct in any form and it provides students who believe that they have been subjected to conduct or behavior of this kind with mechanisms for seeking redress. All members of the University community are expected to adhere to the applicable policies, to cooperate with the procedures for responding to complaints of discrimination, harassment and gender-based and sexual misconduct, and to report conduct or behavior they believe to be in violation of these policies to the Office of Equal Opportunity and Affirmative Action or Student Services for Gender-Based and Sexual Misconduct.

Complaints by students against students for gender-based misconduct are processed in accord with the Gender–Based Misconduct Policies for Students *(http://sexualrespect.columbia.edu/gender-based-misconduct-policy-students)*. Students who attend Barnard College and Teachers College as well as Columbia University are covered by these policies. The use of the term "gender-based misconduct" includes sexual assault, sexual harassment, gender-based harassment, stalking, and intimate partner violence.

Complaints by students against students for other forms of discrimination and harassment are processed in accord with the Student Policies and Procedures on Discrimination and Harassment *(http://eoaa.columbia.edu/eoaa-policies-and-procedures)* and should be filed with the Dean of Students of the school in which the respondent is enrolled.

Complaints by students against employees and third parties engaged in University business for discrimination and harassment are processed in accord with the Employment Policies and Procedures on Discrimination and Harassment (*http://eoaa.columbia.edu/employment-policies*). The use of the term "discrimination and harassment" includes discrimination, discriminatory harassment, gender-based harassment, sexual harassment, and sexual assault.

Under the University's Consensual Romantic and Sexual Relationship Policy Between Faculty and Students (*http://eoaa.columbia.edu/consensual-romantic-relationships*), no faculty member shall have a consensual romantic or sexual relationship with a student over whom he or she exercises academic or professional authority; further, no faculty member shall exercise academic or professional authority over any student with whom he or she has or previously has had a consensual romantic or sexual relationship. This policy covers all officers of instruction, research and the libraries, including student officers of instruction and research and teaching assistants.

Title IX Coordinator/Section 504 Officer for Columbia University
Heather Parlier, Associate Provost
Office of Equal Opportunity and Affirmative Action, 103 Low Library
hp2450@columbia.edu , (212) 854-5918

Deputy Title IX Coordinator for Student Concerns
Jeri Henry, Associate Vice President
Student Conduct and Community Standards, 800 Watson Hall
jh3079@columbia.edu, (212) 854-1717

Deputy Title IX Coordinator for Staff and Faculty Concerns
Jazmin Taylor, Director of Investigations
Office of Equal Opportunity and Affirmative Action, 102 Low Library
jt2903@columbia.edu, (212) 851-2730

Columbia offers a number of confidential resources to students who believe they were subjected to discrimination, harassment or gender-based or sexual misconduct:

Counseling Services:

Columbia Morningside	(212) 854-2878
CUMC:	(212) 496-8491

Rape Crisis/Anti-Violence Support Center:	(212) 854-HELP
Office of the University Chaplain:	(212) 854-6242

Health Services:

Columbia Morningside:	(212) 854-2284
Columbia Morningside clinician-on-call:	(212) 854-9797
CUMC:	(212) 305-3400
CUMC clinician-on-call:	(212) 305-3400

Your Good to Know List

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://sfs.columbia.edu*

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 Professional Studies's website: *http://sps.columbia.edu/*

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

Location: 205 Kent Hall
Hours: 9 a.m. – 5 p.m., Monday – Friday
Phone: (212) 854-4400
Email: sfs@columbia.edu

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

3. STUDENT FINANCIAL PLANNING (SFP)

Student Financial Planning provides financial aid counseling for Professional Studies students.

Location: 202 Kent Hall
Hours: 9 a.m. – 5 p.m., Monday – Friday
Phone: (212) 854-7040
Fax: (212) 854-2818
Email: *sfp@columbia.edu*

Mailing Address: 202 Kent Hall, Mail Code 9208
                        1140 Amsterdam Ave.
                        New York, NY 10027

4. UNIVERSITY REGISTRAR *http://registrar.columbia.edu/*

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

The registrar's office maintains **student academic records**. Visit the registrar's website to find information about Columbia's grading system and grade options and for instructions about how to request a transcript or academic certification. Students may also consult with their instructors for course-specific grading criteria.

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

First day of classes	Last day to Pass/Fail
Last day to add a class	Last day to drop a class
Last day to drop an individual class without financial penalty	Last day of classes
	Study days
Midterm date	Final examinations

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 the registration adjustment forms, transcript requests, academic certification and name change affidavits, among others: *http://registrar.columbia.edu/forms*.

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

Location: 205 Kent Hall
Hours: 9 a.m. – 5 p.m., Monday – Friday
Phone: (212) 854-4400
Email: registrar@columbia.edu

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

5. INTERNATIONAL STUDENTS AND SCHOLARS OFFICE (ISSO) *http://isso.columbia.edu*

The International Students and Scholars Office provides assistance to students admitted to study at Columbia who are not United States citizens or permanent residents and who need F-1 visas.

Location: 524 Riverside Drive, Suite 200
Hours: 9 a.m. – 5 p.m., Monday, Tuesday, Thursday, Friday
                  10:30 a.m. – 5 p.m., Wednesday
Phone: (212) 854-3587
Fax: (212) 854-3966
Email: *isso@columbia.edu*

Mailing Address: Columbia University
                        2960 Broadway, Mail Code 5724
                        New York, NY 10027

6. 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' five-digit call numbers (which you'll need to register), to find out when and where courses meet, who the professors are, to see if a course requires departmental or professor permission, to check enrollment numbers and to see if courses are lectures or seminars, among other things.

7. CANVAS
https://courseworks2.columbia.edu

The Canvas learning management system provides state-of-the-art online learning and information sharing tools, while creating a highly immersive and interactive educational experience. Canvas puts the user front and center and makes it easy for instructors and students to connect in a user-friendly, intuitive environment. Its ease of use allows users to access and manage course materials quickly and efficiently. Users can configure notifications to receive updates regarding feedback, grading alerts, due date changes, etc. via email, text or social media services. The built-in collaboration and multimedia tools allow for powerful integration and provide the ability to easily create and deliver rich content. Furthermore, it was built for the mobile generation, and therefore runs wonderfully well on all modern mobile web browsers, and also has native applications at *https://itunes.apple.com/us/app/canvas-for-ios/id480883488?mt=8* iOS and *https://play.google.com/store/apps/details?id=com.instructure.candroid*

Faculty, students and administrators log into canvas using their UNI login. Find information about support by clicking Help on the top right hand corner from anywhere in Canvas.

8. SPS STUDENT AFFAIRS HOMEPAGE
http://sps.columbia.edu/student-life-and-alumni-relations

The Student Affairs homepage provides a wealth of information to assist students during their studies at the School of Professional Studies, including a review of key academic issues, tuition and finance policies and a comprehensive list of the most frequently accessed forms.

Academic Resources

Libraries

The Libraries are wonderful gathering places to pursue scholarly research, to learn about and use information technology, to write, to study, and to draw on our rich collection of print and electronic resources.

At your disposal is a fully integrated research library. Columbia's Libraries, with over 10 million volumes, over 100,000 current journals and serials, and an extensive collection of electronic resources, manuscripts, rare books, microforms, and other nonprint formats, rank as one of the top five academic library systems in the nation. We hope you will explore one or more of the 22 libraries at Columbia and its affiliated institutions to access the rich array of both traditional and electronic information services. For more information, visit: *http://library.columbia.edu/*

Writing Center The Writing Center provides writing support to students enrolled in Columbia courses. In one-on-one consultations and workshops, writing consultants offer feedback and strategies to help students improve at every stage of their writing, from brainstorming to final drafts. The Writing Center is open throughout the academic year – fall semester, spring semester, and Summer Session.

