Directory

CENTER FOR STUDENT ADVISING
Alfred Lerner Hall, 4th Floor
212-854-6378
www.studentaffairs.columbia.edu/csaa

ALICE! HEALTH PROMOTION PROGRAM
Wein Hall, Main Floor
212-854-5453
www.health.columbia.edu/alice

ATHLETIC AND RECREATIONAL FACILITIES
Dodge Physical Fitness Center
212-854-2548
www.GoColumbiaLions.com

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

CENTER FOR CAREER EDUCATION
East Campus, Lower Level
212-854-5609
www.ccc.columbia.edu

COLUMBIA ALUMNI CENTER
622 West 113th Street
212-851-7398

COLUMBIA UNIVERSITY INFORMATION TECHNOLOGY
202 Philosophy Hall
212-854-1919
www.columbia.edu/cuit/

COUNSELING AND PSYCHOLOGICAL SERVICES
Alfred Lerner Hall, 8th Floor
212-854-2878
www.health.columbia.edu/cps

DEAN OF COLUMBIA COLLEGE
208 Hamilton Hall
212-854-2441
www.columbia.edu/cu/collreg/

DEAN OF STUDENT AFFAIRS OFFICE
601 Alfred Lerner Hall
212-854-2446
www.studentaffairs.columbia.edu

DEAN OF THE FU FOUNDATION SCHOOL OF ENGINEERING AND APPLIED SCIENCE
510 S. W. Mudd
212-854-7996
www.engineering.columbia.edu

DEPARTMENT OF PUBLIC SAFETY
111 Low Library
212-854-2797
EMERGENCY: EXT. 99 OR
212-854-5555
www.columbia.edu/cu/publicsafety

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

DISABILITY SERVICES
Alfred Lerner Hall, 7th Floor
212-854-2388 (Voice/TTY)
www.health.columbia.edu/ods

ENGINEERING PARENTS PROGRAM OFFICE
530 S. W. Mudd Building
seasparents@columbia.edu

OFFICE OF PARENT AND FAMILY PROGRAMS
601 Alfred Lerner Hall
212-854-2446
www.studentaffairs.columbia.edu/parents
ograd-family@columbia.edu

FINANCIAL AID AND EDUCATIONAL FINANCING
618 Alfred Lerner Hall
212-854-3711
www.studentaffairs.columbia.edu/finaid

FRATERNITY AND SORORITY LIFE
515 Alfred Lerner Hall
212-854-5319
www.studentaffairs.columbia.edu/resprograms/fraternity_sorority

INSURANCE AND IMMUNIZATION
Wein Hall, Main Floor
Insurance Office
212-854-3286
Immunization Compliance Office
212-854-7210
www.health.columbia.edu

INTERNATIONAL STUDENTS AND SCHOLARS OFFICE
524 Riverside Drive, Suite 200
212-854-3587
www.columbia.edu/cu/iss

LIBRARY SERVICES
Butler Library
212-854-7309
www.columbia.edu/cu/ldweb

OFFICE OF MULTICULTURAL AFFAIRS
510 Alfred Lerner Hall
212-854-0720
www.studentaffairs.columbia.edu/multicultural

PRIMARY CARE MEDICAL SERVICES
John Jay Hall, 3rd and 4th Floors
212-854-7426
www.health.columbia.edu

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

OFFICE OF RESIDENTIAL PROGRAMS
515 Alfred Lerner Hall
212-854-3611
www.studentaffairs.columbia.edu/resprograms

STUDENT DEVELOPMENT AND ACTIVITIES
515 Alfred Lerner Hall
212-854-4196
www.studentaffairs.columbia.edu/osga

STUDENT FINANCIAL SERVICES
205 Kent Hall
212-854-4400
www.columbia.edu/cu/sfs/

OFFICE OF STUDENT GROUP ADVISING
515 Alfred Lerner Hall
212-854-4196
www.studentaffairs.columbia.edu/osga

