

FAMILY HANDBOOK

COLUMBIA

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK



2009-2010

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Columbia College

The Fu Foundation School of Engineering and Applied Science

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DIVISION OF STUDENT AFFAIRS
AT COLUMBIA UNIVERSITY

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Welcome

Dear Parents and Families,

It is with great pleasure that I welcome you into the Columbia family. In preparation for this important transition, the Office of Parent and Family Programs has compiled the *Family Handbook*, an introduction to the Columbia community.

The *Family Handbook* is a valuable resource that will both inform and guide your family as you prepare for the exciting changes ahead. The information it contains, including a comprehensive guide to our many campus services and resources, was determined by our staff and parent volunteers to be the most helpful to families of students embarking on their first year at Columbia. We recommend that you read through this guide, refer to it often, and keep it as a handy reference.

In most cases, your student will be able to maneuver through his or her four years at Columbia with a great deal of self-reliance. However, should questions arise, the information found in this handbook will make it easy for you to point your student in the right direction.

We encourage you to visit our Web site, www.studentaffairs.columbia.edu/parents, for an interactive approach to the information provided in this handbook, along with links to the many resources available to you and your student.

Again, welcome to the Columbia family.

A handwritten signature in black ink, appearing to read 'K. Shollenberger', with a stylized flourish at the end.

Kevin G. Shollenberger
Dean of Student Affairs
Columbia College/The Fu Foundation School of Engineering and Applied Science
Associate Vice President for Undergraduate Student Life
Arts and Sciences
Columbia University

Columbia University 2009–2010 Academic Calendar

FALL TERM 2009

August 31	Family Orientation and Convocation
August 31	Orientation begins for first-year, transfer, and combined plan students ¹
September 7	Labor Day—University holiday
September 8	First day of classes
September 18	End of change of program period, last day to add a class, last day to receive tuition refund for class dropped
October 13	Last day to drop a class for Columbia College
October 22	Midterm date
November 2	Academic holiday—no classes
November 3	Election Day—University holiday
November 19	Last day to drop a class for SEAS
November 19	Last day to exercise pass/fail
November 26	Thanksgiving Day—University holiday
November 27	University holiday
December 14	Last day of classes
December 15–16	Study days
December 17–23	Final examinations ²

SPRING TERM 2010

January 18	Martin Luther King Jr.'s birthday observed—University holiday
January 19	First day of classes
January 29	End of change of program period, last day to add a class, last day to receive tuition refund for class dropped
February 23	Last day to drop a class for Columbia College
March 8	Midterm date
March 15–19	Spring recess
March 25	Last day to drop a class for SEAS
March 25	Last day to exercise pass/fail
May 3	Last day of classes
May 4–6	Study days
May 7–14	Final examinations ²
May 19	Commencement

Important Notes:

¹Orientation: Because of its paramount importance to the academic and social well-being and success of first-year students, attendance during Orientation is mandatory. An optional family orientation is available as well.

²Vacation travel: Students should not make travel plans until they know their final exam schedule. Final exams will not be rescheduled for vacation travel purposes.

1 | Our Campus Community

ABOUT THIS GUIDE

The Columbian in your family has undoubtedly collected numerous brochures, pamphlets, and Web sites about Columbia. Most offices in the University have their own brochures and materials. We have prepared this handbook because we thought that it would be helpful to you, as parents of a Columbia student, to have important facts and information in one guide.

The information presented in this handbook is accurate as of April 2009 and is general information that should serve you over the next four years that your student is an undergraduate. If this handbook does not contain the information that you seek, please contact the Dean of Student Affairs Office and we will assist you. We have included a directory of contacts on the front inside cover of this handbook.

GETTING STARTED

As you will see in reading the section “Family Involvement Opportunities,” the first point of contact for parents and families is the Office of Parent and Family Programs in the Dean of Student Affairs Office. Your student’s first stop, however, will be with the Center for Student Advising. The Center for Student Advising is composed of advising deans who will be assigned as your student’s primary contacts for academic advising during their time at Columbia. Advisers assist each student with course planning and registration, in interpreting administrative requirements and policies, and in managing both personal concerns and connections to other resources on campus. To that end, the Center for Student Advising has created the *Academic Planning Guide for New Students* that your student received to introduce him or her to the curricular expectations of the first and second years at Columbia.

In order to take full advantage of the opportunities Columbia offers, it is important for your student to learn as much as possible about the academic program he or she has selected and the resources available to help. To that end, we would like to highlight the following advice for you to relate to your student:

- **Prepare** by reading the *Guide* thoroughly before he or she attends a Summer Advising Session. Perhaps more than ever before, your student will now be responsible for making important decisions about his or her future. Students need to prepare for these decisions by learning all they can about requirements and potential majors.
- **Consult** the Columbia College or The Fu Foundation School of Engineering and Applied Science advising Web site: www.studentaffairs.columbia.edu/csa. This tool includes descriptions of various majors, timelines to consider for curricular planning, and access to the course bulletin for each school. The bulletin includes course descriptions, special program descriptions, and requirements for majors and concentrations; it is a tool your student will use for four years in planning an academic program.
- **Attend** a Summer Advising Session, in order to understand the specific requirements of the academic program and meet some of the advising staff. This way, when your student registers for classes in the fall, he or she will be well versed in the choices that need to be made and comfortable in doing so with confidence.
- **Connect** with the primary adviser as early and as often as possible. Your student’s adviser can be an important conduit to the many resources available on campus, a useful sounding board for planning and advice, and a helpful advocate to aid in interpreting University policies.

CAMPUS COMMUNITY

Once students have connected with their academic advisers and created a foundation academically, they quite naturally will want to create a home in their new environment. Community at Columbia begins in the residence halls, spills over into the myriad of campus activities, and extends into the neighborhood surrounding the campus and beyond.

Walking onto campus from Broadway and 116th Street, you can’t help but be impressed by the structures in front of you—Ionic-columned libraries, brick

residence halls, steps that are preserved as a National Historic Landmark, open spaces, and green lawns. But it is the conversations occurring within these buildings, the interactions in these spaces, that make Columbia unique. Looking at the steps of Low Memorial Library, filled with students at all times of the year, you will see that Columbia is very much a school of individuals. But it is also a community of learners brought together by the shared desire to question and explore—a community of thinkers brought together, engineer and artist, by the common vocabulary and experience provided through the Core Curriculum. At Columbia your student is not a number but a partner—with professors, with fellow students, and with advisers—on a great intellectual journey.

At Columbia connections are made in the classroom—between ideas, between students, between faculty and students. But connections are also made outside the classroom. Your student can choose from more than 300 student organizations and activities, living options that include doubles, singles, suites, rooms with kitchens, rooms with views, and nine different campus venues for eating on a Dining Plan.

MORNINGSIDE HEIGHTS AND NEW YORK CITY

New York City is a city of millions. The vibrancy and diversity represented through all of its citizens translates onto Columbia's campus. New York in all its grandeur, however, is also a city of neighborhoods. Its neighborhoods make New York a home, and Morningside Heights, with its local greengrocers, bookstores, ethnic restaurants, and coffeehouses, is your student's to explore. Strolling down a street in Morningside Heights, your student may see his or her professor walking a dog, an elderly couple holding

hands, his or her adviser buying flowers, runners, grade-schoolers, bicyclists, and fellow students. Natives of New Delhi, New Jersey, and New Zealand browse at street vendors selling art prints, antique postcards, and books on philosophy. Over half of the faculty make the daily five-minute commute from their Morningside Heights homes.

Due to its high concentration of schools of higher learning within one very walkable neighborhood, Morningside Heights is called "the Acropolis of America." Bordered by not one, but two Frederick Law Olmsted-designed parks, Morningside Heights is the home not only to Columbia University, but also Barnard College, Teachers College, the Jewish Theological Seminary, the Union Theological Seminary, the Manhattan School of Music, and Bank Street College of Education. It is also a neighborhood of historic significance. The 1776 Battle of Harlem Heights took place here; forts to protect Manhattan Island were erected on neighborhood shores during the War of 1812; the ever-joked-about Grant's Tomb is here as well (both he and his wife are buried there); and St. John the Divine, the world's largest Gothic cathedral, is a short walk from the campus. It is a community of history, of neighbors, and also a college town on Broadway—the views from that great American thoroughfare reminding you that you are in a great American city.

New York City offers what architect Louis Kahn called "infinite possibilities." These possibilities provide your student with a living laboratory, a vital aspect of his or her education: 150 museums, 35 Broadway theaters, 6,000 delis, 1,000 parks and playgrounds, 15 bridges, one Empire State Building—and one Columbia University.

ABOUT COLUMBIA

HISTORICAL HIGHLIGHTS

1754	Royal Charter establishes King's College under King George II of England.
1784	Renamed Columbia College by New York State Legislature.
1810	Final revisions are made to the Charter under which the University operates today.
1849	College moves from Park Place, near present City Hall, to 49th and Madison.
1864	School of Mines (now The Fu Foundation School of Engineering and Applied Science) is founded.
1889	Barnard College for women becomes an affiliate of Columbia.
1896	Trustees formally designate Columbia as a university.
1897	The University moves from 49th and Madison to its present site in Morningside Heights.
1928	Opening of the Columbia-Presbyterian Medical Center, the first such center to combine teaching, research, and patient care.
1954	Columbia's Bicentennial Celebration.
1983	The first Columbia College class to include women arrives on campus in September.
2002	Lee C. Bollinger becomes the nineteenth president of Columbia University on June 1, 2002.
2004	Commemoration of Columbia's 250th Anniversary.

Courtesy of Office of Planning and Institutional Research

COLUMBIA COLLEGE

Mission

In each new era, a thriving college needs to redefine its mission, both in terms of the challenges and concerns of that era and in terms of the "usable past" that can productively inform contemporary discussion and debate. This is not simply a matter of locating the relevant past, but of considering how to relate ourselves to a past that influences, in ways of which we are often unaware, the kinds of questions we ask and the kinds of answers we find persuasive. In relating ourselves to that past we need to focus upon three key elements that combine to characterize the education that

Columbia College provides its students today: intellectual mobility, social mobility, and career mobility.

By combining these three elements in a coordinated living and learning environment, Columbia College preserves, extends, and renews its tradition of preparing students to make informed choices in a world always haunted by its many pasts, but also oriented toward a variety of possible futures. If students have acquired intellectual and social mobility, they will be able to meet the career and lifestyle challenges of a changing world, by adapting acquired modes of expertise and experience to new circumstances, by thinking creatively across differing frames of reference, by making informed value judgments in a heterogeneous social context, and by using the best of the past to guide them toward what is best for the emerging future.

Michele M. Moody-Adams, Dean
Kathryn Yatrakis, Associate Dean and Dean of
Academic Affairs
208 Hamilton Hall
212-854-2441
college@columbia.edu
www.college.columbia.edu

THE FU FOUNDATION SCHOOL OF ENGINEERING AND APPLIED SCIENCE

Mission

The Fu Foundation School of Engineering and Applied Science, as a part of a world-class teaching and research university, strives to provide the best in both undergraduate and graduate education. The School is preparing engineering leaders who will solve the problems of the new century, fostering scientific inquiry but never losing sight of its human implications. The School's programs are designed to produce well-educated engineers who can put their knowledge to work for society. This broad educational thrust takes advantage of the School's links to a great liberal arts college and to distinguished graduate programs in law, business, and medicine.

Through a synergy of teaching and research, we seek to educate a distinguished cadre of leaders in engineering and applied science who will thrive in an atmosphere of emerging technologies.

Feniosky Peña-Mora, Dean
Morton Friedman, Vice Dean
510 S. W. Mudd
212-854-2997
www.engineering.columbia.edu

THE DIVISION OF STUDENT AFFAIRS

Overview

The Division of Student Affairs for Columbia College and The Fu Foundation School of Engineering and Applied Science is the central division responsible for providing a wide range of services designed to enhance the student experience. The offices within the Division include:

- Center for Student Advising
- Administration and Planning
- Office of Multicultural Affairs
- Office of Parent and Family Programs
- Office of Student Group Advising
- Research and Planning
- Student Affairs Central Business Office
- Student and Alumni Programs
- Student Development and Activities
- Residential Programs
- Undergraduate Admissions
- Data Group and Operations
- Undergraduate Financial Aid and Educational Financing
- Office of Judicial Affairs and Community Standards
- Office of Events and Communications

The integrated effort of these offices assures that individual students receive support in both their academic and cocurricular pursuits. The Division is responsible for assisting students in all matters beyond actual course instruction and helping to create a special spirit and sense of community from admission through graduation and entrance into the alumni community.

Mission

The co-curricular experience, from the first contact with the University to graduation, is vital to student success, learning, and development. The Division of Student Affairs supports the academic missions of Columbia College and The Fu Foundation School of Engineering and Applied Science to assist students as they define and strive toward academic and personal goals as well as to provide an environment conducive to their holistic development.