To learn more about the Writing Center or to schedule an appointment with a writing consultant, please visit their main office in 310 Philosophy Hall or visit their website: *http://www.college.columbia.edu/core/uwp/writing-center*

Computer Labs

A number of different types of computing facilities are available to students of the university. These facilities range from simple informational kiosks, to high-end workstations, to walk-in consulting centers. Access requirements and schedules are provided in the detailed description for each location. Please visit the website: *http://cuit.columbia.edu/*

Library Information Office
201 Butler Library
535 West 114th Street
New York, NY 10027
lio@columbia.edu
(212) 854-7309

Area Studies
302-309 International Affairs
420 W. 118th Street
New York, NY 10027
area@libraries.cul.columbia.edu
(212) 854-3630

Avery Architectural & Fine Arts Library
300 Avery, 1172 Amsterdam Avenue
New York, NY 10027
avery@libraries.cul.columbia.edu
(212) 854-3501

Barnard College Library
Lehman Hall, 3009 Broadway
New York, NY 10027
refdesk@barnard.edu
(212) 854-3953

Biological Sciences Collection
biology@libraries.cul.columbia.edu
(212) 854-4715

Burke Library
Union Theological Seminary
3041 Broadway
New York, NY 10027

burke@libraries.cul.columbia.edu
(212) 851-5606

Business & Economics Library
(Thomas J. Watson Library)
130 Uris, 3022 Broadway
New York, NY 10027
business@libraries.cul.columbia.edu
(212) 854-7804

Butler Library
(Nicholas Murray Butler Library)
535 West 114th Street
New York, NY 10027
butler@libraries.cul.columbia.edu
(212) 854-7309

Center for Human Rights
Documentation & Research
318 International Affairs
420 W 118th Street
New York, NY 10027
chrdr@columbia.edu
(212) 854-3630

Chemistry Collection
chemistry@libraries.cul.columbia.edu
(212) 854-4709

Columbia Center for Oral History
801 Butler Library
535 West 114th Street

New York, NY 10027
oralhist@libraries.cul.columbia.edu
(212) 854-7083

Columbia University Archives
Butler Library, 6th Floor East
535 West 114th Street
New York, NY 10027
uarchives@columbia.edu
(212) 854-3786

East Asian Library
(C.V. Starr Library)
300 Kent, 1140 Amsterdam Avenue
New York, NY 10027
starr@libraries.cul.columbia.edu
(212) 854-4318

Engineering Library
(Ambrose Monell Library)
422 S.W. Mudd
500 W. 120th Street
New York, NY 10027
engineering@libraries.cul.columbia.edu
(212) 854-2976

Geology Library
601 Schermerhorn
1190 Amsterdam Avenue
New York, NY 10027
geology@libraries.cul.columbia.edu

(212) 854-4713

Geoscience Library
Lamont-Doherty Earth Observatory
Palisades, NY
geology@libraries.cul.columbia.edu
(845) 365-8808

Health Sciences Library
701 West 168th Street
New York, NY 10032
hs-library@columbia.edu
(212) 305-3692

Journalism Library
203 Journalism, 2950 Broadway
New York, NY 10027
journalism@libraries.cul.columbia.edu
(212) 854-3916

Law Library
(Arthur W. Diamond Library)
316 Greene
New York, NY 10027
(212) 854-3737

Lehman Social Sciences Library
300 International Affairs
420 W. 118th St.
New York, NY 10027
lehman@libraries.cul.columbia.edu
(212) 854-4170

Mathematics Library
303 Mathematics
2990 Broadway
New York, NY 10027
mathsci@libraries.cul.columbia.edu
(212) 854-4712

Milstein Undergraduate Library
Butler Library
535 West 114th St.
New York, NY 10027
undergrad@libraries.cul.columbia.edu
(212) 854-5327

Music & Arts Library
(Gabe M. Wiener Library)
701 Dodge, 2960 Broadway
New York, NY 10027
music@libraries.cul.columbia.edu
(212) 854-4711

Physics & Astronomy Collection
physics@libraries.cul.columbia.edu
(212) 854-3943

Psychology Collection
psychology@libraries.cul.columbia.edu
(212) 854-4714

Rare Book & Manuscript Library
Butler Library, 6th Floor East
535 West 114th Street
New York, NY 10027
rbml@libraries.cul.columbia.edu
(212) 854-5153

Science & Engineering Library
401 Northwest Corner Building
550 West 120th Street
New York, NY 10027
ref-sci@columbia.edu
(212) 851-2950

Social Work Library
1255 Amsterdam Ave., 2nd Floor
New York, NY 10027
socwk@libraries.cul.columbia.edu
(212) 851-2194

Computer Labs

LABS WITH
CONSULTANTS PRESENT

212, 213 & 213A Butler Library
36 Windows stations
4 Macintosh stations

251 Engineering Terrace/Gussman Lab
80 Windows stations
6 Macintosh stations

323 International Affairs Building
39 Windows stations
8 Macintosh stations
22 stations for group work (DSSC)

215 Lehman Library (EDS)
13 Windows stations

LABS WITHOUT CONSULTANTS

200 & 300 Lerner Hall, Student Center
28 Windows stations
10 Macintosh stations
6 ColumbiaNet

Hands-On Electronic Classrooms

CLASSROOMS WITH CONSULTANTS
PRESENT

252 Engineering Terrace
18 Windows stations

CLASSROOMS WITHOUT CONSULTANTS

407 Mathematics
20 Windows stations

558 Schermerhorn Ext.
15 Macintosh stations

Your Campus Resources

Columbia University campuses provide a wealth of resources too great to detail all in this handbook. What follows is a selected list of some of the Campus's considerable resources. We encourage you to take advantage of as many of Columbia's resources as possible.

Columbia University Events Calendar

http://www.columbia.edu/events/today.html

For up to the minute information on lecture, concerts, and sports events taking place on the Morningside, Medical and Lamont-Doherty campuses and at the Baker Field Athletics Complex, please visit the Columbia University Events Calendar.

Meal Plans, Dining Dollars & Flex Account

http://dining.columbia.edu/

Student cafeterias are located in many places on campus. You may purchase a meal plan, set up a debit account (also known as "Dining Dollars" and the "Flex Account"). Review the website above for more information about these options.

Many students prefer to eat in the many cafés and restaurants located in the area.

Alfred Lerner Hall Student Center

The architecturally renowned Alfred Lerner Hall Student Center (known to students as 'Lerner') opened its doors in 1999. Its predecessor, Ferris Booth Hall, served as the center of student activity for nearly forty years.

You will find many study spaces and lounges here, including Café 212, Café East, and Ferris Booth Commons. It is also the home of the CU Arts Initiative, where you can purchase discount tickets to many NYC attractions, as well as the Columbia University Bookstore, where you can purchase your textbooks.