UNDERGRADUATE HOUSING
118 Hartley Hall
212-854-2775
www.columbia.edu/cu/housing/

UNIVERSITY CHAPLAIN
203 Earl Hall
212-854-6242
www.columbia.edu/cu/earl/ouc.html

Cover photography by Clair Smullyan
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Welcome

Dear Parents and Families,

I am grateful for the opportunity to welcome both new and returning families to the 2012–2013 academic year at Columbia College and Columbia Engineering. Parents and families are important members of the Columbia community, and we look forward to partnering with you throughout your student’s time with us. The Office of Parent and Family Programs has compiled this Family Handbook, which we hope will be a valuable resource that will both inform and guide your family in the year ahead.

At Columbia, your student will be on a journey of great personal and intellectual discovery. She or he will learn how to balance a stimulating academic schedule with student involvement and leadership opportunities, careers and internships, study abroad, campus living, new friends, and new challenges. Along the way, your student may also make a few mistakes. In most cases, he or she will be able to maneuver through these challenges with the support of their peers, their professors and advisers, and a great deal of self-reliance. This, too, is an important part of the learning process.

While your student is experiencing personal growth, you are also taking on the new reality of parenting from a distance. We encourage you to provide support and encouragement, which doesn’t necessarily mean the answer to their questions. To the greatest extent possible, please be patient and allow your student to take responsibility for managing his or her daily life at Columbia. In doing so, you will contribute to your student’s life-long learning and help us to create a thriving campus community.

Throughout the year, Parent and Family Programs will remain in contact with you through regular newsletters and social media networks. We encourage you to stay connected by visiting our website (www.studentaffairs.columbia.edu/parents) to learn more about Columbia and Student Affairs, as well as the many resources available to you and your student.

Again, welcome to the Columbia family.

Kevin G. Shollenberger
Dean of Student Affairs
Columbia College and Columbia Engineering
Associate Vice President for Undergraduate Student Life
Arts and Sciences
Columbia University 2012–2013 Academic Calendar

FALL TERM 2012

Aug 19  Columbia Urban Experience (CUE) move-in day
Aug 22  Columbia Outdoor Orientation Program (COÖP) move-in day
Aug 22  International Student Orientation Program (ISOP) move-in day
Aug 27  Family Orientation and Convocation
        New Student Orientation Program (NSOP) begins for first-year, transfer, and combined plan students
        Move-in day for first-year students (Students traveling a great distance to Columbia may receive a special invitation from Columbia Housing to move in a day early—one Sunday, August 26.)
Aug 28  Transfer student move-in and orientation
Sept 1  Returning students move-in
Sept 3  Labor Day—University holiday
Sept 4  First day of classes
Sept 14 End of change of program period, last day to add a class
Oct 9  Last day to drop a class for Columbia College
Nov 5  Academic holiday—no classes
Nov 6  Election Day—University holiday, no classes
Nov 15 Last day to drop a class for Columbia Engineering
        Last day to exercise pass/fail option
Nov 22 Thanksgiving Day—University holiday
Nov 23 University holiday
Dec 10 Last day of classes
Dec 11–13 Study days
Dec 14–21 Final examinations

SPRING TERM 2013

Jan 21 Martin Luther King Jr.’s birthday observed—University holiday
Jan 22 First day of classes
Feb 1 End of change of program period, last day to add a class
Feb 26 Last day to drop a class for Columbia College
Mar 18–22 Spring recess
Mar 28 Last day to drop a class for Columbia Engineering
        Last day to exercise pass/fail option
May 6 Last day of classes
May 7–9 Study days
May 10–17 Final examinations
May 18 Housing check-out for all students except seniors, RAs, and interim/extended housing
May 20 Engineering Class Day
May 21 College Class Day
May 22 Commencement
May 23 Senior check-out