Kevin G. Shollenberger
Dean of Student Affairs
Associate Vice President for Undergraduate Student Life, Arts and Sciences
Dean of Student Affairs Office
212-854-2446
www.studentaffairs.columbia.edu

OFFICE OF PARENT AND FAMILY PROGRAMS

The Office of Parent and Family Programs is housed within the Dean of Student Affairs Office and serves both Columbia College and The Fu Foundation School of Engineering and Applied Science. We are here to assist with the transition to college, connect parents and families to Columbia, and serve as a resource for parents and families throughout college and into graduation. Undoubtedly, you will have a variety of questions and concerns during your student's transition to Columbia and throughout his or her student career. We are happy to answer your questions and serve as your first point of contact with the University. Our goal is also to connect you to Columbia through events like Family Orientation and Family Weekend, publications like our *Family Connection* newsletter, online tools such as our Web site, and on- and off-campus volunteer opportunities. Please see the following chapter on "Family Involvement Opportunities" for more detailed information about the various events, publications, and volunteer opportunities that are available to you.

The Office of Parent and Family Programs
 Dean of Student Affairs Office
 Alfred Lerner Hall, 6th Floor, Mail Code 2607
 2920 Broadway
 New York, NY 10027
 Tel: 212-854-2446
 Fax: 212-854-0012
 fpse@columbia.edu
 www.studentaffairs.columbia.edu/parents

COLUMBIA, YOUR STUDENT, AND YOU: AN IMPORTANT PARTNERSHIP

COLUMBIA'S RELATIONSHIP WITH STUDENTS AND THEIR PARENTS AND FAMILIES

We like to approach our relationship with students from the viewpoint that recognizes their status as adults. With that in mind, although the University's primary relationship is with students, we see the relationship with parents and family members as equally important. Because of the special nature of these relationships, we encourage parents and family members to be involved in many aspects of their son's or daughter's education and the campus community.

In accordance with this perspective, we think of our relationship with students and their parents and families as a partnership that operates from a common foundation. Given the importance of this, we recognize that our approach contains various perspectives, and that we have obligations to both the students and you, their family members. Managing the needs of the students and their parents and families presents a complex set of issues. Therefore, our ability to balance those needs is extremely important. One of the best ways to maintain balance is by communicating to you the policies and practices that we use in regard to student affairs. Central to those policies and practices is the Family Educational Rights and Privacy Act (FERPA), which is outlined in the next section.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Our interactions with students and families with respect to sharing information are guided by our core belief that students are independent and developmentally mature young adults. The Family Educational Rights and Privacy Act (FERPA) also regulates our interactions with students and families. Specifically:

1. Students have the right to inspect their educational records, and this can be done by the student making application to the Information Center of the Office of the Registrar in Kent Hall.
2. The University will not generally permit access to, or release of, students' educational records without the written consent of the student. As provided in the Act, however, the University may *choose* to release such data to certain persons in certain situations, such as when requested through judicial order or in connection with an emergency. It is the University's policy *not* to release data, such as student transcripts, to parents or guardians, regardless of the student's federal income tax status.

For more information, please see <http://www.columbia.edu/cu/registrar/docs/parents/ferpa.html>.

UNIVERSITY POLICIES FOR COMMUNICATING WITH FAMILIES

Our policies for communicating with families are guided by FERPA and our philosophy that students are independent, mature young adults (see previous section, "Columbia's Relationship with Students and Their Parents and Families").

Therefore, we will often leave the decision of when to involve parents or guardians up to the student, except in the case of an emergency, or if our professional judgment leads us to believe that parental involvement is in the best interest of all parties.

Our first course of action in all situations will always be to urge our students to contact their parents or

guardian. In case of an emergency, however, or if a student is unwilling or physically unable to contact their parents or guardian, a staff member will do so on their behalf.

In most cases, situations are resolved without the University involving family members. In essence, this means that your student may be involved in a disciplinary infraction, come upon academic difficulties, or be receiving counseling and you would not be notified. If at any time you have concerns about your student, however, you should contact the Dean of Student Affairs Office and we will determine whether the information can or cannot be released in accordance with policy.

We also strongly encourage parents or guardians to talk to their students directly about any problems they may be having, while offering support and directing them to the appropriate campus resources. If you have questions about what the appropriate campus resources may be, you should feel free to call our office.

What follows are the University's policies for contacting parents or guardians, including some general examples of when parents and guardians should/should not expect to hear from the University:

In cases of physical or mental health:

- Student Affairs staff will notify parents or guardians in situations where it is necessary to protect the health and safety of the student or other persons, in the case of an emergency, or if our professional judgment leads us to believe that parental involvement is in the best interest of all parties.
- Parents are notified if Student Affairs staff is aware that their student is seriously ill or admitted to the hospital. For example, if a student has a condition that requires that they be admitted to the hospital for any reason, parents or guardians are notified.
- Parents or guardians are not notified if their student is ill or visits the hospital. For example, if a student has the flu or sprains his or her ankle and goes to the hospital, parents or guardians are not notified.

- Parents or guardians are not notified if their student is receiving counseling.

In cases of academic difficulties:

- If a student is having academic difficulties, for example if he or she received a poor grade on a midterm or is skipping classes, parents or guardians are not notified.
- Parents are notified if a student is placed on academic probation, suspension, or dismissal.

Regarding grades and performance:

- It is the University's policy not to send grades home. Students can access their grades on Student Services Online (SSOL).
- Unless the student has given written permission for his or her academic adviser to disclose his or her academic records, in accordance with FERPA and University Policy (see above section, item #2), an academic adviser may not discuss a student's grades or performance with his or her family members.
- If parents or guardians would like to know about their student's progress at Columbia, they should ask their student directly.

In sum, parents' or guardians' desires to know about the progress of their students at Columbia do not always mesh with what we are able to inform parents or guardians. Both national policy and our philosophy that students are independent young adults guide our practices. We understand that this change from dependence to independence does not take place as soon as students arrive on campus, however, and that many issues arise as the student transitions into college life; therefore, typically in the student's first year we initiate more contact between the University and the parents or family.

For more information on these policies, please see the following Web site:

www.columbia.edu/cu/registrar/docs/parents/index.html
or visit the Office of Judicial Affairs and Community Standards Web site at www.studentaffairs.columbia.edu/judicialaffairs/.

Policy for Address, Phone Number, and E-mail Changes

In order to maintain the accuracy of your student's record, we ask that any change of contact information be updated with Columbia to ensure that you receive all relevant information.

In order to protect students' privacy of information, any updates to address information *must* be completed online by the student. If you have a change of address, phone number, or e-mail, please ask your student to update the information through Student Services Online (SSOL), via the student's secure login: <https://ssol.columbia.edu/>.

TIPS FOR A SUCCESSFUL PARTNERSHIP

Common foundation As stated earlier, we all desire the same common foundation, and being mindful of this foundation, as well as accounting for the varying perspectives, will be key in forging a partnership.

Communication Your son or daughter will be the primary contact with the University and with you. Having them in the middle of most of the communication should help us avoid confusion or delivering mixed messages. In addition to answering your calls and inquiries we will help to keep the lines of communication open through the maintenance of our Web site.

Connection Your relationship with your son or daughter may change somewhat, as you will now have to rely on them to keep you informed of the daily occurrences in their lives. And although the relationship may change, the connection to your son or daughter and the support you give will remain important to them. This can be hard to manage at first, but as time goes by, it should become easier to respect their privacy while still remaining connected to them.

Contact Stay in contact with your Columbian and with the University. Outlined in detail later in this guide are the staff and various resources here to assist families and students as they move through their years at Columbia. Please visit the campus, attend regional events, utilize the Web site, or contact us if you ever have any questions or concerns. This handbook should be instrumental in helping you to stay in contact.

TRANSITIONS AND SUPPORT

As your son or daughter leaves your home and comes to campus, they now become members of a very special community, the Columbia family! We also welcome you to the Columbia family because you play an integral role in their lives. Since we recognize that no one knows your son or daughter as well as you do, we also recognize that only you can provide the special support that will be so important as your student embarks on his or her college career. We have worked with many students and parents over the years, and our observations have revealed that students tend to thrive when parents and family members:

- a) provide continued support by staying in touch through phone calls, e-mails, letters, and occasional care packages (especially during mid-terms and final exams!).
- b) show them that you still care. Asking about their lives and expressing pride in their achievements may be valued even more highly now when they are away from home. Their need for your support, despite all appearances, is as great as ever.
- c) let go. They are living on their own now, developing autonomy. They need to take responsibility for their lives, to succeed and even fail on their own.
- d) support without always agreeing by validating their feelings and perceptions, but don't always assume it's the whole story.

2 | Family Involvement Opportunities

FAMILIES AT COLUMBIA

Your involvement in your son's or daughter's education at Columbia doesn't end when the last bag is dropped off and Family Orientation is over. You are now part of the Columbia family; as such, the Office of Parent and Family Programs, the Columbia College Office of Alumni Affairs and Development, and the Office of Development and Alumni Relations at The Fu Foundation School of Engineering and Applied Science (SEAS) encourage you to take an active role in the Columbia community and to participate to the greatest extent possible in the activities that are planned. We invite you to join us for special events throughout the year and take advantage of these opportunities to get to know faculty, students, and staff at Columbia. What follows may help you find ways to become more involved.

EVENTS

Summer Advising is a program held in conjunction with the Student Advising Centers. These sessions provide incoming students with an overview of advising at Columbia, advice on planning courses for the first year, and a summary of expectations and requirements. Concurrent with the student session is a program for family members specifically designed to address the questions and concerns that families have as they prepare to send their student off to college. A special presentation from alumni concludes the program.

Family Orientation coincides with the first day of orientation for new students. Knowing that families often accompany their students, we created programs that meet specific parent needs and give students some opportunities to meet each other. The program concludes with a **Convocation**, a formal ceremony designed to welcome new students and their families.

Family Weekend is a special opportunity for the families of first-year, combined plan, and transfer students to visit campus about six weeks after the start of the fall semester. Family Weekend is usually scheduled on Homecoming Weekend. More than 800 parents attend, and events include featured faculty lectures, campus and neighborhood tours, panel presentations, and receptions.

Regional Events provide parents with an opportunity to meet other families and alumni in their home community and to bring Columbia to their region.

Summer Advising Sessions and **First-Year Send-Offs** offer new students and parents an opportunity to learn more about Columbia and provide an overview of what's ahead. These programs are offered in a number of cities so you can meet others in your region who are Columbia bound. **College Day** programs are scheduled each year in various cities across the country. These regional events bring together deans, alumni, faculty, parents, and students to spend a day "at Columbia," taking classes with some of the University's preeminent faculty and learning about what's happening on campus back in New York.

Dean's Day is similar in structure to the College Day programs, but is held every spring right here on campus. Parents and students join alumni in participating in the classroom experience. Both College Day programs around the country and Dean's Day at Columbia are perfect opportunities to meet Columbia faculty and socialize with other parents and alumni.

Class Day is sponsored by the Dean of Student Affairs Office and the Dean's Offices of both Columbia College and SEAS. Held before **University Commencement**, Class Day exercises are school-specific graduation ceremonies that celebrate the accomplishments of the class. It is at Class Day that students hear their names read aloud as they walk across the dais, have their photographs taken, and receive a class pin. The program also includes awards and remarks by a featured speaker, the dean of the school, and several students. A reception hosted by the dean immediately follows each ceremony.

COMMUNICATIONS

Family Connection, a newsletter exclusively for parents and families, is distributed by the Office of Parent and Family Programs. *Family Connection* features articles about student life, on-campus activity and programs, and Columbia University news. *Family Connection* is also a great source for important dates and helpful information for parents and families.

The Office of Parent and Family Programs Web site is a special section of the Student Affairs Web site designed with parents and families in mind. On the site there is a list of upcoming events, a downloadable version of the *Family Handbook*, the current edition and archives of *Family Connection*, helpful links to important information throughout various Columbia departments and beyond, information on visiting campus, and information on volunteering. The Web site is located at www.studentaffairs.columbia.edu/parents.

The Columbia Parent and Family Blog contains news, information, and Internet links of interest to Columbia parents and families. It is also a place for families to share comments in an online dialogue with Student Affairs and with other Columbia families. The blog is located at <http://columbia-parents.blogspot.com>.

Columbia College Today, the College's bimonthly alumni magazine, is sent free to all current College parents. CCT features profiles of College alumni, faculty, and students; spotlights campus and alumni events; and focuses on alumni news with myriad departments and columns.

Columbia College Parents Newsletter and Engineering Parents Newsletter are free, monthly electronic publications to keep current College and SEAS parents informed about the latest happenings on campus, faculty awards and accomplishments, campus activities, student-athletes, fundraising progress, upcoming events, and much more. Parents who have e-mail addresses on file with the Parents Fund Offices receive a copy. Please notify these offices if you change your e-mail address(es) or wish to be added to the mailing list.

VOLUNTEER OPPORTUNITIES

There are a number of ways to get involved at Columbia. A list of some of the volunteer opportunities available through the Office of Parent and Family Programs follows:

Days on Campus Student/Parent Team (April—New York): Sit on a panel with your student and answer questions about Columbia from admitted students and their families.

Welcome Reception Host (April—regional): Sponsor a welcome reception for admitted students and their families.

Summer Advising Panelist (June and July—regional and New York): Sit on a panel with other current parents and answer questions about Columbia from parents of incoming first-year students.

Summer Advising Greeter (June and July—regional and New York): Greet incoming first-year students and their families and help with registration.

First-Year Send-off Host (August—regional): Sponsor a send-off event for first-year students and their families.

Family Orientation Greeter (August—New York): Greet first-year students and their families when they arrive on campus and help with registration.

Family Weekend Greeter (October—New York): Greet families and help with registration.