Alfred Lerner Hall
2920 Broadway (located on 115th Street)
New York, NY 10027

Hours: See website for information.
Tel: (212) 854-9067
Email: *welcomedesk@columbia.edu*
Website: *http://lernerhall.columbia.edu/*
CU Bookstore: *http://columbia.bncollege.com/*

Earl Hall Center

The mission of the Earl Hall Center is to foster learning through spiritual, ethical, religious and cultural exchange, and to promote service to the University and its surrounding New York City communities. The Earl Hall Center includes the St. Paul's Chapel, Office of the University Chaplain, Community Impact and United Campus Ministries. For information on places of worship on-campus and off-campus, visit:

202 Earl Hall	Hours:	See website for information.
2980 Broadway, Mail Code 2008	Tel:	(212) 854-1493
Columbia University	Website:	*http://www.columbia.edu/cu/earl/*
New York, NY 10027		

Miller Theatre

Miller Theatre at Columbia University is the leading presenter of new music in New York City and one of the most vital forces nationwide for innovative programming. In partnership with Columbia University School of the Arts, Miller is dedicated to producing and presenting unique events in dance, contemporary and early music, jazz, opera, and performance. For information on upcoming events and tickets, visit:

Miller Theatre Box Office	Hours:	See website for information.
2960 Broadway (at 116th Street)	Tel:	(212) 854-7799
New York, NY 10025	Fax:	(212) 854-7740
	Email:	*miller-arts@columbia.edu*
	Website:	*http://www.millertheater.com/*

CU Arts Initiative

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. Founded in 2004, 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. For more information, visit the Alfred Lerner Hall Student Center (see above) and: *http://www.cuarts.com/*

Dodge Physical Fitness Center

http://perec.columbia.edu

The Marcellus Hartley Dodge Physical Fitness Center at Columbia University includes an indoor running track, 25-yard swimming pool, Scandinavian Sauna, multi-sport gymnasia, and a tri-level fitness center with the latest cardiovascular and strength training equipment. Members can also sign up for voluntary fitness classes.

Gym membership is not included in the tuition and fees for ALP students. To access these facilities, ALP students must sign up for membership and pay a membership fee. For more information, visit:

Dodge Physical Fitness Center	Hours:	See website for information.
Membership Office (4th Floor of the Lobby)	Tel:	(212) 854-2546, (212) 854-2547
3030 Broadway, Mail Code 1928	Email:	*al2346@columbia.edu*
New York, NY 10027		

Parking and Transportation around Campus
You may park on the streets around campus or use the local parking garages.

- For information on parking around campus, visit: *http://www.columbia.edu/content/directions-parking.html* and: *http://facilities.columbia.edu/parking*

Intercampus Shuttle Bus Network
Columbia University provides several **shuttle bus routes** among the Morningside campus, Lamont, Studebaker, the Medical Center, Harlem Hospital, and the George Washington Bridge Bus Terminal. These shuttle services are available to all Columbia University affiliates with a valid University ID, free of charge. For more information, visit: *http://transportation.columbia.edu/*

Campus Safety
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

Medical Center Campus
212-305-7979
Campus phones: 5-7979

Department of Public Safety:

Morningside & Manhattanville Campuses	Medical Center Campus		
111 Low Library, Mail Code 4301	109 Black Building	Email:	*publicsafety@columbia.edu*
535 West 116th Street	650 West 168th Street	Web:	*http://www.columbia.edu/cu/publicsafety/*
New York, NY 10027	New York, NY 10032		
Tel: 212-854-2797	Tel: 212-305-8100		
Fax: 212-932-0798	Fax: 212-305-5434		

You may also want to review the following services offered by Public Safety:

Blue Light Phones – Emergency Call Boxes
The University has also installed emergency two-way Call Boxes (Blue Light phones) around all three campuses and their vicinities for use during emergencies. By pressing the red button on the stations, users are immediately connected with the appropriate Department of Public Safety Operations Center.

Maps of the Morningside and Manhattanville Call Box locations can be found on the website.

Walking Escort Program, Morningside Campus

During the school year, Columbia University Escort Service will send two specially trained students to walk affiliates to their doors any time from 7 p.m. to 3 a.m., seven nights a week. They carry two-way Columbia Public Safety radios. This service is available from West 108 Street to West 110 Street between Amsterdam Avenue and Riverside Drive, and from West 111 Street to West 122 Street between Morningside Drive and Riverside Drive. Please allow escorts 5 to 15 minutes to arrive and ask them to show a University ID.

If you need an escort before 7 p.m. or after 3 a.m., call 212-854-2797.

Additionally, University staff, faculty, and students may request Late Night On-Call Service for door-to-door transportation. This service is available from 10 p.m. to 6 a.m. daily. The on-call service area extends from Amsterdam Avenue to Riverside Drive between 103 Street and 135 Street, with additional service from Frederick Douglass Boulevard to Amsterdam Avenue between 108 Street and 125 Street.

To request this service, call 212-854-SAFE.

Safe Transport, Medical Center

Columbia's Public Safety Officers will escort students door to door to or from any of the University buildings on the Medical Center campus or at private residences on Haven Avenue, Fort Washington Avenue, or on Broadway from West 165 to West 178 Street.

To request this service, please call (212) 305-8100.

Columbia University Bookstore

http://www.columbiabookstore.com

The Columbia University Bookstore is a central resource for textbooks, supplies and apparel.

The Columbia University Bookstore	Store telephone: (212)854-4131
2922 Broadway	Store Hours: See website for information.
New York, NY 10027-7004	

Off-Campus Housing (OCHA)

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

Columbia's Off-Campus Housing Assistance (OCHA) office assists Columbia students and affiliates in their search for rental housing in the metropolitan area. OCHA manages a database known as the Housing Registry which includes available rooms and apartments in non-Columbia-owned buildings and sublets of units in Columbia-managed housing. Prospective roommates can also post and search profiles on this site. In addition, OCHA offers one-on-one housing search counseling and is supported in these efforts by our cooperative relationships with two New York City real estate/relocation agencies.

Students, faculty, staff, alumni, and other affiliates of Columbia University. Barnard and Teachers College may use the services of OCHA. Students of Jewish and Union Theological Seminaries who are currently cross-registered at Columbia are also eligible.

Location: 401 West 119 Street, New York, NY 10027
Hours: Monday through Friday between 9 a.m. and 5 p.m.
Email: ocha@columbia.edu
Telephone: 212-854-2773
Fax: 212-854-5333

The Office of Career Management
The School of Professional Studies is committed to helping our students seek to discover and apply knowledge to advance their careers. Our goal is to support our students in their educational journey and confidently manage their career transition. The Office of Career Management in the School of Professional Studies provides comprehensive, quality services and access to Columbia Universities career resources and networks which support students' progress towards meeting their professional goals.

Location: Lewisohn Hall Room 203
Hours: Monday through Friday 9:00 a.m. to 5:00 p.m.
Phone: 212-854-1102
Email: sps-careermanagement@columbia.edu

Travel Assistance Program

International SOS (ISOS) Travel Assistance Program
With well-being of travelers as a top priority, Columbia University has retained International SOS (ISOS) to provide worldwide travel assistance services. ISOS provides 24-hour, worldwide emergency medical care and security evacuation services when traveling abroad. Personal travel, including vacations or travel home to visit family is not covered. If you are traveling on Columbia University business, please make certain your itinerary (including flights, accommodation and/or destination and transportation) is logged into ISOS MyTrips.

For general guidelines on ISOS for Columbia students, please refer to the Columbia International SOS Travel Assistant Program website: http://finance.columbia.edu/content/isos.

Your Academic Experience

Your program advisor and/or program director are your primary contacts for questions regarding your course of study, degree/certificate requirements and course content.

The Office of Student Affairs is your primary contact for questions regarding academic policies and procedures, and changes in your student status.

What follows is an outline of important information related to some of the School of Professional Studies policies and procedures, including what constitutes satisfactory progress toward degree, the grading system, and how to manage changes in your student status, such as leaves of absence and withdrawals.

This student handbook contains the information students need to effectively establish themselves at Columbia.
In addition to the student handbook, we encourage SPS students to refer to our website (*http://sps.columbia.edu/)* for program-specific information.

The School of Professional Studies 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 either your program director or Student Affairs. Please be advised that policies and procedures at other schools at Columbia may be different and/or not apply to Professional Studies students. Thus, it is important that you communicate with us directly with your questions.

Email: *studentaffairs@sps.columbia.edu*
Phone: (212) 854-0419

Students should use this handbook as their on-demand resource.