Important Notes:
1 Because of its paramount importance to the academic and social well-being and success of first-year students, NSOP is mandatory. An optional family orientation is planned.
2 Students should not make travel plans until they know their final exam schedule. Final exams will not be rescheduled due to vacation travel.
3 Please see page 12 for a description of the Class Day ceremony.
4 All dates are subject to change. Please contact Parent and Family Programs if you have any questions.
ABOUT THIS GUIDE

We have prepared this handbook because we thought that it would be helpful for you, as parents of a Columbia student, to have important facts and information in one comprehensive guide. The information presented in this handbook is accurate as of July 2012 and is general information that should serve you well over the next year. If this handbook does not contain the information that you seek, please contact the Office of the Dean of Student Affairs for further assistance. We have also included a directory of contacts on the inside cover of this handbook for your reference.

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 Office of the Dean of Student Affairs. 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 while 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 first- and second-year students 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 relay to your student:

- **Prepare by reading the Guide thoroughly.** 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 Columbia Engineering advising website: www.studentaffairs.columbia.edu/csa.** This site 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.

- **Connect with your 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 engineers and artists connected 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 12 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 of its citizens are mirrored on 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.

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 questions we ask and the 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.

James J. Valentini, Dean
Vice President for Undergraduate Education
208 Hamilton Hall
212-854-2441
college@columbia.edu
www.college.columbia.edu

COLUMBIA ENGINEERING: 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.

Donald Goldfarb, Interim Dean
510 S. W. Mudd
212-854-7996
www.engineering.columbia.edu

COLUMBIA STUDENT AFFAIRS

OVERVIEW

Student Affairs for Columbia College and Columbia Engineering is the central division responsible for providing a wide range of services designed to enhance the experience of students in these two schools. Aside from the Office of the Dean of Student Affairs, the offices with which you and your student will interface most include:

- Center for Student Advising (CSA)
- Office of Civic Action and Engagement
- Office of Multicultural Affairs (OMA)
- Office of Parent and Family Programs
- Student Group Resources
- Student Affairs Central Business Office (SACBO)
- Student Development and Activities (SDA)
- Residential Programs
- Office of Judicial Affairs and Community Standards (OJA)

Student Affairs 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. The integrated effort of these offices assures that individual students receive support in both their academic and cocurricular pursuits. Detailed information about each office and its services is included in Chapter 3.

MISSION

The cocurricular experience, from the first contact with the University to graduation, is vital to student success, learning, and development. Columbia Student Affairs supports the academic missions of Columbia College and Columbia Engineering 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
601 Alfred Lerner Hall
212-854-2446
www.studentaffairs.columbia.edu

COLUMBIA, YOUR STUDENT, AND YOU: AN IMPORTANT PARTNERSHIP

COLUMBIA’S RELATIONSHIP WITH STUDENTS AND THEIR PARENTS AND FAMILIES

We 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 bal-
ance 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 prac-
tices is the Family Educational Rights and Privacy Act
(FERPA), which is outlined below.

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 development-
ally 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 educa-
tional 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 generally will not permit access
to, or release of, a student’s educational record with-
out the written consent of the student. As provided
in FERPA, 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 stu-
 dent transcripts, to parents or guardians, regardless
of the student’s federal income tax status.

For more information, please see

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 involve-
ment 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 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 disci-
plinary infraction, come upon academic difficulties, or
receive counseling, and you would not be notified. If
at any time you have concerns about your student, you
should contact the Office of the Dean of Student Affairs,
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 referring
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 exam-
pleS 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 pro-
fessional 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 mildly or moderately 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, suspended, or dismissed.

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, an academic adviser may not discuss a student’s grades or performance with the student’s family members.

- If parents or guardians would like to know about their student’s progress at Columbia, they should ask their student directly.

For more information on these policies, please visit registrar.columbia.edu/parents or visit the Office of Judicial Affairs and Community Standards website 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 by the student. If you have a change of address, phone number, or e-mail, please ask your student to send the updated information to the Office of Parent and Family Programs at undergrad-family@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 your student in the middle of most of the communication should help avoid confusion or mixed messages. In addition to answering your calls and inquiries, we will help keep the lines of communication open through the maintenance of our website.