Parents' Corner Writer (fall and spring): Write articles for *Family Connection* (newsletter) and the Office of Parent and Family Programs (Web site). *Family Connection*, a newsletter exclusively for parents and families, features articles about student life, on-campus activity and programs, and Columbia University news.

Parents Fund Committees volunteers call and solicit other parents for donations to the Parents Fund. Parents also can host related parent events at their home or business.

If you are interested in volunteering, please contact the Office of Parent and Family Programs at 212-854-2446 or by sending an e-mail to fpse@columbia.edu.

PARENT GIVING

COLUMBIA COLLEGE OFFICE OF ALUMNI AFFAIRS AND DEVELOPMENT

The Columbia College Office of Alumni Affairs and Development helps parents establish an ongoing relationship with the College while their son or daughter is a student. Parents of College students are kept informed of College happenings through our electronic newsletter, the College's alumni magazine, and invitations to special events on campus, as well as regional and international activities.

There are a number of ways that parents can get involved, stay connected, and make a difference. Parents are invited to participate in events as a guest and/or volunteer.

COLUMBIA COLLEGE PARENTS FUND

Columbia College parents are integral members of the College community and help raise annual gifts for the Parents Fund. Parent gifts directly benefit students' education and the quality of undergraduate life. The fund supports the College's operating needs, enhancing teaching and learning opportunities on campus, the Core Curriculum, residential life, and student life activities. Parent gifts also support the College's restricted needs, such as capital projects, endowment, financial aid, and professorships. Parent support is vital to the College's overall financial well-being.

Parent volunteers lead the way by encouraging gift-giving to the College and helping the institution maintain its position as a higher education leader. Council members, class chairs, and committee volunteers play an important role in educating and expanding the College's network of parent donors. To volunteer for a committee, host a local event, or find out how you can help support the College, please contact the Parents Fund Office or visit www.college.columbia.edu/parents.

Susan Rautenberg
Director, Columbia College Parents Fund
Tel: 212-851-7812
Fax: 212-851-1954
sr2010@columbia.edu

Zachary Howell
Assistant Director, Columbia College Parents Fund
Tel: 212-851-7866
Fax: 212-851-1954
zh2134@columbia.edu

Columbia Alumni Center
622 West 113th Street, MC 4530
New York, NY 10025

ENGINEERING PARENTS PROGRAM AND PARENTS FUND

Parents are an important part of the Columbia Engineering community. SEAS parents are encouraged to engage with the School, offer support, and stay informed. The School recognizes that parents are vital partners in the success of SEAS and the success of our students and alumni.

Parents are encouraged to sign up for the new *Engineering Parents* e-newsletter, which is sent monthly via e-mail. These newsletters share updates from campus, report impressive achievements of SEAS faculty and students, announce campaign updates, and highlight new academic initiatives. Parents can also access information on the new SEAS Parents Web site: www.engineering.columbia.edu/overview-pages/parents.

The School also holds special parent-specific events in New York, regionally, and internationally featuring prominent faculty and the Dean. We invite parents to attend or host these events so that they can learn more about the innovative programs and exciting vision for the School.

The Parents Council is comprised of parents who volunteer to serve as ambassadors for the School, to act as liaisons between the administration and the Engineering Parents Association, and to advance the goals and vision of the School through supporting the Parents Fund. By providing the critical resources needed to address the School's core priorities and strategic needs, the Parents Fund has a direct impact on today's students and the academic excellence of SEAS.

To learn more about these programs or to sign up for the newsletter, please contact the SEAS Parents Program Office.

Ryan Carmichael
Parents Program Office
622 West 113th Street, MC 4522
New York, NY 10025
212-851-7891
seasparents@columbia.edu

For more information on events, communications, or volunteering, please contact:

The Office of Parent and Family Programs
Dean of Student Affairs Office
Alfred Lerner Hall, 6th Floor, Mail Code 2607
2920 Broadway
New York, NY 10027
Tel: 212-854-2446
Fax: 212-854-0012
fpse@columbia.edu
www.studentaffairs.columbia.edu/parents

3 | Campus Resources

The following section goes into greater detail about the programs and services on campus designed to assist students as they move through their time at Columbia.

ATHLETICS

The University offers excellent athletic facilities and many programs to help the community stay physically fit. The Dodge Physical Fitness Center, available for use by all students, has basketball courts (also used for badminton, floor hockey, indoor soccer, and volleyball), squash/handball/racquetball courts, a running track, swimming pool, state-of-the-art Fitness Facility, saunas, and dance, fencing, wrestling, and multipurpose activity rooms. Further north, on 218th Street, the Baker Athletics Complex plays host to a football stadium, baseball field, soccer stadium, tennis courts, and an outdoor track. The University provides many opportunities for students to become involved in athletics. Programs offered include physical education classes, recreational and club sports, and intramural or intercollegiate athletics.

Columbia Athletics
Marcellus Hartley Dodge Physical Fitness Center
212-854-2548
www.gocolumbiaions.com

CENTER FOR CAREER EDUCATION

The Center for Career Education (CCE) helps students and alumni of Columbia College and The Fu Foundation School of Engineering and Applied Science develop the key competencies necessary to make informed decisions and take the necessary steps to achieve their career goals. The Center establishes connections and facilitates interaction among undergraduates, graduate students, alumni, employers, and organizations to generate opportunities that help students pursue their personal and professional objectives.

UNDERGRADUATE CAREER DEVELOPMENT

Career Counseling: Students can meet with counselors to explore career interests, develop self-awareness in relation to career choice, gain more informa-

tion about resources to accomplish their career goals, and conduct practice interviews. Topics covered with counselors include how to obtain a part-time job, internship, or full-time job; evaluation of the decision to go to graduate school; Columbia's internship programs and funding for internships; and how to write or perfect a résumé or cover letter. CCE offers both walk-in hours (Monday to Friday, from 1 to 4 p.m. during the academic semester) and 30- to 60-minute appointments.

Annual Career Fairs and Special Events: CCE offers a variety of large-scale career fairs and special events that provide students with opportunities to explore a breadth of career fields, industries, and employment options. Annual career fairs cover engineering, business, and the not-for-profit/public service fields. In 2008–09, CCE also held International Organizations Day and the Washington D.C. Virtual Career Fair. The CCE Web site (www.careereducation.columbia.edu/findajob/careerfairs) provides career fair dates and information.

“Careers in...” Series: CCE, CC/SEAS Division of Student Affairs, and CC and SEAS Offices of Alumni Affairs and Development partner to bring alumni and other professionals together with students to network and share information about a variety of careers. Panels have included “Careers in...” Energy, Education, Information Technology, New Media, Advertising, Public Service, Marketing, Museums, Publishing, Architecture, Health Care, Politics and Government, and the Environment.

Site Visits: CCE brings groups of students to meet with employers at their offices to see what goes on “behind the scenes” in a variety of industries. Students experience the work culture, tour the offices, and hear about a range of departments. Past site visits have been held at the NBA, STV Inc., Random House, NBC, Bloomberg, the American Museum of Natural History, MTV, PepsiCo, the Guggenheim Museum, and Langan Engineering and Environmental Services.

Networking: CCE offers multiple networking opportunities to help students build bridges to the world of work. Networking resources include Columbia Career Connections, Columbia's online alumni career networking community that provides opportunities to connect with alumni in a wide variety of professions, industries, and locations. Also, Columbia University is a member of the award-winning mentoring network, MentorNet, for students interested in engineering, science, mathematics, and technology. This resource connects students to professionals in industry, government, and higher education. CCE networking events include career fairs, the "Careers in..." series, the Engineering and Computer Science Employer Networking Reception, Media Networking Night, and Civic Engagement Networking Night.

Career Development Programs: From determining career goals to preparing for a tough interview, CCE offers a series of programs to assist students wherever they are in the career development process. Skill-based workshops include job search techniques, interview tips, résumé and cover letter writing, networking skills, and how to maximize internship and job opportunities. Alumni and professionals work one-on-one with students in CCE's Employer Connection mock interview and résumé review program. CCE also offers programs on dining etiquette, public speaking, and communication in the workplace to help students be successful in their jobs and internships.

EMPLOYER AND ALUMNI RELATIONS

LionSHARE—The Job Search Database: By registering with CCE at <http://www.careereducation.columbia.edu/findajob/register>, students gain access to LionSHARE, CCE's full-service recruiting database. The system gives students complete access to view and apply to internship and job postings and on-campus recruiting events, RSVP for career fairs and employer related events, and maintain a personal calendar of upcoming deadlines, events, and announcements from CCE. Throughout the calendar year there are hundreds of job and internship opportunities across all industries available for Columbia University students.

Employer Presentations: Attending an employer presentation is an important way for students to gain

insight into what an organization is looking for in its new employees and provides an opportunity to meet and ask questions of representatives from the organization. A schedule of employer events is posted on the CCE Web site calendar at <http://www.careereducation.columbia.edu/events>.

EXPERIENTIAL EDUCATION

Internships: Internships, part-time jobs, extracurricular activities, and community service activities provide students with opportunities to learn more about potential careers and develop the skills, knowledge, and experience necessary to be successful in their careers. CCE is committed to developing opportunities that allow students to explore career fields and develop their transferable skills and experience working in professional settings. CCE resources include:

- The LionSHARE internship and job database
- The CCE Internship programs:
 - **Columbia Arts Experience (CAE)**
Spring internships with New York-based arts organizations
 - **Columbia Communities in Action (CCIA)**
Spring internships with civic engagement oriented organizations in New York
 - **Columbia Experience Overseas (CEO)**
Summer international internships in London and Hong Kong
 - **Columbia University Internship (CU IN)**
Summer internships in a variety of fields in Los Angeles and San Francisco
 - **Encouraging Dynamic Global Entrepreneurs (EDGE) Scotland**
Summer program in consulting, coordinated in partnership with the Scottish Enterprises, a governmental economic development program
- Career skill building and practice interviewing in both one-on-one settings and workshops with Career Counselors, alumni, and professionals
- Support for internship funding including the Summer Interns Living and Learning Program and the Columbia College Parent Alumni Internship Fund

Student Enterprises: Columbia Student Enterprises offers a unique educational experience by providing students with the opportunity to gain hands-on experience running a business. More than 200 part-time positions within the agencies are available in such areas as tutoring, translating, bartending, layout, writing, and advertising sales. Students are encouraged to participate in Student Enterprises by working as managers or staff in the businesses.

Center for Career Education
East Campus, Lower Level
212-854-5609
www.careereducation.columbia.edu

CENTER FOR STUDENT ADVISING

The Center for Student Advising serves Columbia College and The Fu Foundation School of Engineering and Applied Science students through each year of their Columbia education. The Center offers advising, programming, support, and counseling on issues related to undergraduate life.

Center Locations
403 Alfred Lerner Hall
101 Carman Hall
Schapiro Hall, 1st Floor
Broadway Residence Hall
212-854-6378
www.studentaffairs.columbia.edu/csa/

COMMUNITY DEVELOPMENT

OFFICE OF MULTICULTURAL AFFAIRS (OMA)

Responding to the needs of our diverse undergraduate student body, the Columbia College and Fu Foundation School of Engineering and Applied Science Office of Multicultural Affairs aims to promote an inclusive university climate by raising awareness of and appreciation for multicultural similarities and differences. The office acts as an educational resource that prepares students to succeed in a heterogeneous and ever-changing society and provides a sup-

portive environment for constructive interaction and mutual understanding. Our goal is to create a greater sense of community and improve the quality of life for students at Columbia.

Intercultural Resource Center

Part of the OMA, the Intercultural Resource Center (IRC) is devoted to creating an educationally just society and championing issues of multiculturalism and diversity within and beyond the Columbia University community. Programs and services provided by the Center include but are not limited to volunteer opportunities, diversity training, student internships, mentoring programs, art exhibits, community resources information, cultural and educational programs, and student leadership opportunities.

STUDENT DEVELOPMENT AND ACTIVITIES

Columbia University offers varied and exciting programs and student activities that complement your student's undergraduate education. Through their involvement, he or she can learn valuable leadership skills, enhance interpersonal skills, and develop meaningful relationships with peers, faculty, staff, and alumni. Wherever your student's interests lie—the arts, politics, professional goals, sports, social and special interest programs, debate, writing, or religious activities—he or she is sure to find an organization at Columbia to suit his or her interests. The Office of Student Development and Activities (SDA) provides advising, leadership training, and support to student organizations in planning lectures, concerts, conferences, theater, dance and musical performances, debates, and hundreds of other events that make campus life exciting and enriching at Columbia.

In addition to the more than 300 clubs and organizations on campus, students should be sure to check out the Emerging Leaders programs, which will lay the groundwork in developing their leadership potential at Columbia and in their future professions. Another leadership opportunity is involvement in student government. Elections for new class officers will be held a few weeks after your student arrives on campus.

The SDA office, in partnership with several other offices, also assists students in having a successful tran-

sition to the Columbia community and the larger New York community. The week prior to the start of school a comprehensive Orientation program helps acclimate your student to the academic and co-curricular resources at Columbia. Your student can also elect to participate in one of our pre-Orientation programs: Columbia Outdoor Orientation Program (COOP), choosing from a biking, hiking, or canoeing trip, or the Columbia Urban Experience (CUE), providing volunteering and service opportunities around NYC. Students who have participated in these programs have found them invaluable in helping them establish a community here at Columbia. Lastly, your student can take advantage of the many cultural offerings of New York City through the Urban New York program. Free of charge, students are accompanied by faculty and administrators to the hottest Broadway shows, exclusive restaurants, insider tours of NYC landmarks, sporting events, and world-class performing arts events.