Academic Requirements

MASTER OF SCIENCE PROGRAMS

For program requirements, refer to the specific Master of Science program page
- Actuarial Science
- Applied Analytics
- Bioethics
- Executive Master of Science in Strategic Communication
- Construction Administration
- Enterprise Risk Management
- Information and Knowledge Strategy
- Narrative Medicine
- Negotiation and Conflict Resolution
- Nonprofit Management
- Sports Management
- Sports Management – Global Sports Law
- Strategic Communications
- Sustainability Management
- Technology Management

CERTIFICATES

For program requirements , refer to the specific Certificate program page
- Actuarial Science Online
- Bioethics Online
- Biotechnology
- Business
- Classics
- Critical Issues in International Relations
- Ecology, Evolution, and Environmental Biology
- Enterprise Risk Management
- Environment, Peace, and Security
- Graduate Foundations
- Human Rights
- Psychology
- Quantitative Studies for Finance
- Sustainability Analytics
- Sustainable Finance
- Sustainable Water Management
- United Nations Studies

POSTBACCALAUREATE STUDIES

Admitted students may register for most courses for which they are prepared—i.e., any noted prerequisites must be fulfilled. In over-enrolled courses, Columbia degree candidates have priority over non-degree students.

Limited-enrollment courses such as seminars are not normally open to Postbaccalaureate Studies students. Some courses required for admission to medical or other health-profession schools are not available through the School of Professional Studies. Persons interested in premedical or other health-related preprofessional programs should apply to the School of General Studies.

For more information, see Postbaccalaureate Studies.

VISITING STUDENTS

Undergraduate Visiting Students
May register for a maximum of two terms, plus the Summer sessions, but must complete their first term in good academic and disciplinary standing in order to continue for a second term. May register for most courses which they have the prerequisites, but for limited-enrollment courses, Columbia degree candidates are given priority registration.

High School Visiting Students
May register for a maximum of two terms, but must complete their first term in good academic and disciplinary standing in order to continue for a second term. High School Visiting students may register for any course for which they have the prerequisites and their guidance counselor's approval, but introductory courses (those numbered in the 1000s) are usually most appropriate. For foreign languages, one year of a foreign language in high school generally equals one semester of a foreign language in college.

Visiting Graduate Students
May register for a maximum of two terms, plus the Summer sessions, but must complete their first term in good academic and disciplinary standing in order to continue for a second term. Visiting Graduate students may register for any course for which they have the prerequisites, but for limited enrollment courses, Columbia degree candidates are given priority registration.

For more information, see Visitng Students.

Academic Standing

Students in Good Academic Standing are making Satisfactory Academic Progress. Good Academic Standing means that students have maintained at least the minimum Cumulative Grade Point Average (CGPA) required for their program and successfully completed each course they are registered for in a given term.

The CGPA is derived from all courses in which a student has registered and received a grade, except in cases in which the Student was granted prior approval to retake a course after receiving an F. For these approved cases, the F received for the original iteration does not count toward the CGPA.

Consequences for failing to make academic progress or adhere to applicable administrative policies and procedures may include academic warning, academic probation, or academic dismissal.

ACADEMIC WARNING

Master of Science and certificate students are placed on academic warning if their GPA falls below 3.0 in any given semester. Students in the Postbaccalaureate Studies program or visiting students program are placed on academic warning if their GPA falls below 2.0 in any given semester. In addition, students might receive notice of academic warning if they receive a grade of D or F. There is no appeal process available to students placed on academic warning.

ACADEMIC PROBATION

Master of Science and certificate students may be placed on academic probation for the following reasons: failure to return to good standing after a semester of academic warning; failure to attain a CGPA of at least 3.0; or failure to make satisfactory progress toward the degree or certificate. All other students are placed on academic probation if their GPA falls below 3.0 (2.0 for students in the Postbaccalaureate Studies or Visiting Students program) for two consecutive semesters. Students who are on academic probation are not making Satisfactory Academic Progress.

There is no appeal process available to students placed on academic probation. The notation of academic probation will be placed on probationary students' records.

ACADEMIC DISMISSAL

Students are expected to maintain good academic standing. When a student has not maintained satisfactory academic progress, the Associate Dean of Student Affairs will initiate proceedings to dismiss the student.

Typically, academic dismissals are effective immediately, or at the end of the current semester. However, the department or program may request a later effective date of dismissal if it provides compelling reasons to do so.
A student may appeal their dismissal within (10) business days. The letter should explain the grounds for challenging the dismissal. The student may appeal the decision on only two grounds:

- The student has new and relevant information that was unavailable at the time of dismissal.
- The student has substantive concerns with the process that led to the dismissal that could potentially change or affect the outcome of the decision.

The appeals committee will consider the appeal to determine if a modification of the original decision is warranted. The committee will notify the student of the final decision in writing within fifteen (15) business days. There are no further possibilities of appeal beyond the committee. Academic dismissals remain on students' records.

ACADEMIC INTEGRITY

Columbia University students are expected to act with honesty and demonstrate respect for the rights of others. Academic dishonesty or inappropriate personal conduct disrupts the integrity of the University, and therefore, infractions result in severe penalties. Academic Integrity infractions include but are not limited to:

- Plagiarizing or unauthorized collaboration on work.
- Copying work or answers from persons or sources with or without the person's or source's permission.
- Collaborating with others students on assignments without the expressed permission of the instructor.
- Facilitating or aiding in cheating, plagiarizing, or any academic integrity infractions.
- Falsifying attendance or participation.
- Falsifying data in submitted work.
- Submitting assignments, data, or creative image work as your own without attribution for used content.
- Altering official records, grades, or documents.
- Destroying resource materials, books, or software.
- Using purchased or acquired content and submitting any portion as your own work.
- Submitting original work toward requirements in more than one class without the permission of the instructors.
- Cheating or plagiarizing any content of submitted Capstone, Thesis, Practicum, Final Project, or Residency work.
- Sabotaging the work of another person.

Allegations of academic infractions may be reported, by any member of the University community, through the Student Conduct and Community Standards website, which also details the University policies and procedures that pertain to these issues. Examples of Academic Integrity sanctions range between a failure on the assignment, or academic dismissal from the University.

SATISFACTORY ACADEMIC PROGRESS

A student's academic progress is considered to be satisfactory when a student maintains at least the minimum grade point average required for their program, completes a minimum of 67% of their total attempted credits and completes their program within the maximum time frame of their respective program.

The academic progress of each student is reviewed shortly after the end of each term. After the review of records has been completed, students will be alerted to any identified deficiencies and told of the consequences of failure to remedy the deficiencies.

To receive federal financial aid, a student must maintain satisfactory academic progress. A student who is not maintaining satisfactory progress, and whose inadequate progress is not judged to be attributable to mitigating circumstances, is ineligible to receive financial aid.
Examples of financial aid include:

- Federal Work Study Program
- Federal Perkins Loan Program
- Federal Direct Loan Programs
- Federal Parent PLUS Loan Program
- Federal Graduate PLUS Loan Program
- Institutional Grants and Scholarships
- Other types of programs supporting educational endeavors

If you have questions regarding financial aid eligibility requirements, please contact the Office of Student Financial Planning at sfp@columbia.edu or 212-854-7040.

Registration

NEW STUDENTS: ONLINE REGISTRATION

Online registration on Student Services Online (SSOL) http://ssol.columbia.edu

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' five-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.

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 Professional Studies" 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 and Adjustment (Add/Drop) form. Setting an appointment to register in person is highly recommended.

HOW TO REGISTER ONLINE FOR COURSES IN THE SCHOOL OF PROFESSIONAL STUDIES

You may register yourself online (https://ssol.columbia.edu) on Student Services Online 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 posted on Student Services Online (https://ssol.columbia.edu) about two weeks prior to the registration period.

Registration: Late
Students who are unable to register during the regular registration period may register during the Late Registration period for a late registration fee of $100.00. After the Late Registration period is over, students who were still unable to register will require permission of the course instructor and Student Affairs and must pay the fee. Permission to register after the late registration period is given only under exceptional circumstances.