**Connection:** Your relationship with your son or daughter may change somewhat, as you will now have to rely on him or her to keep you informed of daily life occurrences. And although the relationship may change, the connection to your son or daughter and the support you give will remain important to him or her. This can be hard to manage at first, but as time goes by, it should become easier to respect your Columbian’s privacy while still remaining connected to one another.
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 website, or contact us if you ever have any questions or concerns. This handbook should be instrumental in helping you stay in contact.

TRANSITIONS AND SUPPORT

Your son or daughter leaves home and comes to campus to become a member of a very special community, the Columbia family! We also welcome you to the Columbia family because of the integral role you play. No one knows your son or daughter as well as you do, and we 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:

• provide continued support by staying in touch through phone calls, e-mails, letters, and occasional care packages (especially during mid-terms and final exams!);
• show 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;
• 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;
• support without always agreeing. Validate their feelings and perceptions, but also challenge your student to explain his or her perspective through healthy discussion and debate.
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 Alumni and Development at ColumbiaEngineering 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.

The Office of Parent and Family Programs, housed in the Office of the Dean of Student Affairs, works collaboratively with parents and families of students in Columbia College and Columbia Engineering. Parent and Family Programs provides programmatic opportunities and initiatives to appropriately engage parents and families in the academic, social, residential, and cocurricular experience, and to connect parents and families with the University and each other.

EVENTS

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 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 after the start of the fall semester. Family Weekend is usually scheduled on Homecoming Weekend. More than 600 family members attend, and events include 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 bring the Columbia experience to their region. 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.

Class Day is sponsored by the Office of the Dean of Student Affairs and the deans’ offices of both Columbia College and Columbia Engineering. 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 as they walk across the dais, have their photographs taken, and receive a class pin. The program also includes an awards ceremony 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

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

Family Connection Monthly Newsletter is a monthly electronic publication that keeps current College and Engineering parents informed about the latest happenings on campus, faculty awards and accomplishments, campus activities, student-athletes, upcoming events, and much more. Notify the Office of Parent and Family Programs 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 is available on our website.

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

Matthew Patashnick
Director
Office of Parent and Family Programs
Office of the Dean of Student Affairs
601 Alfred Lerner Hall, Mail Code 2607
2920 Broadway
New York, NY 10027
Tel: 212-854-2446
Fax: 212-854-0012
ugrad-family@columbia.edu
www.studentaffairs.columbia.edu/parents

PARENT GIVING AND SPECIAL PROGRAMS

COLUMBIA COLLEGE PARENTS FUND

All Columbia parents can display their commitment to their children’s undergraduate experience by making gifts to the Parents Fund. Gifts to the Parents Fund enable Dean James J. Valentini to fund the most pressing priorities for the College, including financial aid, the Core Curriculum, student internship stipends, and campus life.

We understand that parents make a major financial commitment by paying tuition. But because tuition does not cover the entire cost of a Columbia education, crucial fundraising vehicles such as the Parents Fund help make up the difference and create the rich educational environment Columbia students enjoy. Every contribution to the Parents Fund directly impacts the quality of the Columbia College experience shared by your child and his or her classmates.

The Parents Fund is led by the Parents Fund Leadership Council, an exceptionally dedicated group of parents who work to ensure that Columbia students have the resources they need to succeed. By generously donating their time, talents, and gifts, Leadership Council members play a crucial role in maintaining Columbia’s position as a premier educational institution.

The generosity of past Columbia families helped create the College that your child knows and thrives in today. The Parents Fund thanks every family for their support now, which helps to keep Columbia College strong for students today and tomorrow.

STAY IN TOUCH WITH COLUMBIA COLLEGE

Columbia College strives to keep parents well-informed and engaged throughout their child’s time on campus. To help build and maintain this connection, the College communicates with parents in the following ways:

Columbia College Parents Website, www.college.columbia.edu/parents, provides parents with a host of information, including College news and events and ways to support the College through the Parents Fund.