OFFICE OF RESIDENTIAL PROGRAMS

The Office of Residential Programs brings together traditional residential life activities and the initiatives of the Fraternity and Sorority Life and Leadership Development.

First-year housing is available in Carman Hall, John Jay Hall, Furnald Hall, and the Living Learning Center (LLC) in Hartley and Wallach Halls. For more information, contact Columbia University Housing Services. Detailed information about residence halls, such as dimensions, floor plans, etc., can be found online at www.columbia.edu/cu/housing/docs/incoming-students/first-year-students.html.

Staff

The Residential Programs staff supports students by cultivating an atmosphere conducive to academic pursuits and by fostering student community in the residence halls. Overseen by a Dean-in-Residence and Director, the Residential Programs staff is made up of professional personnel who are trained to meet the needs of Columbia students. The **Associate/Assistant Director of Residential Programs (AD)** is a professional staff member who oversees residential and student development programs for a specific residential area. In addition, the AD is the person to contact with

regard to students' concerns about living in the residence halls or in case of an emergency. The **Graduate Assistant (GA)** is a graduate student who is responsible for assisting staff in developing programming for residents. The **Community Adviser (CA)** is an undergraduate student who is responsible for creating and implementing building-wide programs to facilitate larger community development opportunities. Finally, the **Resident Adviser (RA)** is an undergraduate student and peer adviser who lives on the floor and is there to assist students in making the transition from home to all aspects of life at Columbia. The RA will greet students upon arrival, guide them through Orientation, and will continue to be a valuable resource, available on a daily basis, throughout the entire year.

Programmatic Initiatives

The Faculty-in-Residence Program was established to allow faculty members and their families to live in the halls throughout the year, thereby facilitating mentorship with undergraduate residents. Faculty-in-Residence host dinner discussions and other programs in their homes.

The Living Learning Center (LLC), established in 2000 by the Dean of Columbia College and the Dean of The Fu Foundation School of Engineering and Applied Science, is the only all-class integrated residence hall at Columbia. The LLC fosters a structure for students to integrate classroom and cocurricular life. Additionally, a Faculty and a Dean-in-Residence host monthly dinner and discussion programs with CC/SEAS alumni, other faculty, or prominent scholars in their homes in the LLC. These programs are open only to students residing in the LLC.

Special Interest Communities allow for sophomores, juniors, and seniors with a shared interest to live together and explore a theme through programming for the community in which they live.

Fraternity and Sorority Life

Within Residential Programs, the Assistant Director of Fraternity and Sorority Life and Leadership Development oversees twenty-nine Greek organizations and provides educational programs, services, and resources promoting holistic growth. The office also supports the ideals of fraternity by challenging members to live by their purposes.

Community Development and Leadership Team

Office of Multicultural Affairs

401 Alfred Lerner Hall

212-854-0720

multicultural@columbia.edu

www.studentaffairs.columbia.edu/multicultural

Office of Student Development and Activities

515 Alfred Lerner Hall

212-854-3611

activities@columbia.edu

www.studentaffairs.columbia.edu/sda

Office of Student Group Advising

505 Alfred Lerner Hall

212-854-4196

osga@columbia.edu

www.studentaffairs.columbia.edu/osga/

Office of Residential Programs

515 Alfred Lerner Hall

212-854-6806

corp@columbia.edu

www.studentaffairs.columbia.edu/resprograms

COMMUNITY IMPACT

Columbia University's largest community service program, Community Impact, oversees more than 900 volunteers operating 14 adult programs and 14 youth programs, and serves more than 8,000 people each year. Community Impact addresses the fundamental human needs for food, clothing, shelter, education, health, and companionship through the combined efforts of Columbia's student body and the neighborhood's residents, affirming a vision of mutual respect and cooperation. Community Impact operates on the belief that service and understanding can foster a more unified, integrated, and shared community.

Community Impact

105 Earl Hall

212-854-1492

www.columbia.edu/cu/ci

COMPUTING AT COLUMBIA

Columbia University Information Technology (CUIT) provides Columbia University students, faculty, and staff with central computing and communications services including e-mail, telephone service, Web publishing, computer labs and electronic classrooms, course management and student information applications, office and administrative applications, and management of the high-speed campus Ethernet and wireless networks. CUIT also manages an array of computer labs, terminal clusters, ColumbiaNet stations, and multimedia classrooms, and provides a variety of technical support services.

CUIT Helpdesk: 212-854-1919

Mon.–Thurs., 8 a.m.–11 p.m.

Friday, 8 a.m.–7 p.m.

Saturday, 10 a.m.–6 p.m.

Sunday, 3 p.m.–11 p.m.

CUIT Helpdesk Support Center

102 Philosophy Hall

Walk-in Hours: Mon.–Fri., 10 a.m.–6 p.m.

www.columbia.edu/cuit

DINING SERVICES

At Columbia, conversations outside the classroom will extend beyond the residence halls. In fact, some of the best talks your student will have will be over food. All first-year students enroll in a Dining Plan, helping to ensure that these interactions occur from the moment new students arrive on campus.

The diversity of these new students is reflected in the diversity of our food options. Vegetarian, vegan, kosher, Indian food lovers, sushi lovers—all will be well served. By keeping in touch with students, Dining Services is poised to consistently tailor their offerings to reflect students' changing needs and tastes. Columbia's dining options are all about flexibility, convenience, and choice. And where else but at a school located in New York can you have special events like New York, NY, or Casino Night.

Columbia's Dining Services operates 12 dining facilities. These venues are conveniently located throughout campus:

John Jay Dining Hall: “All you care to eat” brunch and dinner offerings, including pancakes, waffles, eggs, hot entrees, pasta, salads, and soups. Kosher, halal, vegetarian, and vegan choices are available.

Ferris Booth Commons: A European-style market featuring fresh sushi, homemade pasta and tacos, and burgers, a bagel and fruit bar, and a variety of grab-n-go items.

Café (212): A centrally located quick stop for salads, deli sandwiches, and carry-out snacks and beverages.

JJ's Place: A combination convenience store, grill, and snack bar open early for breakfast and again “after-hours” for late-night cravings.

Carleton Lounge: Hot entrees, gourmet soups, deli sandwiches, and a salad bar make up the variety of fare offered.

Lenfest Café: Grab-n-go café on the east side of campus.

The Kosher Deli: Kosher take-out, featuring traditional deli sandwiches, salads, and snacks.

Uris Deli: A great stop for made-to-order sandwiches or a gourmet soup.

Café East: Offering traditional Taiwanese teas with a twist, including tapioca pearl tea drinks, plus fruit smoothies, milkshakes, and a selection of gourmet hot teas and tasty dumplings!

Blue Java Coffee Bars: Three convenient locations on campus, including in Butler Library, offering fair trade, organic coffee from local roaster Dallis, along with a host of gourmet pastries, sandwiches, salads, and desserts.

All first-year students in residence are required to enroll in a Dining Plan, offering a combination of meals and Dining Dollars. The Dining Plans are transacted through Columbia's ID Card, called the Columbia Card, which serves as a convenient way to enjoy dining

all over campus without carrying cash. Students who observe a kosher diet can make any Dining Plan kosher.

The meals portion of the Dining Plan allows for unlimited choices served buffet style in John Jay Dining Hall. With meals, your student may purchase brunch (10:00 a.m.–1:30 p.m.) and dinner (5:00 p.m.–8:00 p.m.), Monday–Sunday. Meals may be used throughout the term; they do not expire at the end of the week, so your student will not lose meals if he or she misses a few during the week, or if he or she is off campus visiting you for a home-cooked meal. Also, if your student is in a hurry, takeout is available.

As an added feature, we provide every Dining Plan participant with a few complimentary guest meals for visiting friends and relatives. It is our way of saying welcome to you when are visiting with your student.

Dining Dollars comprise the other portion of the Dining Plan. Each Dining Dollar is equal to one dollar and operates as a declining balance account, much like a debit card. Dining Dollars roll over until you graduate. The Dining Dollars portion of the Dining Plan is all about flexibility. That means that in between classes or errands, your student can choose from 11 different locations for lunch and snacks. Another advantage to Dining Dollars is that they can be used at any time our dining locations are open (and some locations open as early as 7:30 a.m. and close as late as 2:00 a.m.!), giving students the benefit of buying meals, snacks, and grocery items according to their schedule.

To determine which Plan to select, you and your student may want to consider current and future activities. If he or she leads an active lifestyle or is an athlete and requires a higher caloric intake, you might choose the option with the most meals. If your student's eating style is light, and he or she likes to have fewer full-course meals in favor of smaller, more frequent meals and snacks, then you might choose the plan with fewer meals but more Dining Dollars. First-year students may change their Dining Plans during the first two weeks of the fall term and spring term for \$25. Detailed information on Dining Plans can be found on the Columbia Dining Services Web site: www.columbia.edu/cu/dining.

FELLOWSHIPS OFFICE

The Fellowships Office is committed to helping students apply for national and international fellowships, providing students with the necessary resources to determine what scholarships are best suited for their intellectual, professional, and personal goals. Services range from ascertaining which fellowships are most appropriate given a student's academic performance, aspirations, and values, to helping applicants on such requirements as personal statements or research proposals, to preparing candidates through mock interviews. The goal of the Fellowships Office is to improve students' abilities in critical thinking, analytical writing, and oral presentation, thus giving each student the necessary personalized training to submit the most compelling application possible.

Fellowships Office
105 Carman Hall
212-854-5628
www.studentaffairs.columbia.edu/students/fellowships

FINANCIAL AID AND EDUCATIONAL FINANCING

Whether or not your student is receiving need-based financial aid, the Office of Financial Aid and Educational Financing is available to answer questions about paying for your student's Columbia education. Your student should have already received information in the admissions financial aid packages designed to answer many questions about billing, financial aid, and educational financing strategies.

If you or your student have any questions about financial aid or about his or her student account, please call or visit the Office of Financial Aid and Educational Financing and speak with a counselor.

Financial Aid and Educational Financing
Alfred Lerner Hall, 6th Floor
212-854-3711
ugrad-finaid@columbia.edu
www.studentaffairs.columbia.edu/finaid

HEALTH SERVICES AT COLUMBIA

Health Services at Columbia offers a comprehensive range of routine medical care, self-care options, individual and group counseling, health education, nutritional support, and extensive outreach on issues pertinent to the well-being of students—all with a sensitivity to social and cultural differences.

FEES AND INSURANCE

Most services are offered without additional charge to students who have enrolled in the Health Service Program, which is mandatory for all full-time students. In addition, Health Services at Columbia offers student medical insurance designed to work in conjunction with on-campus healthcare.

Insurance Office
212-854-3286
hs.enrollment@columbia.edu

Immunization Compliance Office
Wien Hall, Suite 108
212-854-7210

Aetna Student Health
1-800-859-8471
www.aetnastudenthealth.com/columbiadirect.html

ALICE! HEALTH PROMOTION PROGRAM

The Alice! Health Promotion Program seeks to make the campus healthier by connecting students with information and resources, cultivating healthy attitudes and behaviors, and fostering a culture that values and supports a healthy community. Alice! provides workshops and trainings, programs such as CU Move and Stressbusters, and is home to the Go Ask Alice! health question-and-answer Web site (www.goaskalice.columbia.edu). Alice! also coordinates initiatives focused on reducing the harm associated with high-risk alcohol and other drug use, encouraging healthy nutrition and physical activity habits, and coping with stress while at college. Students can get involved with Alice! by volunteering or interning with one of the programs, applying for one of many student staff

positions, or participating in the events and programs hosted throughout the year.

Alice! Health Promotion Program
Wien Hall, 1st Floor
212-854-5453
www.alice.columbia.edu

COUNSELING AND PSYCHOLOGICAL SERVICES (CPS)

CPS offers individual counseling, as well as a number of student support groups and workshops. A professional staff of psychologists, psychiatrists, and social workers is available to discuss concerns that may include problems in relationships, feelings of anxiety or depression, concerns about sexuality, questions about career direction, difficulty concentrating or completing academic work, sleep difficulties, alcohol and other substance abuse, and concerns with body weight and eating. CPS providers adhere to strict standards of confidentiality. Students may make an appointment at our main facility in Lerner Hall or drop in for a consultation at any of our residence hall offices. Visit our Web site for more information.

Counseling and Psychological Services (CPS)
Alfred Lerner Hall, 8th Floor
212-854-2878
www.health.columbia.edu/cps

DISABILITY SERVICES

Columbia University is committed to serving the needs of students with disabilities. The Office of Disability Services provides a variety of services, programs, and resources to allow students with disabilities full participation in the academic and campus experience. Students must identify their disability and provide current and appropriate medical or diagnostic documentation before any accommodations can be considered. To allow sufficient time for review and implementation of accommodations, students with disabilities are encouraged to contact Disability Services upon acceptance to

discuss their specific needs and make arrangements for any necessary accommodations.