Readmission
Master of Science students who were in good academic and disciplinary standing when their student record was deactivated may submit a new application for admission if no more than one year has elapsed. Non-degree students who were in good academic and disciplinary standing when their record was deactivated may submit a new application for admission if no more than two years have elapsed.

A student wishing to apply for readmission must submit the application to the Office of Enrollment Management, 203 Lewisohn Hall, at least four weeks before the first day of registration for the term in which he or she wishes to resume studies. If readmitted, the student becomes subject to all current requirements, as interpreted by the Associate Dean to fit the student's case. In cases involving prolonged interruption of studies, the program may require students to retake examinations and/or courses as appropriate.

Adding and Dropping Courses

Students must register for the courses they wish to attend, and they may not attend courses for which they are not registered. Students should consult the Academic Calendar for exact dates of the change of program period and other deadlines. For more information about the registration process, visit the Registrar's website at (http://registrar.columbia.edu).

DURING THE CHANGE OF PROGRAM PERIOD

Students may add and/or drop courses through SSOL, without penalty, during the Change of Program period (i.e., the first two weeks of classes for the fall and spring semesters). Students are not charged tuition for courses dropped during this time, and dropped courses do not appear on the student's transcript.

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.

Adding Classes
Students may add courses through the Change of Program period. Please see Registration for more information.

Withdrawing from All of Your Classes

During the Change of Program period, 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 must submit the Notice of Withdrawal form online or directly to the Office of Student Affairs. The form is located at (http://sps.columbia.edu/student-life-and-alumni-relations/forms).

A withdrawal statement is added to the academic transcript for each term a student withdraws from the University.

AFTER THE CHANGE OF PROGRAM PERIOD

After the Change of Program period, students may continue to add or drop individual courses through SSOL until the final deadline to add or drop a course (consult the Academic Calendar). Courses added during this time are subject to the instructor's approval. Courses dropped during this time are charged at full tuition but do not appear on a student's transcript.

Failure to attend classes or unofficial notification to the instructor does not constitute dropping a course. Students who stop attending a course without formally dropping it by the deadline will be assigned a grade.

For more complicated registration processes, including cross-registration between schools, and registration in courses that require departmental approval, students should complete the Registration Adjustment form, available here: http://registrar.columbia.edu/sites/default/files/content/reg-adjustment.pdf.

Dropping Individual Classes

After the Change of Program period, if you drop one of several courses you're registered for you will not receive a tuition refund. There is no refund schedule associated with dropping individual classes post Change of Program. You may make a request via Student Services Online (SSOL) to drop an individual course and it will be routed to your advisor for approval. Please see the calendar for deadlines.

Withdrawing from All Classes

If you withdraw, meaning drop all of your classes, after the Change of Program period, you will receive a percentage of a tuition refund according to the tuition refund schedule. If you are entitled to a refund you must request the refund online via Student Services Online. There is a $75 withdrawal fee applied. Please allow 7-10 business days for the Notice of Withdrawal form to be processed before going to Student Services Online to request a refund. If you withdraw after the Change of Program period you will not receive a refund for your student fees. Students may not withdraw after the deadline to withdraw (see calendar).

A withdrawal statement is added to the academic transcript for each term a student withdraws from the University.

Adding Classes

If you wish to register for a course after the Change of Program period you may submit the request on Student Services Online. The request will be electronically directed to the course instructor and your advisor for approval. If this is the first course you are registering for in the term, you will be charged a late registration fee of $100.

Adding and Dropping Penalties

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 term—that is, drop all of the courses for which you are registered (see calendar on the SPS site).

Students may not drop a course after the deadline to drop an individual course. 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 deadline for the term.

Advanced Standing

Normally, Advanced Standing is granted to students who've been accepted into SPS-approved Partner Programs. Students in an approved Partner Program may be exempt from up to (6) units of study within their paired SPS program.

Other than Partner Program enrollment, students enrolled in select Master of Science programs may petition for Advanced Standing. Students who are granted Advanced Standing, but are not part of a Partner Program, might be exempt from completing up to (6) units of study. If a student is granted Advanced Standing, he or she does not need to satisfy the unit requirements.

To determine your eligibility for Advanced Standing, you must submit specific details regarding your request. Your petition should present significant academic experiences, which have prepared you to meet course objectives, concepts, and learning outcomes stated in the course description for the program course.

Submit the following in order to request Advanced Standing:
- A completed Advanced Standing Form
- Transcript(s) from your previous institutions
- Official syllabus, or course description per course
- A cogent statement which details your academic readiness to forgo a current course

Here is an overview of the eligibility parameters:
- Demonstration of academic work that has direct equivalency to an approved program requirement.
- Course completed at an accredited higher education institution, at the graduate level, with a grade of B or better.
- Course cannot be used toward a previously earned degree or credential.
- Currency is demonstrated by taking the course at some point during the last two (2) years. Exceptions to the 2-year limit will be made at the discretion of the Program Director.
- Students may find the Advanced Standing request form here: http://sps.columbia.edu/student-life-and-alumni-relations/forms. If your program welcomes Advanced Standing, and if you are approved, you will receive a decision within ten (10) business days from the date of your complete submission. Requests should be submitted after an admitted student confirms his or her enrollment within the online application system and submits the tuition deposit, but no later than the end of the first week of the semester, during the student's first term of study.

Students in non-degree programs are not eligible for Advanced Standing.

Billing and Payment

Columbia bills students for tuition, fees, and other charges at the beginning of each term. When a new Student Account Statement is generated, an email notification is sent directly to student's Columbia email account and they can access their e-bill by logging into SSOL. The University does not mail paper bills so it's important for students to check their Columbia e-mail.

Counselors in the Office of Student Financial Services, 210 Kent Hall, are available to discuss payment options. Students may also contact the Office of Student Financial Planning 202 Kent Hall, for financial aid counseling. Students may refer to the Financial Resources for information regarding loans, financial aid, and outside funding. Columbia University reserves the right to withhold the privilege of registration, or any other University privilege, from any person with unpaid debt to the University.

Email Communication

SPS has established email as an official means of communication with students. An official Columbia University email address is required for all students. The University has the right to send official communications to the University email address.

Every student is expected to read email on a frequent and consistent basis. A student's failure to receive and read University communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

Students may elect to redirect (auto-forward) email sent to their University email address. Students who redirect email from their official University email address to another address do so at their own risk. If email is lost as a result of forwarding, it does not absolve the student from the responsibilities associated with communications sent to their official University email address.

Continued Enrollment

Students in all degree programs are required to register each fall and spring, unless otherwise indicated by their academic program. Students must maintain required and consecutive terms of enrollment until all degree requirements have been completed or until the time-to-degree limit has been reached. Students are exempt from the requirement to register continuously only when granted an official Leave of Absence (LOA) by the Office of Student Affairs. The LOA form may be found here http://assets.ce.columbia.edu/pdf/slar/slar-leave-of-absence.pdf

When a student is not registered for required terms, the student record is deactivated. Students who are not currently registered for courses, including students who have been granted a LOA, are not considered to be current students by the University and are not eligible for student insurance plans nor access to CU facilities. Students who wish to return to their studies may first explore our readmission policy.

Course Repeat

Students may appeal to the Associate Dean of Student Affairs to retake an SPS course in which they have received an F. In certain cases, there might be program specific courses that have higher minimum grades. In consultation with the student's academic program, the Associate Dean of Student Affairs will confirm if the course repeat offer is approved. Courses repeated without advance approval will not be honored. Please note: This appeal must be filed no later than 10 Business days after the grade has been posted on SSOL.

The grades for both of the courses will be posted on the student's transcript; the first course will not count toward the student's minimum GPA for good standing, but the second iteration will. The student will be charged applicable tuition for both courses.

Course Waivers

Master of Science students may qualify for Course Waivers if they demonstrate subject matter competency for certain courses in the curricula. Students who have been granted Course Waivers might be exempt from up to (6) units of study. If a student is granted a Course Waiver, he or she must satisfy the unit requirement by identifying and completing courses, with the approval of their program director or advisor.

To determine your eligibility for a Course Waiver, we ask that you submit specific details for evaluation. Your case should present significant academic experiences, which have prepared you to meet the vast majority of the course objectives, concepts, and learning outcomes stated in the course description for the program course that you wish to waive.

Submit the following in order to request a Course Waiver:
- A completed Course Waiver Form
- Transcript(s) from your previous institutions
- Official syllabus, or course description per course
- A cogent statement which details your academic readiness to waive the course content, and take another approved course in its place.

Here is an overview of the evaluation parameters:
- Demonstration of academic or professional work that has direct equivalency to an approved program requirement.
- Course completed at an accredited higher education institution, with a grade of B or better.
- Course currency demonstrated by taking the course during the last two (2) years. Exceptions to the 2-year limit will be made at the discretion of the Program Director.

Students may find the Course Waiver request form here: http://sps.columbia.edu/student-life-and-alumni-relations/forms. If your program welcomes Course Waivers, and if your request is approved, you will receive a decision within ten (10) business days from the date of your complete submission. Requests should be submitted after an admitted student confirms his or her enrollment within the online application system and submits the tuition deposit, but no later than the end of the first week of the semester, during the student's first term of study.

Students in non-degree programs are not eligible for Course Waivers.

Coursework Beyond Requirements

In a student's final term of study, students may request to take additional courses to supplement their educational portfolio. Students who are approved to take coursework beyond requirements may not delay degree completion by taking additional courses. Additional courses will count towards semester and cumulative grade point averages, and carry additional financial cost at the expense of the student. Requests for coursework beyond requirements are approved by the Associate Dean of Student Affairs.

Cross Registration

Students who register for a course offered by another school at the University are subject to the registration policies and procedures of that school.

There are three types of cross registration:

1. Registration across SPS departments
2. Registration across the University
3. Registration at other institutions with which Columbia has a formal agreement

Permission to register for courses in other divisions of the University depends on the course, the school that offers it, and the student's academic status within the School of Professional Studies. Some schools allow cross-registration; others do not. Below is specific cross-registration information for each school.

Cross SPS Registration

Students are expected to follow degree requirements in place during their initial term of enrollment. Some programs allow for coursework outside of the home program. At times, opportunities to take courses outside of the program appear in the form of electives. Students should seek counsel from advisement if they would like to pursue a course within another SPS program. Without prior approval, the course might not count towards degree requirements.

CROSS UNIVERSITY REGISTRATION

School of the Arts

Office of Student Affairs: 305 Dodge Hall; soastudentaffairs@columbia.edu

Undergraduate courses in film, theatre, writing, and visual arts are available to Professional Studies students on a space-available basis. Although not permitted to enroll in M.F.A. writing courses, Postbaccalaureate Studies students in the School of Professional Studies may cross-register in selected graduate courses in the other divisions of the School of the Arts on a space-available basis, with the permission of both the Advisor or Program Director of the School of Professional Studies and the appropriate division of the School of the Arts.

Graduate School of Arts and Sciences

Admissions Office: 107 Low Memorial Library; 212-854-4737
Financial Adviser: 107 Low Memorial Library; 212-854-3808

School of Professional Studies students with appropriate preparation and departmental and/or instructor permission may cross-register for courses offered by the Graduate School of Arts and Sciences.

Graduate courses taken through the School of Professional Studies may become the basis of transfer credit toward a graduate degree, although this is up to the graduate school to which a student is admitted. Columbia's Graduate School of Arts and Sciences normally confers up to 12 points of credit toward the Liberal Studies M.A., and up to one "residence unit" of credit toward the M.A. for work completed in the School of Professional Studies as a Postbaccalaureate Studies student in approved graduate-level courses with a grade of B or better.

School of International and Public Affairs

Admissions Office: 408 IAB; 212-854-6216

Postbaccalaureate Studies students, with appropriate preparation and the permission of both Professional Studies and SIPA, may enroll in International and Public Affairs courses, on a space-available basis. Complete information about the cross-registration procedure can be found at http://new.sipa.columbia.edu/students/courses-registration/cross-registration. Well in advance of registration, Postbaccalaureate Studies students in the School of Professional Studies should consult the web site for course requirements.

Courses taken through the School of Professional Studies may become the basis for advanced standing toward a graduate degree in SIPA or elsewhere, but this is up to the graduate school to which a student is admitted.

Columbia Business School

Select Business School offerings, excluding core courses, are open to Columbia University graduate degree candidates and post-baccalaureate students in the School of Professional Studies. Non-Business School students may take no more than 3 credits of business school courses per semester and no more than twelve credits during their entire Columbia course of study. Please navigate to Cross-Registration for Non-MBA students, for complete information about the cross-registration procedure for Columbia Business School via link: http://www8.gsb.columbia.edu/programs/mba/academics/classes/cross-registration.

OTHER COLUMBIA UNIVERSITY SCHOOLS

Barnard College

Admissions Office: 111 Milbank Hall; 212-854-2014;
admissions@barnard.edu;
www.barnard.edu
Dean of Admissions: 111 Milbank Hall; 212-854-2014

Barnard courses appear in departmental course listings with the prefix "BC" before the course number. Limited-enrollment courses at Barnard, especially seminars, are only open to School of Professional Studies students on a space-available basis and with instructor's approval. While it is generally possible to cross-register in Barnard courses without limited enrollments, School of Professional Studies students should be aware that, in some departments, courses at Barnard are not interchangeable with what appear to be equivalent Columbia courses. Please note that School of Professional Studies students do not have permission to register for classes in the Architecture department at Barnard.

The Mailman School of Public Health

Office of the Dean of Student Affairs: 722 West 168th Street, Suite 1030; 212-305-3927

Postbaccalaureate Studies students may, with the permission of the Dean of Student Affairs in the Mailman School of Public Health and of the instructor, enroll in some Public Health courses.

Courses taken through the School of Professional Studies cannot subsequently be transferred to a degree program at the Mailman School of Public Health. For complete information about the cross-registration procedures please visit the link : https://www.mailman.columbia.edu/people/current-students/academics/policy-and-procedures

School of Social Work

Student Services Office: 1255 Amsterdam Avenue; Room 525, 212-851-2364

Postbaccalaureate Studies students with the necessary prerequisites may, with the permission of the Student Service Office at the School of Social Work, enroll in Social Work courses on a space-available basis.

Teachers College

Admissions Office: 301 Thorndike Hall; 212-678-3710;
tcinfo@tc.columbia.edu

Teachers College is the graduate professional school of education affiliated with Columbia University. Postbaccalaureate Studies students in the School of Professional Studies may be given permission to cross-register in Teachers College courses only by the advisor or program director of the School of Professional Studies and only if they are also registering for arts and sciences courses in the School of Professional Studies.

Postbaccalaureate Studies students wishing to register for Teachers College courses only should seek direct admission to Teachers College.

SCHOOLS NOT GRANTING ACCESS TO PROFESSIONAL STUDIES STUDENTS

School of Professional Studies students are not normally allowed to cross-register in courses in the schools listed below:
School of Law
College of Dental Medicine
School of Nursing
College of Physicians and Surgeons
School of General Studies
School of Architecture, Planning, and Preservation
Graduate School of Journalism
Fu Foundation School of Engineering and Applied Science

REGISTRATION AT OTHER INSTITUTIONS

Students at institutions with which Columbia has formal cross-enrollment arrangements—e.g., the Juilliard School and Union Theological Seminary—need not apply for admission to the School of Professional Studies. These students must, however, secure written permission for cross-enrollment from their home school registrar and present it to advisor of Student Lifecycle support.