Office of Disability Services
Alfred Lerner Hall, 7th Floor
212-854-2388 (voice)
212-854-2378 (TTY)
212-854-3448 (fax)
disability@columbia.edu
www.health.columbia.edu/ods

PRIMARY CARE MEDICAL SERVICES

Our staff of board certified physicians, nurse practitioners, and registered nurses serves as the main primary care facility for the Morningside campus. All students have a primary care provider who will provide care for acute and chronic illnesses and injuries as well as women's health care, including well-woman evaluations and contraception counseling. There is also an urgent care area where students can access services for urgent medical concerns. Additional services provided include immunizations, allergy shots, and nutrition services, as well as a robust travel medicine program. Students are able to book appointments online and send messages to their primary care providers using our secure Web portal.

Primary Care Medical Services
John Jay Hall, 3rd and 4th Floors
212-854-7426
www.health.columbia.edu

GAY HEALTH ADVOCACY PROJECT (GHAP)

GHAP provides support groups and peer counseling for lesbian, bisexual, gay, and transgender students as well as confidential HIV testing and counseling for the entire community.

Gay Health Advocacy Project (GHAP)
424 John Jay Hall
212-854-6655
www.health.columbia.edu/ghap

RAPE CRISIS/ANTI-VIOLENCE SUPPORT CENTER

The Rape Crisis/Anti-Violence Support Center offers peer counseling and advocacy to survivors of sexual assault, relationship violence, childhood sexual abuse, sexual harassment, stalking, and other forms of violence. The Center also offers assistance to the friends, family, and partners of survivors.

Rape Crisis/Anti-Violence Support Center
100 Brooks Hall (Barnard Quad)
212-854-4366 (office)
212-854-WALK (Peer Advocates, 24 hours/7 days)
212-854-HELP (Peer Counselors, 7:00–11:00 p.m./7 days)
www.health.columbia.edu/docs/services/svprp/rcavsc/html

SEXUAL VIOLENCE PREVENTION AND RESPONSE PROGRAM (SVPRP)

The Sexual Violence Prevention and Response Program (SVPRP) educates students about consent and coercion, and promotes community standards for a respectful and safe campus. Through its programs and services, SVPRP fosters individual and collective action to end sexual and relationship violence by educating students and administrators about the dynamics and effects of sexual assault, helping students develop the communication and assessment skills necessary to promote and maintain healthy and intimate relationships.

Sexual Violence Prevention and Response Program (SVPRP)
301 Alfred Lerner Hall
212-854-3500 (office)
212-854-WALK (Peer Advocates, 24 hours/7 days)
212-854-HELP (Peer Counselors, 7:00–11:00 p.m./7 days)
212-854-2136 (Men's Peer Education Program)
www.health.columbia.edu/docs/about_us/svprp.html

ID CENTER

The **Columbia Card** is the official University ID card. It can be used for the following services: visual identification, access to University Residence Halls, library borrowing and privileges, Dining Plan access, access to Dodge Fitness Center, access to Lerner Hall, Flex account transactions, and student discounts throughout New York City at museums and cultural sites.

Flex account is a declining balance account available through your student's Columbia Card. On campus, it allows him or her to make dollar-for-dollar purchases, including those at the bookstore and at certain snack and beverage vending machines. It can also be used for laundry expenses and for copies and faxes. Off-campus, it can be used for specific grocery stores and eateries. For more information about the Flex account, please go to www.dining.columbia.edu and select "Dining Plans, Dining Dollars, and Flex."

ID Center
204 Kent Hall
212-854-7225
www.columbia.edu/cu/id

INTERNATIONAL STUDENTS AND SCHOLARS OFFICE (ISSO)

The International Students and Scholars Office (ISSO) offers many services for international students as well as American citizens and permanent residents who have received their education in a foreign country. Services for international students include pre-admission counseling, immigration-related and document services, International Orientation, and social and cultural activities. The ISSO also provides credential analysis services to the admissions offices of the University. The ISSO is open year-round, and international students are strongly urged to make use of its services.

The Orientation program for new international students arriving for the September term takes place during orientation week. For further information, contact the International Students and Scholars Office.

International Students and Scholars Office
524 Riverside Drive, Suite 200
212-854-3587
isso@columbia.edu
www.columbia.edu/cu/isso

OFFICE OF JUDICIAL AFFAIRS AND COMMUNITY STANDARDS

The Office of Judicial Affairs and Community Standards (OJA) was created to assist students in the maintenance of a safe, honest, and responsible campus community. OJA achieves this goal by partnering with various offices on campus to create programs designed to educate students about the potential impact of their actions on both their individual lives and the community at large. In addition, the OJA works with student groups to facilitate the development of skills and processes students can use to hold each other accountable when they encounter inappropriate behavior. The OJA also holds students accountable for inappropriate behavior through the Dean's Discipline process when necessary.

Office of Judicial Affairs and Community Standards
Alfred Lerner Hall, 6th Floor
212-854-7212
www.studentaffairs.columbia.edu/judicialaffairs/

LERNER UNDERGRADUATE MAIL SERVICES

Lerner Undergraduate Mail Services is responsible for all incoming, postal, courier, and campus mail for undergraduates. The Student Mailroom and Package Room in Alfred Lerner Hall are the main areas of operations. The U.S. Postal Service delivers mail directly to the Student Mailroom, located on the fourth floor of

Lerner Hall. Every Columbia College and SEAS student is assigned their own mailbox number and specific ZIP-plus-four-digit add-on, which they retain for their entire Columbia Career. The Student Package Room, located on the fourth floor of Lerner Hall, accepts all special delivery and overnight mail, as well as packages. When a package/parcel is received by the mailroom, the student will be notified by e-mail. Students will also be notified by e-mail if the mailroom receives an item marked perishable or priority overnight mail.

Lerner Undergraduate Mail Services
Alfred Lerner Hall
212-854-0100
lernerhallmailservices@columbia.edu
www.columbia.edu/cu/housing/docs/guide-to-living/campus-services/mail.html

LIBRARY SERVICES AND COLLECTIONS FOR UNDERGRADUATES

Columbia University Libraries (CUL) is among the nation's top five academic library systems, with holdings of more than 9.4 million volumes and 100,000 print and electronic journal titles, an extensive collection of databases, manuscripts, rare books, sound recordings, films, and much more. The libraries support the instructional and research information needs of the University. Butler is the largest of the 25 libraries at Columbia and its affiliated institutions, and the one most heavily used by first-year students, especially those in Columbia College and SEAS. Undergraduates may also use the libraries of Barnard College, Teachers College (especially strong in education and related topics), and Union Theological Seminary (especially strong in religion and philosophy).

Undergraduate Services, Columbia University Libraries
Philip L. Milstein Family College Library,
Butler Library
212-854-0520
undergrad@libraries.cul.columbia.edu
www.columbia.edu/cu/lweb/indiv/under

OFFICE OF STUDENT GROUP ADVISING (OSGA)

The Office of Student Group Advising is committed to supporting the programming of our faith-based, spiritual, political, activist, and humanitarian student organizations. In reaching to fulfill this commitment, OSGA provides programming in leadership skills, program development, and organizational management to all undergraduate student organizations recognized by the Student Governing Board and the Interschool Governing Board. OSGA assists students in their development as individuals, community members, and leaders.

Issues of social responsibility and civic engagement are central to the mission of OSGA and the student organizations that OSGA supports. OSGA strives to encourage open interreligious and political dialogue at Columbia University's Morningside campus and seeks to find connections among student groups. The Office of Student Group Advising works to enhance the undergraduate educational experience by fostering a dynamic and enriching University community; supporting responsible student governance and cocurricular activities; and offering programs and opportunities focused on community and civic engagement. Through advising, the office encourages critical thinking and the free exchange of ideas by all of the student organizations it supports.

Office of Student Group Advising
505 Alfred Lerner Hall
212-854-3611
osga@columbia.edu
www.studentaffairs.columbia.edu/osga/

REGISTRAR

In addition to registration and record-keeping, the Registrar's Office, together with academic departments and schools, reviews students' progress toward the completion of their degrees and certificates; posts degrees, honors, and grades to students' records; processes requests for academic transcripts and certifications; and orders and distributes diplomas.

Office of the Registrar
205 Kent Hall
212-854-4330
registrar@columbia.edu
www.columbia.edu/cu/registrar

SECURITY

At Columbia, the safety and well-being of students, faculty, and staff is a top priority. Both Columbia University and Barnard College employ their own uniformed security officers to patrol the campuses and surrounding areas 24 hours a day. Security officers are responsible for a wide range of safety services, which include responding to accidents, medical or fire emergencies, and requests for assistance; investigating and preparing incident reports (including reports of criminal activity); and coordinating police response functions. Any student or University employee can report potential criminal activities and other emergencies on campus by simply dialing 4-5555 any time of the day or night.

Statistics on crime are available online at www.columbia.edu/cu/publicsafety/.

Department of Public Safety
111 Low Library (open 24 hours a day)
Main number: 212-854-2796
Escort Service: 212-854-SAFE (7233)
Emergency: 4-5555 (from campus phone) or 212-854-5555
www.columbia.edu/cu/publicsafety/

STUDENT FINANCIAL SERVICES

Student Financial Services (SFS) is in charge of monitoring student accounts. The student account is a record of the charges and credits that occur during your student's registration at Columbia. Charges may include tuition, room, meals, health services, and other fees. Credits may include financial aid, personal payments, and non-University loans. For information on payment of fees and other related matters, please contact Student Financial Services.

Student Financial Services
205 Kent Hall
212-854-4400
Questions: <http://askus.columbia.edu>
www.columbia.edu/cu/sfs

STUDENT HOUSING

OFFICE OF HOUSING SERVICES

The Office of Housing Services provides housing for approximately 5,400 undergraduate students. Ninety-five percent of all undergraduates and 99 percent of first-year students live in undergraduate residence halls. There are eighteen undergraduate residence halls and seventeen brownstones located on and around the Morningside campus, with first-year students occupying Carman, John Jay, the Living-Learning Center in Hartley-Wallach Halls, and Furnald Hall. For more information, see pages 19–20.

Office of Housing Services
125 Wallach Hall
212-854-2775
housing@columbia.edu
www.columbia.edu/cu/housing/

UNIVERSITY CHAPLAIN

The Office of the University Chaplain is located in the Earl Hall Center and includes the "Music at St. Paul's" concert program, United Campus Ministries, and Community Impact. The mission of the Office of the University Chaplain is to help respond to the individual and collective needs of the Columbia community. It does so by collaborating with other University departments to provide and foster pastoral care and counseling, sponsoring diverse programming initiatives, organizing University-wide ceremonies, and assisting in the development of University policy. United Campus Ministries is an umbrella organization comprised of ministers, priests, rabbis, and lay people who work out of Earl Hall and St. Paul's Chapel. Religious Life Advisers from a variety of faith traditions can provide your student with individual counseling, religious and nonreligious group support, referrals, and personal assistance.

Jewelnel Davis, University Chaplain and Director
of Earl Hall Center
chaplain@columbia.edu

Office of the University Chaplain
203 Earl Hall Center
212-854-6242
www.columbia.edu/cu/earl

St. Paul's Chapel
212-854-1487
www.columbia.edu/cu/earl/chapel.htm

Kraft Center for Jewish Life
606 West 115th Street
212-854-5111
www.hillel.columbia.edu/kraft

4

Academics: Advising, Requirements, and Resources

The following sections will give you an overview of academics at Columbia College (CC) and The Fu Foundation School of Engineering and Applied Science (SEAS). These sections will provide you with more insight into your Columbian's academic experience, including information about academic advising, degree requirements, and program planning.

ADVISING

INTRODUCTION TO ADVISING AT COLUMBIA

The Center for Student Advising (CSA) consists of a team of advisers whose primary function is to support students' academic, social, and career development in Columbia College (CC) and The Fu Foundation School of Engineering and Applied Science (SEAS). CSA advisers help students thrive academically, navigate University policies, and take advantage of important resources; we are the bug of information and guidance for Columbia undergraduates. CSA advisers are also responsible for maintaining the standards and policies set by the College and SEAS, through the Committee on Academic Standing.

CSA advisers represent diverse educational and professional backgrounds that complement the varied interests, goals, and backgrounds of our student population. Your student will be assigned an adviser who will work with him or her throughout their time at Columbia. CSA is designed to promote strong relationships between adviser and advisee and prides itself on its commitment to students having the same adviser throughout their undergraduate career.

Upon declaration of a major or concentration in the sophomore year, all students are assigned to a faculty adviser in their major. However, upperclassmen will continue to work with their primary adviser to ensure the successful completion of degree requirements and to prepare for postgraduate opportunities.

Your student is encouraged to talk with his or her adviser about a variety of issues, including:

- general academic questions, concerns, or difficulties
- progress toward and completion of academic requirements

- future life plans
- registration questions
- academic standing, academic warnings, and probation
- Degree Audit Report (DAR) interpretation
- changes in academic program, in consultation with faculty advisers (if appropriate)
- petitions for exceptions to academic policy
- receiving transfer, AP/IB, or summer course credit
- other opportunities, including premed and pre-law requirements, fellowships, graduate school, and other academic options.

Every week your student will be emailed *The CSA Weekly*, with announcements regarding academic deadlines, information sessions, campus events, career days, fellowships, and more. Another resource is the CSA Blog (<http://columbiaadvising.wordpress.com/>), which contains the same information but is updated daily. Finally, the CSA Web site is a great resource for information on academic planning and policy information: <http://www.studentaffairs.columbia.edu/csa/index.php>.