Note: Union Theological Seminary students may only register for graduate-level (4000 and above) Arts and Sciences courses with R, U, G, or W prefixes.

Degree and Certification Completion Timeframe

Students must complete all requirements for degree programs and non-degree programs within the time prescribed by each program. Programs must be completed within the following timeframe¬:

M.S. in Actuarial Science	3-6 terms
M.S. in Applied Analytics	3-6 consecutive terms
M.S. in Bioethics	3 Years
Executive M.S. in Strategic Communication	3-4 consecutive terms
M.S. in Construction Administration	3-6 consecutive terms
M.S. in Enterprise Risk Management	3-5 Consecutive Terms
M.S. in Nonprofit Management	3-12 terms
M.S. in Information and Knowledge Strategy	16 Months
M.S. in Narrative Medicine	2-6 terms
M.S. in Negotiation and Conflict Resolution	3-6 terms
M.S. in Sports Management	3-8 terms
M.S. in Sports Management – Global Sports Law	16 Months
M.S. in Strategic Communications	4 consecutive terms
M.S. in Sustainability Management	3-9 terms
M.S. in Technology Management	16 Months
Actuarial Science Certification – Online	2 Years
Advanced Business Certificate	3 Years
Bioethics Certification – Online	2 Years
Biotechnology Certificate	3 Years
Business Certification	2 Years
Classics Certificate	3 Years
Critical Issues in International Relations Certification (Summer Only)	2 Years
Ecology, Evolution, and Environmental Biology Certificate (EEEB)	3 Years
Enterprise Risk Management Certification	2 Years
Environment, Peace and Security Certification	2 Years
Graduate Foundations Certification	2 Years
Human Rights Certification (Summer Only)	2 Years
Psychology Certificate	3 Years
Quantitative Studies for Finance Certificate	3 Years
Sustainability Analytics Certification	2 Years
Sustainable Finance	4 Terms
Sustainable Water Management Certification	2 Years
United Nations Studies Certification (Summer Only)	2 Years

Degree Completion for Master of Science Students

The degree of Master of Science is conferred upon a student who has satisfactorily fulfilled the requirements of the School of Professional Studies and the program. Each program of study sets forth the specific requirements for the degree as well as standards of satisfactory performance and progress. These standards are described in materials published by the School. Columbia University awards degrees three times during the academic year: in February, May and October. Commencement ceremonies take place in May every year. All graduates are invited to participate in the SPS Graduation Ceremony and University Commencement Ceremony.
In order to receive a diploma, students must fill out an Application for Degree and mail it to the address provided on the site.

Deadlines for submitting degree applications:

October graduates: September 1
February graduates: November 1
May graduates: December 1

M.S. candidates who fail to earn the degree by the conferral date for which they applied must reapply for a later conferral date. You can check to see whether or not your Application for Degree has been received by logging on to SSOL (http://ssol.columbia.edu) and clicking on the "Degree Application Status" link. Please note that during peak times, it may take a week for your degree application status to be updated in SSOL.

Failure to apply to graduate will prevent you from participating in the May Graduation Ceremony and CU Commencement.

REGISTERING FOR COURSES AFTER COMPLETION OF MASTER OF SCIENCE PROGRAM

Students who are completing a Master of Science degree program and are interested in taking additional courses after the completion of their degree should apply to the Postbaccalaureate Studies program. Applicants do not need to re-submit transcripts, as they are already on file. Applicants are required to submit a statement of purpose which addresses your purpose and interest in the program. Students wishing to pursue a structured certification or second degree must follow all application requirements for the desired program.

Certification Completion

If you are completing a certification or certificate program, follow the instructions below.

CERTIFICATION	CERTIFICATE
Actuarial Science Bioethics Online Business Critical Issues in International Relations Enterprise Risk Management Environment, Peace, and Security Graduate Foundations Human Rights Sustainability Analytics Sustainable Finance Sustainable Water Management United Nations Studies	Advanced Business Biotechnology Classics Ecology, Evolution, and Environmental Biology Psychology Quantitative Studies for Finance
SUBMISSION DEADLINE	**SUBMISSION DEADLINE**
Fall Term Graduate: First week of March Spring Term Graduate: First Week of July Summer Term Graduate: First Week of October	Fall Term Graduate: First Week of November Spring Term Graduate: First Week of December Summer Term Graduate: First Week of September

Examinations and Course Requirements

Each student is expected to read the course syllabus, and complete and submit each course requirement by the established deadline. The required work for each course, including examinations, papers, written and oral reports, projects, and participation in classroom discussions, is prescribed solely by the instructor and by the department/program. Many courses include a midterm and a final examination. The midterm is usually scheduled during a regular class period designated by the instructor. All work must be completed within the term unless the student has been granted the mark of INC.

The student is responsible for determining his/her individual examination schedule and for being in the examination room promptly at the scheduled hour; unauthorized absence or tardiness at a final examination will automatically result in a failing grade.

Final examinations in the American Language Program, including 21003, College Composition for International Students, are not scheduled by the Registrar but are scheduled during class time at the discretion of the instructor.

Make-up Examinations and extensions for course material submissions are at the discretion of the faculty.

Grades

SPS's grading system is as follows: A, excellent; B, good; C, fair; D, passing but poor; F, failure. Plus and minus letter grades are also used. Unless program regulations specifically state otherwise, all courses to be credited toward the degree or certificate or certification must be taken for a letter grade (see also the paragraph on R credit below).

A letter grade is given to a student who has completed the required work in a course, including the final exam or paper, and it is expressed on a student's transcript by the letter grades. Here are SPS's letter grades and scales:

A+	4.33
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.00
C-	1.65
D	1.00
F	0.00

UW (Unofficial Withdrawal): The mark of UW may be assigned to students who have registered for a course but have never attended, or have discontinued attendance prior to the due date of substantive work, without officially dropping the course. Alternatively, a letter grade may be assigned by averaging uncompleted work.

Although marks of UW are not counted as part of a student's overall academic average, they do indicate that the student is not making satisfactory academic progress. Thus, students who receive marks of UW may be placed on academic warning or probation, or they may be asked to terminate their studies.

The mark of UW is permanent and cannot be changed by subsequent completion of course work (see INC, below).

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 B (3.0) average. Except in the case of a grade issued to replace an INC authorized by the Office of Student Affairs, 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.

P (Passed): Indicates a course taken and passed for examination credit but without indication of quality. Course instructors award the appropriate letter grade, which is converted by the Office of the Registrar into a mark of P (for grades A through D) or F. Elementary and intermediate foreign language courses, except for American Language Program courses, cannot be taken on a Pass/Fail basis. Visiting students should not request the mark of P without first obtaining permission from the appropriate official at their home institution. Students in structured postbaccalaureate programs or in a degree program are not permitted to have courses taken on a Pass/Fail basis counted toward the requirements of the certification or degree. Students for whom the mark of P is academically acceptable may indicate this during registration or on subsequent application based on the deadline for the term. Under no circumstance may a student change from taking a course Pass/Fail after the last day to exercise the Pass/Fail option.

Students in the Post-baccalaureate Studies and Visiting Students Program are allowed to uncover a grade of Pass within two weeks of the start of the semester immediately following that in which the grade of Pass was received. Students have until the end of the Change-of-Program (Add/Drop) Period in the Spring semester to uncover the grade of a Fall course, and until

the end of the Change-of Program (Add/Drop) period in the Fall semester to uncover a grade of a Spring or Summer Session course. Students who wish to uncover their letter grade(s) for courses taken on a Pass/Fail basis may make this request via SSOL within two weeks of the start of the following semester.