ADVISING RESOURCES

The following is a compilation of programs, resources, and services that your student will find particularly helpful. For more information, please consult the listed Web addresses.

CENTER FOR STUDENT ADVISING

The CSA serves as a comprehensive information, communication, and advising resource for students as they seek to develop appropriate academic plans. CSA advisers counsel students about academic policies, options, and opportunities, and help to identify and assess alternatives. Advisers strive to support and challenge the intellectual and personal growth of students by creating a supportive, diverse, and open learning environment.

Individually and collaboratively, the Center:

- Provides individual and group academic advice and counseling
- Provides information on preprofessional studies, study abroad, major declaration and completion, as well as various leadership, career, graduate school, and research opportunities, while also referring students to appropriate campus resources
- Interprets and disseminates information regarding University policies, procedures, resources, and programs
- Educates and empowers students to take responsibility in making informed decisions

CSA—Lerner
403 Alfred Lerner Hall

CSA—Carman
101 Carman Hall

CSA—Schapiro
Schapiro Hall, 1st Floor
605 West 115th Street

CSA—Broadway
Broadway Residence Hall
556 West 114th Street, Suite 103

Academic Success Programs (ASP) administers the Arthur O. Eve Higher Education Opportunity Program (HEOP), the National Opportunity Program (NOP), the Ronald E. McNair Fellows Program, and the CC/SEAS Tutoring Service.

The CC/SEAS Tutoring Service provides group tutorials in a broad range of courses, including introductory sciences, languages, Core classes, and engineering subjects. Highly qualified and trained tutors assist students with mastering their course content, sharpening their testing skills, and maximizing their potential for academic success. Students can request a tutor by the third week of October and the third week of March for the fall and spring semesters, respectively.

Academic Success Seminars are offered throughout each semester. Working in collaboration with other Student Affairs offices, ASP offers seminars ranging from time management and note taking to managing stress. Seminars are open to all students.

Academic Success Programs
Schapiro Hall, 1st Floor
212-854-6378
www.studentaffairs.columbia.edu/asp

The **Scholars Program** provides named scholars with enhanced academic and cultural opportunities unique to a major research university in an international city. C. P. Davis, Global, John Jay, and Kluge Scholars participate as a small-scale academic community in a series of events and activities that aim to promote intellectual growth, the enhancement of leadership skills, and a sense of global awareness.

Scholars Program
101 Carman Hall
212-854-6378
www.studentaffairs.columbia.edu/scholars

OFFICE OF PREPROFESSIONAL ADVISING

The Office of Preprofessional Advising for Columbia College and The Fu Foundation School of Engineering and Applied Science works closely with the Center for Student Advising and with the Center for Career Education to provide information and advising for students who plan a career in law or one of the health professions. The office advises students throughout their four years and assists students and alumni during their application year. Information guides, forms, and helpful resources are available in the Office of Preprofessional Advising.

The Office of Preprofessional Advising
101 Carman Hall
212-854-6378
www.studentaffairs.columbia.edu/preprofessional/

BULLETINS

The bulletin for Columbia College or The Fu Foundation School of Engineering and Applied Science is a primary source for answers to your student's academic questions. Columbia College and SEAS students may access their respective bulletins online.

Columbia College Bulletin:
www.college.columbia.edu/bulletin

SEAS Bulletin:
www.engineering.columbia.edu/bulletin

COLUMBIA UNIVERSITY LIBRARIES

Twenty-two separate libraries make up the Columbia University Libraries (CUL). The Library Information Office (LIO), located in Room 201, Butler Library, offers a wide variety of services for faculty, staff, students, and visiting readers. The office also answers general questions about any of the Libraries' services and resources, administers user privileges, clears library blocks due to overdue fines/fees, and distributes publications of a general nature about the Libraries. A number of workshops are available throughout the year to help students familiarize themselves with the variety of services available.

Library Information Office
201 Butler Library
212-854-7309
www.columbia.edu/cu/lweb

COURSEWORKS

CourseWorks@Columbia is the University's course management system that enables faculty to publish course syllabi online and offers "one-stop shopping" for online course management tools. For students, CourseWorks@Columbia serves as a single point of entry to all their courses, lectures, assignments, readings, bulletin board discussions, and grades, as well as links to digital library reserves. To access information via CourseWorks, students should create their Columbia UNI at www.columbia.edu/acis/access/secure/uni.html.

Courseworks
<https://courseworks.columbia.edu>

DEPARTMENTAL RESOURCES

A number of academic resources are available through the departments across campus. For additional information regarding each of these services, it is best to refer to an individual department's Web site.

A–Z listings of departmental Web sites are available to help students learn more about each department's curriculum, faculty, events, advising, research, and affiliations.

Faculty and teaching assistant office hours are posted on course syllabi, departmental Web sites, and faculty office doors. Office hours are time set aside by a faculty member to interact with students in clarifying concepts, discussing assignments, and mentoring potential majors. Students should take advantage of these hours to ask questions, address concerns, and better connect with faculty.

Help Rooms are available for subjects taught in a number of departments, particularly the sciences. During these open hours, students may ask questions of faculty and graduate assistants. Help Room schedules are available on the relevant departmental Web sites.

The Writing Center offers tutoring services with advanced graduate students who have significant training and classroom experience in teaching writing at Columbia. Students are encouraged to develop an ongoing relationship with a particular tutor; however, they are welcome to come for drop-in assistance or may work with more than one tutor.

The Language Resource Center provides collections and facilities for over forty languages found at Columbia University. These include language labs, several classrooms, and video viewing facilities for use by individuals and small groups of up to twenty. Students should especially take advantage of these services in order to practice their listening comprehension skills.

DISABILITY SERVICES

See page 23.

STUDENT SERVICES ONLINE (SSOL)

Student Services Online provides instant accessibility to student records. To access this information, students should create their Columbia UNI at www.columbia.edu/acis/access/secure/uni.html.

Among its many useful components is the **Degree Audit Report (DAR)**. The DAR is a way for students to monitor their progress toward degree completion. Keep in mind that the DAR is a tool and not the authoritative transcript. All degree and major requirements are guided by the school bulletin. In addition to the DAR, students may also use SSOL to access their academic profile, account detail, holds, grades and registration status, student schedule, and financial aid information. Students may also order transcripts and change their address online.

Student Services Online
<https://ssol.columbia.edu>

COMMUNITY EXPECTATIONS

ACADEMIC INTEGRITY

Academic integrity defines a university and serves as a cornerstone of community. At Columbia, students participate in an academic enterprise that honors intellectual work and respects its origins. The abilities to synthesize information and produce original work are key components in the learning process. A Columbia education emphasizes the student's mastery of intellectual material within a discipline as well as the development of the individual's moral character and personal ethics. Columbia requires that students take full responsibility for their actions. Engaging in forms of academic dishonesty not only jeopardizes a student's academic, professional, and social development, it violates the standards of our community. As a member of the Columbia community, your student is responsible for making informed choices with regard to academic integrity both inside and outside the classroom.

ACADEMIC DISHONESTY

Academic dishonesty includes but is not limited to deceitfulness in academic assignments or in dealing with University officials, including faculty and staff members.

The most common types of academic dishonesty are:

- plagiarism
- cheating on examinations
- collaboration on assignments when it has been prohibited
- receiving unauthorized assistance on an assignment from a friend, classmate, or other student who previously took the class
- copying computer programs
- copying someone else's lab data
- submitting the same work for two different classes

- selling or buying of notes, exams, papers, and other academic study materials
- lying to a professor or University officer
- obtaining advance knowledge of exams or other assignments without permission

PLAGIARISM

Plagiarism is the copying, paraphrasing, or employing of words and/or ideas of others without proper citation. This is one of the most prevalent forms of academic dishonesty and the one students commonly have the most difficulty understanding. If your student is uncertain how to cite properly from any source, he or she should check with course instructors, University librarians, and Writing Center staff before submitting his or her work. Ignorance of proper citation methods does not exonerate your student from responsibility.

DEAN'S DISCIPLINE

A student alleged to have engaged in academic dishonesty will be subject to the Dean's Discipline Process. If, at the conclusion of that process, the student is found responsible for the violation, possible outcomes include, but are not limited to:

- warning
- educational project
- conditional disciplinary probation
- disciplinary probation
- suspension
- dismissal

Students found responsible for academic dishonesty may also be required to report such offenses on future applications for law and medical schools. Such offenses will also be noted on recommendations for Latin Honors and Phi Beta Kappa. The parents or guardians of students found responsible may also be notified.

STRATEGIES FOR MAINTAINING ACADEMIC INTEGRITY

Columbia classes are challenging and frequently the workload and grading standards greatly exceed students' high school experiences. Students may find themselves pressed for time, unprepared for an assignment or exam, or anxious about the need to earn a high grade. In such circumstances, some students choose to cheat. This compromises the integrity of our academic community, disrespects instructors and classmates, and deprives those students of the opportunity to learn. Your student should keep in mind how hard he or she has worked to get here and should not jeopardize his or her Columbia education or future career with a moment of unwise decision making.

In the *Academic Planning Guide for New Students*, students are told that they should prepare themselves in their coursework and remember their own sense of pride and dignity. They are also told that they should

- be sure they understand their instructors' criteria for academic dishonesty and their policy on citation and group collaboration;
- clarify any questions or concerns they might have about assignments with their instructors as early as possible;
- develop a timeline for drafts and final edits of assignments and begin preparation in advance;
- always acknowledge other people's opinions and theories by citing their words and indicating their sources;
- assume that they may not collaborate on assignments unless specifically permitted by the instructor; and
- if feeling overwhelmed, burdened, or pressured, utilize campus resources such as the Center for Student Advising and Counseling and Psychological Services.

Columbia offers a wealth of resources to help students make sound decisions regarding academics, extracurricular activities, and personal issues. If your student doesn't know where to go, he or she should see his or her adviser.

PLANNING AN ACADEMIC PROGRAM AT COLUMBIA COLLEGE

SELECTING CLASSES—COLUMBIA COLLEGE

THE BASICS

To earn the Bachelor of Arts degree from Columbia College students must:

- Complete the Columbia College Core Curriculum
- Satisfy specific requirements for their major or concentration
- Earn 124 credits

Students must register for 12 or more points per semester. Students may not register for more than 22 points per semester without approval from the Committee on Academic Standing. First-year students generally register for 15–16 points their first semester. Students are expected to complete all requirements within eight semesters of study.

THE CORE CURRICULUM

The Core Curriculum has, since 1919, provided students with wide-ranging perspectives on significant ideas and achievements in literature, philosophy, history, music, art, and science. The classes that comprise the Core Curriculum tackle social, political, and philosophical ideas that have resonated across millennia and continue to challenge us today. The skills and habits honed by the Core—analysis, argument, and respect for ideas, nuances, and differences—provide a rigorous preparation for life. Through the shared experience of the Core Curriculum, students will be connected to classmates and faculty in a unique way, as well as being connected to past and future generations of alumni. For people from all walks of life, with the widest range of interests and perspectives, the Core remains the most memorable and distinctive experience of their intellectual journey at Columbia College.

Students will be required to complete Literature Humanities, University Writing, and Frontiers of Science in their first year. Most students complete

Contemporary Civilization in their second year. Students should plan the rest of their program according to their own academic goals: the College envisions that the Core will arc across all four years, sometimes introducing students to new areas of study and sometimes paralleling or converging with their major.

If your student is considering a major in the social sciences or humanities, he or she should, in their first two years, take a combination of Core courses and introductory-level elective courses in the disciplines that interest him or her. If your student is interested in a science major, in his or her first two years he or she should focus on balancing required introductory science courses with the Core.

The complete Core requirements are listed below, along with brief descriptions of each course. For a more in-depth look, please visit the Core Web site at www.college.columbia.edu/core.

The Core Curriculum requirements:

- *Literature Humanities:*
HUMA C1001-C1002 (two semesters)
- *University Writing:*
ENGL C1010 (one semester)
- *Foreign Language:*
four semesters or the equivalent
- *Science:*
two one-semester courses from an approved course list plus *Frontiers of Science* (*SCNC C1000*)
- *Contemporary Civilization:*
COCI C1101-C1102 (two semesters)
- *Art Humanities:*
HUMA W1121 (one semester)
- *Music Humanities:*
HUMA W1123 (one semester)
- *Global Core:*
two one-semester courses from an approved course list
- *Physical Education:*
PHED C1001-C1002 (two semesters, plus swim test)

SUMMARY OF THE COLUMBIA COLLEGE CORE CURRICULUM

COURSE REQUIREMENTS	DESCRIPTION
<i>Masterpieces of Western Literature and Philosophy</i> (Literature Humanities)	<i>HUMA C1001-C1002</i> (2 semesters)
<i>University Writing</i>	<i>ENGL C1010</i>
Foreign language requirement	Proficiency through 2nd semester, intermediate level (exemption possible)
Science requirement	<i>SCNC C1000</i> (plus 2 additional courses from the approved list)
<i>Introduction to Contemporary Civilization in the West</i> (Contemporary Civilization)	<i>COCI C1101-C1102</i> (2 semesters)
<i>Masterpieces of Western Art</i> (Art Humanities)	<i>HUMA W1121</i>
<i>Masterpieces of Western Music</i> (Music Humanities)	<i>HUMA W1123</i>
Global Core requirement	2 semesters from approved list
Physical Education requirement	<i>PHED C1001-C1002</i> (2 semesters plus swim test)

FREQUENTLY ASKED QUESTIONS

First-year Columbia College students frequently ask the following questions:

Q. How many classes should I take?

A. Most first-year students take four or five classes a semester (15–16 points).

Q. What classes am I required to take in my first year?

A. All Columbia College first-year students must take Literature Humanities (a two-semester course), University Writing (one semester), and Frontiers of Science (one semester).

Q. What should I do if I have not placed out of the language requirement?

A. You should begin or continue to take a language in the first year.

Q. What if I am considering going to medical school after I graduate?

A. You should take chemistry (a two-semester course), chemistry lab (one semester), and calculus in your first year. You should also plan to meet with your adviser to discuss premedical requirements.

Q. I am interested in majoring in a science. What courses should I take?

A. Focus on the introductory math and science courses required for your prospective major department.

Q. I am a humanities/social sciences type of person. What might my first-year schedule look like?

A. Assuming you haven't placed out of language, your first-year schedule might include Literature Humanities, University Writing, Frontiers of Science, a language, and at least two elective courses of your choosing.

Q. What if I have no idea what I want to major in?

A. Start exploring different departments by taking at least one elective course each semester. An elective is a course of your own choosing, in any department. First-year students are advised to select introductory courses, which are usually at the 1000 or 2000 level.

Q. How do I find out what courses are offered?

A. Consult the online *Columbia College Bulletin* at www.college.columbia.edu/bulletin. Please note that when looking at courses listed in the *Bulletin*, those with the letter "x" after the course number will be offered during the fall semester, and those with the letter "y" will be offered in the spring.

Q. When do I register?

A. On the Friday of Orientation Week.

PLACEMENT

If your student believes that he or she can demonstrate proficiency beyond the introductory level in chemistry, physics, or a foreign language, and wishes to take an advanced class in these subjects, he or she may take a placement test during Orientation.

ADVANCED STANDING

The College grants up to one semester (16 points) for college-level work completed before matriculation at Columbia College. This work may be any combination of credits from the Advanced Placement program of the College Entrance Examination Board, GCE A-Level Examinations, the International Baccalaureate Examination, or other national systems. Those who enter as first-year students are subject to all rules for first-year students in their initial two terms at Columbia regardless of how many credits are earned from any of the approved advanced standing programs. A complete description of policies, credits, and/or exemptions can be found in the *Columbia College Bulletin*.

Advanced Placement credit will be determined after your student matriculates, in accordance with the departmental and college policies state in that year's *Columbia College Bulletin*. Credit is awarded prior to the sophomore year at Columbia. An official score report is required for credit to be evaluated. It should be mailed to the Center for Student Advising, Columbia University, Mail Code 1201, 403 Lerner Hall, 2920 Broadway, New York, NY 10027.

NOTE: Advanced standing may not be used toward exemption from any of the Core Curriculum courses, with the exception of AP scores that may satisfy the language requirement.

If students have questions about advanced standing, they should contact their CSA adviser.

SUMMER STUDY

It is possible for entering students to receive up to 6 points of credit toward the Columbia degree for college courses taken after graduation from secondary school and prior to enrollment at Columbia College.

Students should not take courses that duplicate those in the Core Curriculum and must earn a minimum grade of B– in order to receive credit. Students will be eligible for credit only in subjects that are taught at Columbia. If they would like to exercise this option, students must consult the Center for Student Advising before enrolling in summer courses.

Please note that while credit for summer school classes taken prior to matriculation may count toward graduation, the grades will not be calculated into the Columbia GPA and might not count toward the student's eventual major. This policy applies whether the summer classes are taken at Columbia or at another institution. Official transcripts for this work, along with catalog descriptions or a copy of the syllabus for each course, should be submitted to the CSA for review. There is no guarantee of credit, which may be awarded only upon approval by the CSA. If your student plans to take summer classes through Columbia's Summer Session, he or she must obtain approval from the CSA prior to enrollment. Please be aware that students who have not yet matriculated in the University are not allowed to live on campus, so your student will need to explore alternative housing options.

NOTE: Students will not be granted credit for courses taken at other colleges prior to their graduation from secondary school, and they will not be granted credit for an internship completed prior to their fall 2009 enrollment.

HELPFUL WEB SITES

We recommend students spend some time this summer exploring these informative Web sites:

To review course descriptions, information on various departments and programs, and major requirements, access the *Columbia College Bulletin* at www.college.columbia.edu/bulletin/.

To read more about the Core Curriculum, go to www.college.columbia.edu/core/.

To find out about all of the resources and support available to you through Student Affairs, go to www.studentaffairs.columbia.edu/.

The Center for Student Advising Web site may be found at www.studentaffairs.columbia.edu/csa/.

PLANNING AN ACADEMIC PROGRAM AT THE FU FOUNDATION SCHOOL OF ENGINEERING AND APPLIED SCIENCE (SEAS)

SELECTING CLASSES—SEAS

THE BASICS

To earn a Bachelor of Science degree from SEAS, students must earn at least 128 points. Students take a minimum of five classes (an average of 16 points) each term for eight semesters. SEAS students wishing to register for above 21 points per semester must seek permission from the Committee on Academic Standing. Students must complete all requirements within eight semesters of study. The Bachelor of Science degree includes:

1. The first-year/sophomore technical requirements:
 - a. Calculus
 - b. Physics
 - c. Chemistry
 - d. Gateway Lab
 - e. Computer Science
 - f. “Professional-level” course
 - g. Lab requirement for selected major
2. At least 27 points of nontechnical requirements:
 - a. University Writing
 - b. Humanities sequence
 - c. Art or Music Humanities
 - d. Principles of Economics
 - e. 3–4 courses of the student’s own choosing
3. Requirements for a major

THE SEAS CURRICULUM

The first- and second-year curriculum at SEAS is designed to provide your student with a firm background of pure science as well as a comprehensive grounding in English and the humanities.

From your student’s first day as a SEAS undergraduate, he or she will work to master scientific fundamentals,

problem solving, and original thinking. To achieve the broad perspective necessary for a successful career, your student will begin by taking courses from different disciplines within the University that include Columbia’s famed Core Curriculum in the humanities as well as professional courses in individual engineering disciplines. The sequence of study proceeds from an engagement with engineering sciences and scientific fundamentals, and the humanities and social sciences, toward an increasingly focused training in the third and fourth years.

FREQUENTLY ASKED QUESTIONS

First-year SEAS students frequently ask the following questions:

- Q. How many classes must I complete each semester to fulfill the basic requirements for graduation?
- A. Students should take an average of 16 points (5–6 classes) per semester in order to fulfill the 128 points needed to graduate in 8 semesters. First-year students usually take five classes in their first semester.
- Q. As a first semester SEAS student, what classes am I required to take in my first semester?
- A. SEAS first-years must be in Calculus, Physics, and either University Writing or Gateway Lab in their first semester (either University Writing or Gateway Lab will be preregistered for you before you arrive for Orientation). Students should also be enrolled in Chemistry in the fall, although in most cases this may be postponed until the spring.
- Q. When do I register?
- A. Students register on the final day of Orientation week. You will be assigned an adviser in early August and will be able to work with that person to formulate your fall schedule.
- Q. I don’t know what level of Calculus, Chemistry, and/or Physics I should be in.

A. Placement tests will be given in Chemistry and Physics during Orientation week, and the results will be posted before the start of registration. There is no placement test for Calculus, but your AP scores and background in math will determine correct placement.

Q. Where can I find course descriptions, a complete listing of SEAS majors and minors, and a calendar of important dates like Thanksgiving and finals week?

A. *The SEAS Bulletin!* You will receive a *Bulletin* when you check in for Orientation, but in the meantime you can access it at www.engineering.columbia.edu/bulletin.

PLACEMENT

If your student believes that he or she can demonstrate proficiency beyond the introductory level in chemistry, physics, or a foreign language and wishes to take an advanced class in these subjects, he or she may take a placement test during Orientation.

ADVANCED STANDING

SEAS grants up to one semester (16 points) for college-level work completed before matriculation at The Fu Foundation School of Engineering and Applied Science. This work may be any combination of credits from the Advanced Placement program of the College Entrance Examination Board, GCE A-Level Examinations, the International Baccalaureate Examination, or other national systems. Those who enter as first-year students are subject to all rules for first-year students in their initial two terms at Columbia regardless of how many credits are earned from any of the approved advanced standing programs. A complete description of policies, credits, and/or exemptions can be found in the *SEAS Bulletin*.

Advanced Placement credit will be determined after your student matriculates, in accordance with the departmental and college policies stated in that year's *SEAS Bulletin*. Credit is awarded prior to the sophomore year at Columbia. An official score report is

FIRST-YEAR/SOPHOMORE REQUIREMENTS TAKEN IN THE FIRST YEAR

COURSE/SUBJECT	DESCRIPTION	REQUIRED COMPLETION
Calculus	Number of semesters depends on initial placement	First year
Physics	At least 2 semesters	First year (fall and spring)
Chemistry	At least one semester depending on major	First year (fall, possibly spring depending on major)
Lab	Chem. and/or physics lab depending on major	First or second year
ENGL C1010— University Writing	Nontechnical requirement	First year (will be taken in the semester opposite Gateway Lab)
ENGI E1102— Botwinick Gateway Lab*		First year (will be taken in the semester opposite University Writing)
Computer Science**	Appropriate placement depending upon programming experience and major	First or second year
Professional-Level Course		First year (fall or spring)
ECON 1105— Principles of Economics	Nontechnical requirement	First or second year

*The official course title for the Gateway Lab is ENGI E1102: Design fundamentals using advanced computer technologies.

**Chemical engineering majors are not required to take a computer science course.

required for credit to be evaluated. It should be mailed to the Center for Student Advising, Columbia University, Mail Code 1201, 403 Lerner Hall, 2920 Broadway, New York, NY 10027.

If students have questions about advanced standing, they should contact their CSA adviser.

SUMMER STUDY

It is possible for your student to receive up to 6 points of credit toward their Columbia degree for college courses taken after graduation from secondary school and prior to enrollment at Columbia. Students may not take courses that duplicate those required by the first- and second-year SEAS curriculum, as outlined previously in this section, and must earn a minimum grade of B– in order to receive credit. If students want to exercise this option they should consult with the Center for Student Advising before enrolling in summer courses.

Please note that while credit for summer school classes taken prior to matriculation may count toward graduation, the grades will not be calculated in the Columbia GPA. This policy applies whether the summer classes are taken at Columbia or at another institution.

Official transcripts for this work, along with catalog descriptions or a copy of the syllabus for each course, must be submitted to the CSA for credit to be evaluated. There is no guarantee of credit, which may be awarded only upon approval by the CSA. If your student plans to take summer classes through Columbia's Summer Session, your student must get approval from the CSA prior to enrollment. Please be aware that students who have not yet matriculated in the University are not allowed to live on campus. Therefore, if your student does attend Columbia's Summer Session 2009, he or she will need to explore alternative housing options.

NOTE: Your student will not be granted credit for courses taken at other colleges prior to his or her graduation from secondary school and will not be granted credit for an internship completed prior to fall 2009 enrollment.

HELPFUL WEB SITES

Students will receive a copy of *The Fu Foundation School of Engineering and Applied Science Bulletin* when they arrive on campus for Orientation in August. In the meantime, students may use the Web to access some helpful and informative sites:

For SEAS Advising Resources at Columbia, go to www.engineering.columbia.edu/advising.

To review course descriptions and major requirements, access the *SEAS Bulletin* online at www.engineering.columbia.edu/bulletin.

To learn about the different majors and departments in SEAS, go to www.engineering.columbia.edu/students/academics/dept.

The Gateway Laboratory course, ENGI E1102, is required of all first-year students. To learn more about the Gateway Lab, go to <http://gateway.seas.columbia.edu>.

To learn more about the 27-point nontechnical requirement, go to www.engineering.columbia.edu/students/academics/first_soph/nontech.php.

To read full course descriptions for the professional-level courses, go to www.engineering.columbia.edu/students/academics/first_soph/professional.php.

The Center for Student Advising Web site may be found at www.studentaffairs.columbia.edu/csa/.

To find out about all of the offices and services available to you through Student Affairs, go to www.studentaffairs.columbia.edu.

TRANSFER STUDENTS

Although some parts of the Columbia experience listed in this *Family Handbook* refer to specific first-year student issues, many are also applicable to new transfer students. Please read the *Handbook* thoroughly to understand better the academic programs, policies, procedures, and resources available to transfer students.

THE BASICS

- Transfer students are expected to graduate in eight semesters, including terms completed before entering Columbia.
- Extended time will not be granted to finish a particular major, and thus some majors may not be available to transfer students.

- A normal course load for Columbia students is five to six academic classes a semester.
- Transfer students must complete a minimum of 60 points of credit at Columbia.

TRANSFER CREDIT EVALUATIONS

The courses your student has taken at outside institutions (or at Columbia while not matriculated as a Columbia College or SEAS student) have been reviewed. For courses that are substantively similar to those taught at CC or SEAS, credit has been tentatively awarded. The Transfer Credit Evaluation (TCE) or the Combined Plan Transfer Evaluation that your student received this spring identifies which credits from your student's home institution have been accepted for transfer to the Columbia degree. Credit is awarded only for courses in which a C– or better has been earned.