INC (Incomplete): Granted only with the permission of the Office of Student Affairs in consultation with the course instructor and Program Director. The purpose of the mark of INC is to permit postponement of the final written work or exam for the course when incapacitating illness (as certified in writing by the University Health Service or by a private medical practitioner), serious family emergency, or other comparably grave situations require such postponement. Students must have completed over 50 percent of their coursework to qualify for a grade of incomplete.

Students who wish to receive the mark of INC must first consult with their faculty member and obtain their agreement. Then, students should prepare and submit an Application for Grade of Incomplete to the Office of Student Affairs before the last day of class. Applications for a Grade of Incomplete will not be accepted after the last day of class. The course instructor will establish a terminal date for the completion of outstanding coursework. The deadline will be commensurate with the original completion timeframe.

Students with marks of INC in 50 percent or more of their overall coursework will not be permitted to register for the following term.

GRADE APPEALS

The performance of a student is judged at the discretion of the course instructor. If a student finds himself or herself in an untenable situation during a course, and believes procedures are not appropriate or are biased towards an individual or group, students should submit their documented concerns to the Associate Dean of Student Affairs.

Only final course grades may be appealed; students may not appeal individual assignment grades. Prior to pursuing an official grade appeal, a student should first objectively compare and evaluate what he or she earned for each component of the final course grade, per the requirements outlined in the course syllabus.

If students remain certain that there was a miscalculation, they should first connect with their instructor to clarify the grading discrepancy. If all attempts to contact the instructor have failed and more than 7 business days have passed, or if the student still objectively disagrees with the instructor's assessment after receiving concrete feedback, the student may begin the formal grade appeal process by contacting the Office of Student Affairs at studentaffairs@sps.columbia.edu. Formal grade appeal requests must be submitted no more than 14 business days after the end of term.

Grade changes are not permitted after a degree or certificate has been conferred.

This grade appeal policy applies to SPS courses only; for courses that are administered by other schools, the student must contact the school directly to inquire about grade appeals.

Leave of Absence

Master of Science and Certificate Students might be eligible to take certain types of leave of absences. A leave of absence allows a student who must interrupt his or her studies for a compelling and documented reason—for example, a sustained medical condition that prevents attendance or a significant personal matter requiring absence from campus—to be exempt from the Continuous Registration requirement.

Students who intend to take a leave of absence must submit a Leave of Absence Request Form to the Associate Dean of Student Affairs. Until students are notified by the Associate Dean that the leave has been approved, they should assume that they are registered and will be expected to fulfill their academic and/or financial responsibilities, including completing course work. Leaves of absence are granted for one or two semesters. However, the student's total leave may not exceed one year (two semesters). Leave of Absences will not be granted retroactively.

Students taking a leave of absence are not considered registered Columbia students. Approved leaves are entered on a student's permanent academic record. The period of the leave is not counted toward the time allowed for completion of the degree requirements. A student on leave may not be required to fulfill any degree requirement. The period of the leave will not be counted toward the time allowed for completion of an Incomplete Grade.

Leave of Absence: Involuntary
The Associate Dean of Student Affairs, or his/her designee, may place a student on an involuntary leave of absence for reasons of personal or community safety. This process will be undertaken only in extraordinary circumstances when there is compelling information to suggest that the student is engaging in, or is at heightened risk of engaging in, behavior that could lead to serious injury to themselves or others. Additional details regarding involuntary leaves may be found here: http://www.essential-policies.columbia.edu/involuntary-leave-absence-policy.

Leave of Absence: Medical
A student who must interrupt study temporarily because of physical or psychological illness may be granted a medical leave of absence. The decision to grant a medical leave of absence is contingent upon the submission of documentation from a health care professional. Documentation from a health care professional should confirm that the student is unable to engage in study; such documentation should include a statement as to when the student may be expected to resume studies.

To return after a medical leave, the student must submit a request via email to sps-studentaffairs@columbia.edu that he or she wishes to return. With the request, students must submit a letter of approval from the health care professional who treated the student, confirming that the student is capable of returning to graduate study. Students returning from a medical leave might be asked to meet with a medical provider at Columbia Student Health Services.

Leave of Absence: Military
A student who must interrupt study temporarily to fulfill a compulsory military obligation for a specific length of time will be granted a military leave of absence to fulfill that obligation. Students are expected to provide evidence of circumstances when requesting leaves. The student seeking a military leave of absence must provide the Office of Student Affairs with written documentation from the appropriate military authorities (including dates of the period of obligation).

Leave of Absence: Personal
Students who must interrupt study temporarily for reasons other than those described above may request a personal leave of absence. Reasons may include, but are not limited to, financial status; child care; illness, bereavement, or other critical matters in one's family; changes in one's outside employment; and other situations as required by applicable law. Students are expected to provide evidence of circumstances when requesting leaves. The student seeking a personal leave of absence must provide the Office of Student Affairs with written documentation from the appropriate entities (including dates of the period of obligation, or obligation start date).

Leave of Absence: Financial Aid
Students should contact the Office of Student Financial Planning for information about the effect of taking a leave of absence on loans and fellowships. Most University and government loan programs do not permit the deferment of loan repayment while a student is on leave.

Leave of Absence: Students Studying With Visas
Students on a J1 or F1 visa who intend to take a Leave of Absence must contact the International Students and Scholars Office as soon as possible.

Refunds

All students who withdraw or take a leave of absence during a semester in which they are registered are charged a $75 withdrawal fee. Tuition is refunded on a prorated basis, ordinarily calculated from the date on which the Office of Student Affairs receives the request for a withdrawal or leave of absence. The Registrar's Office publishes a schedule of refunds for tuition and fees based on the week in the semester during which the withdrawal or leave is approved.

COLUMBIA UNIVERSITY - MORNINGSIDE CAMPUS MAP

Riverside Park

Riverside Drive

Claremont Avenue

Broadway

Amsterdam Avenue

Morningside Drive

Morningside Park

Lerner Hall
Student Center
Bookstore
Health Services
(Counseling & Psychological)

Lewisohn Hall
SPS

John Jay Hall
Health Services
(Appointments, Insurance,
& Immunizations)

Kent Hall
University Registrar
Student Financial Services
Student Financial Planning

Wien Hall
Disability Services

3 Claremont
Elliott
47
Interchurch Center
Theater
Tower
80 Claremont
Union Theological Seminary

Hewitt
Brooks
Sulzberger
Barnard
Lehman
The Altschul Center
The Diana Center
Fiske
Milbank
Brinckerhoff
Barnard College

River
Woodbridge
635 W 115th
620
610
600
St. Hilda's & St. Hugh's
Watson
Schapiro
Casa Hispanica
Columbia Alumni Center

Bookstore
Furnald
Pulitzer
Lewisohn
Mathematics
Chandler
Northwest Corner Building
Horace Mann
Thompson
Thorndike

Broadway Residence Hall
Hogan
Carman
Lerner Hall
Earl
Havemeyer
Havemeyer Extension
Dodge Gym (below)
Pupin
Macy
Teachers College

Watt
Intercultural Resource Center
Miller Theatre
Dodge
Low Library
University Hall
Uris
Schapiro
Main
Grace Dodge

Butler Library
South Field West
South Field East
Sundial
College Walk
Computer Center
Russell

John Jay
Hamilton
Kent
Buell
St. Paul's
Avery
Schermerhorn
Behavioral Lab
Fairchild
Mudd
Whittier

Wallach
Hartley
Philosophy
Fayerweather
Schermerhorn Extension
Engineering Terrace
Computer Science

St. Luke's Hospital
St. Luke's Hospital
Warren
424
420
Casa Italiana
International Affairs
East Campus
Wien
Annex
420
Butler
401
Plimpton
Whittier

113th Street
114th Street
115th Street
116th Street
118th Street
119th Street
120th Street
121st Street