Course approval for your student's major/concentration needs to be carried out by a departmental representative in the intended major department. These approvals cannot be granted by the Center for Student Advising. Your student will have an opportunity to speak with departmental representatives during New Student Orientation at the Academic Resources Fair and during the first few weeks of the semester.

To receive the B.A. degree from Columbia College or the B.S. degree from SEAS, your student must complete a minimum of 60 points of credit at Columbia. For CC students, no more than 64 points from outside sources will be counted toward the degree, and no more than 68 points for students at SEAS. Outside sources of credit include transfer credit from another college and advanced standing earned on the basis of Advanced Placement, International Baccalaureate, and other standardized examinations. Credit is not granted for college-level courses taken while in high school.

Your student has been assigned a class standing and an expected graduation date based on previously completed academic work. All students at CC and SEAS are expected to graduate within eight semesters,

including semesters completed before entry. Your student is expected to work with his or her adviser to create a plan to graduate by the assigned graduation date.

COMBINED PLAN TRANSFER EVALUATION

The Combined Plan Transfer Evaluation reviews courses taken at prior institution(s). Only credit-bearing courses with a C– or better are eligible for transfer or exemption credit. It is important to note that the Center for Student Advising only reviews first- and second-year foundation requirements. The relevant academic department advises students in their major, as well as any engineering-specific exemptions. Keep in mind that all Combined Plan students must still complete at least 60 points at Columbia.

ADVISING AND REGISTRATION

Your student will be assigned an adviser who will follow his or her academic progress throughout his or her time at Columbia College (CC) or The Fu Foundation School of Engineering and Applied Science (SEAS). In early August, transfer students will receive detailed information about the registration process and will have the opportunity to speak individually with their adviser to review their transfer credit evaluation, course preferences, Core requirements, and major selection. Registration will take place in mid-August.

CONTACT INFORMATION

Center for Student Advising—Schapiro
Schapiro Hall, 1st Floor
605 West 115th Street, MC 8001
New York, NY 10027
212-854-6378

5 | Visiting Columbia

We hope that the *Family Handbook* will be a useful tool for you as a parent or family member of a Columbian. Again, if there is information that you need that is not included in this guide, please refer to the University Web page or contact us and we will try to assist you. We have included the overview of visitors' resources below to help you prepare for your future visits to campus.

VISITORS' RESOURCES

VISITORS CENTER

The Visitors Center offers information sessions and campus tours to prospective undergraduates of Columbia College and The Fu Foundation School of Engineering and Applied Science. General and undergraduate tours of the Morningside campus are offered daily in English. Reservations are required for groups of ten or more visitors and require two weeks' notice. Please telephone the office for tour times and availability.

The Visitors Center
213 Low Memorial Library
116th Street and Broadway
212-854-4900

ALFRED LERNER HALL

One of Columbia's newest and most exciting buildings, Alfred Lerner Hall is the Campus Center. Housed in Lerner Hall are the Boone Arledge Auditorium and Cinema, the Black Box Theatre, WKCR, Columbia's radio station, and administrative offices, such as the Dean of Student Affairs Office. Services in Lerner Hall include the Bookstore, Citibank, several computer labs, and two great dining venues, Café 212 and Ferris Booth Commons. The Hospitality Desk located at the campus entrance is both a welcome and information center. For event listings and hours of operation, contact Lerner Administration.

Alfred Lerner Hall
2920 Broadway (at 115th Street)
212-854-5800
www.columbia.edu/cu/lernerhall

DIRECTIONS TO CAMPUS

Columbia's location on the Upper West Side combines a residential campus setting with a wealth of opportunities available in New York City. The Columbia campus is located at West 116th Street and Broadway in Manhattan. You are strongly advised to use public transportation to visit the campus, since driving in the city can be difficult and parking is scarce.

Public transportation. Five bus lines (M4, M5, M11, M60, M104) and the subway (the #1 Broadway IRT local) serve Columbia and Morningside Heights. If you find yourself on the IRT #2 or #3 express trains, be sure to switch for the #1 at 96th Street. The Columbia University stop is 116th Street.

By train or bus. Train service to New York City arrives at Grand Central Station (East 42nd Street and Park Avenue) or Pennsylvania Station (32nd Street and 8th Avenue); bus service arrives at the Port Authority Bus Terminal (42nd Street and 8th Avenue). Subway connections and taxis are available at all three stations.

By air. The closest airport is LaGuardia, about a \$40 taxi fare to campus. A less expensive option is the M60 bus (\$2.50), which stops at Columbia's West 116th Street gate. From John F. Kennedy Airport to Manhattan, taxis must charge a flat fare of \$45 (not including tolls or tip). Taxi fare from Newark Airport can reach \$55. Commercial buses run from these airports to the Port Authority Bus Terminal, where you can catch public transportation to the campus.

Driving. If you must drive to the campus, the most convenient route is via the West 95th/96th Street exit

of the Henry Hudson Parkway (West Side Highway). Use the 95th Street off-ramp and turn left onto Riverside Drive. Proceed north (uptown) to 116th Street.

Parking. Street parking in Morningside Heights is extremely scarce. Six-hour parking meters line Broadway between 116th and 120th Streets, but they tend to be taken early. Some parking garages are located in the neighborhood.

Note regarding disability access: For more information on wheelchair accessibility, please call the Office of Disability Services in 802 Lerner Hall at 212-854-2388.

ACCOMMODATIONS

Near campus. There are a number of hotels close to campus on Manhattan's Upper West Side. When calling one of these hotels, mention Columbia University to obtain the best rate.

Beacon Hotel
2130 Broadway (and 75th St.)
800-572-4969 and 212-787-1100

Hudson Hotel
356 West 58th St. (and 9th Ave.)
800-606-6090 and 212-554-6000

Excelsior Hotel
45 West 81st St. (and Columbus Ave.)
800-368-4575 and 212-362-9200

Hotel Newton
2528 Broadway (and 94th St.)
800-643-5553 and 212-678-6500

Lucerne Hotel
201 West 79th St. (and Amsterdam Ave.)
800-492-8122 and 212-875-1000

On the Ave Hotel
222 West 77th St. (and Broadway)
800-509-7598 and 212-362-1100

Boutique hotels. A number of boutique hotels are also available, just a short subway or taxi ride away from campus. The ones below are some of our favorites.

The Paramount Hotel Times Square
235 West 46th Street (and 8th Ave.)
866-43-MELIA

Hotel QT Times Square
125 West 45th Street (and Broadway)
212-354-2323

Dream Hotel Midtown
210 West 55th Street (and Broadway)
866-437-3266

The Time Hotel Times Square
224 West 49 Street (and 8th Ave.)
212-246-5252

Major hotel chains. Most hotel chains are also represented in Manhattan. Some are listed below, but ask each for other available properties. All are within easy reach of Columbia by taxicab or public transportation.

Courtyard Marriott Times Square
114 West 40th St. (and Broadway)
800-321-2211 and 212-391-0088

Doubletree Hotel Times Square
1568 Broadway (and 47th St.)
800-222-8733 and 212-719-1600

New York Hilton Midtown
1335 Sixth Ave. (and 53rd St.)
800-445-8667 and 212-586-7000

Marriott Marquis Times Square
1535 Broadway (and 45th St.)
800-228-9290 and 212-398-1900

Sheraton New York Midtown
811 7th Ave. (and 53rd St.)
888-625-5144 and 212-581-1000

W New York—Times Square
1567 Broadway (at 47th St.)
212-930-7400

Hilton Garden Inn Times Square
790 Eighth Avenue (and 48th St.)
800-HILTONS or 212-581-7000

Hampton Inn Manhattan—Times Square North
851 Eighth Avenue (and 51st Street)
800-HAMPTON or 212-581-4100

Less expensive. Here are some alternatives:

Comfort Inn—Central Park West
31 West 71st Street (between Central Park West
and Columbus Ave.)
877-727-5236 or 212-721-4770

Travel Inn
515 West 42nd Street (between 10th and 11th
Aves.)
800-950-1363

On a tighter budget? Check out the following:

Hotel Belleclaire
250 West 77th St. (and Broadway)
877-468-3522 and 212-362-7700

Hostel International New York
891 Amsterdam Ave. (and 104th St.)
212-932-2300

Union Theological Seminary Guest Rooms
3041 Broadway (and 121st St.)
212-280-1313

HELPFUL NEW YORK CITY WEB SITES

Online guides to Broadway and Off-Broadway shows, art, cultural events, museums, clubs, nightlife, poetry readings, opera, dance, restaurants, shopping, sight-seeing, and more:

Alliance for Arts and Culture
www.allianceforarts.org

Broadway.com
www.broadway.com

Metropolitan Transit Authority
(subways and buses)
www.mta.info

New York City Search
www.newyork.citysearch.com

The Official New York City Web Site
www.nyc.gov

The Village Voice
www.villagevoice.com

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This is a detailed street map of the West Village neighborhood in New York City. The map is oriented with West 123rd Street at the top and West 112th Street at the bottom. The left side of the map is bounded by Riverside Drive, and the right side is bounded by Morningside Drive. The map shows a grid of streets with various buildings and landmarks labeled. Key streets include West 123rd, West 122nd, West 121st, West 120th, West 119th, West 118th, West 116th, West 115th, West 114th, and West 113th. Key buildings and landmarks include the International House, Manhattan School of Music, Riverside Church, Union Theological Seminary, Teachers College, Barnard College, St. Paul's Chapel, and the Columbia Alumni Center. A compass rose is located in the top right corner, and a subway station is marked near the intersection of West 116th Street and Broadway.

Directory

ACADEMIC SUCCESS PROGRAMS

Schapiro Hall, 1st Floor
212-854-6378
www.studentaffairs.columbia.edu/asp

ADVISING CENTERS

403 Lerner Hall
101 Carman Hall
Schapiro Hall, 1st Floor
Broadway Residence Hall
212-854-6378
www.studentaffairs.columbia.edu/csa

ALICE! HEALTH PROMOTION PROGRAM

Wein Hall, 1st Floor
212-854-5453
www.alice.columbia.edu

ATHLETIC AND RECREATIONAL FACILITIES

Dodge Physical Fitness Center
212-854-2548
www.GoColumbiaLions.com

BOOKSTORE

Lerner Hall
212-854-4131
www.columbiabookstore.com

CENTER FOR CAREER EDUCATION

East Campus, Lower Level
212-854-5609
www.cce.columbia.edu

COLUMBIA ALUMNI CENTER

622 West 113th Street, MC 4530
New York, NY 10025
www.college.columbia.edu/parents/fund

COLUMBIA UNIVERSITY INFORMATION TECHNOLOGY

102 Philosophy Hall
212-854-1919
www.columbia.edu/cuit/

COUNSELING AND PSYCHOLOGICAL SERVICES

Lerner Hall, 8th Floor
212-854-2878
www.health.columbia.edu

DEAN OF COLUMBIA COLLEGE

208 Hamilton Hall
212-854-2441
www.college.columbia.edu

DEAN OF STUDENT AFFAIRS OFFICE

Lerner Hall, 6th Floor
212-854-2446
www.studentaffairs.columbia.edu

DEAN OF THE FU FOUNDATION SCHOOL OF ENGINEERING AND APPLIED SCIENCE

510 S. W. Mudd
212-854-2993
www.engineering.columbia.edu

DEPARTMENT OF PUBLIC SAFETY

111 Low Library
212-854-2796
EMERGENCY: EXT. 99 OR 212-854-5555

DINING SERVICES

212-854-4076
www.columbia.edu/cu/dining

DISABILITY SERVICES

Lerner Hall, 7th Floor
212-854-2388 (Voice)
212-854-2378 (TTY)
www.health.columbia.edu

ENGINEERING PARENTS PROGRAM OFFICE

622 West 113th Street, MC 4522
New York, NY 10025
seasparents@columbia.edu

OFFICE OF PARENT AND FAMILY PROGRAMS

Lerner Hall, 6th Floor
212-854-2446
www.studentaffairs.columbia.edu/parents
fpse@columbia.edu

FINANCIAL AID AND EDUCATIONAL FINANCING

Lerner Hall, 6th Floor
212-854-3711
www.studentaffairs.columbia.edu/finaid

FRATERNITY AND SORORITY LIFE

515 Lerner Hall
212-854-5319
www.studentaffairs.columbia.edu/resprograms/fraternity_sorority

INSURANCE AND IMMUNIZATION

Wein Hall, 1st Floor
212-854-3286
www.health.columbia.edu

INTERNATIONAL STUDENTS AND SCHOLARS OFFICE

524 Riverside Drive, Suite 200
212-854-3587
www.columbia.edu/cu/isso

LIBRARY SERVICES

Butler Library
212-854-7309
www.columbia.edu/cu/lweb

OFFICE OF MULTICULTURAL AFFAIRS

401 Lerner Hall
212-854-4809
www.studentaffairs.columbia.edu/multicultural

PRIMARY CARE SERVICES

John Jay Hall, 3rd and 4th Floors
212-854-2284
www.health.columbia.edu

REGISTRAR

205 Kent Hall
212-854-4400
www.columbia.edu/cu/registrar/

OFFICE OF RESIDENTIAL PROGRAMS

515 Lerner Hall
212-854-6805
www.studentaffairs.columbia.edu/resprograms

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