Columbia College Parents Newsletter, the Parents Fund’s electronic publication, is sent monthly to parents who have e-mail addresses on file with the Parents Fund Office. If you wish to be added to the mailing list or to change your e-mail address, please notify Courtney Joseph, assistant director, Parents Fund (see shaded box below).

Columbia College Today (CCT), the College’s quarterly alumni magazine, is sent free to all current College parents and is also available at www.college.columbia.edu/cct. CCT features profiles of College alumni, faculty, and students; spotlights campus and alumni events; and focuses on alumni news via myriad departments and columns.

Courtney Joseph
Assistant Director
Columbia College Parents Fund
cnr2107@columbia.edu
212-851-7866
COLUMBIA ENGINEERING PARENTS FUND
AND PARENTS PROGRAM

Parents of Columbia Engineers make an impact on their children’s undergraduate experiences by making gifts to the Parents Fund. Gifts enable the dean to fund the key priorities for the School, including supporting our faculty and students and enhancing research and internship opportunities.

We fully appreciate the significant financial commitment made by parents in paying tuition. At the same time, many don’t realize that tuition alone does not cover the complete cost of attending Columbia Engineering. Thus, the support of our parents is crucial and is appreciated. Every gift to the Parents Fund makes a direct impact on all of our students, including your child.

The Engineering Parents Council works to increase the resources needed to address the School’s core priorities and strategic needs, while also serving as ambassadors for the School, liaisons for the administration, and hosts to parent events around the world.

The School holds special parent-specific events in New York, regionally, and internationally. We invite parents to attend and host these events so that they can keep abreast of the School’s many innovative programs and as well as the Dean’s exciting vision for the School.

STAY IN TOUCH WITH COLUMBIA ENGINEERING

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

Columbia Engineering magazine is a biannual publication for alumni, parents, and friends of the School. The magazine features the cutting-edge research of faculty and students, as well as profiles of alumni leaders, program notes, and news of School events.

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

| Jane Lowry |
| Parents Program Officer |
| 500 West 120th Street |
| 530 S. W. Mudd Building |
| 212-854-4474 |
| jl3678@columbia.edu |

COLUMBIA ALUMNI CENTER

The Columbia Alumni Center offers Columbia’s growing alumni and parent community access to University resources. All parents and families of students are encouraged to stop by the Columbia Alumni Center to meet fellow Columbians, access the Internet, tour the center, store belongings during the day, browse yearbooks, access information about campus events, or just enjoy a cup of coffee. The first-floor welcome center includes a lounge, library, seminar room, and courtesy office.

Columbia Alumni Center
622 West 113th Street
(between Broadway and Riverside Drive)
212-851-7398
alumni.columbia.edu/alumnicenter
Monday–Thursday, 8:30 a.m.–7:00 p.m.
Friday, 8:30 a.m.–5:00 p.m.
Saturday, 10:00 a.m.–4:00 p.m.
The following section provides greater detail about the programs and services on campus designed to assist students as they move through their time at Columbia.

**ARTS INITIATIVE AT COLUMBIA**

The Arts Initiative at Columbia University is President Lee C. Bollinger’s pioneering venture to make arts and culture a meaningful part of every Columbian’s experience. Its diverse programs encourage students, faculty, and alumni in all fields to generate, study, and engage in the creative life of the campus, the city, and the wider world. Its major programs include Passport to New York, which provides free museum admission to current graduate and undergraduate students; the Ticket and Information Center, which sells tickets to on-campus and off-campus events; the Gatsby Student Arts Support Fund, which provides financial support to extracurricular student arts projects; and ArtsLink, which helps faculty members assign arts events as part of course work.

Arts Initiative at Columbia University
Prentis Hall, Suite 206, Mail Code 5011
632 West 125th Street
New York, NY 10027
Tel: 212-851-1872
Fax: 212-851-1876
artsinitiative@columbia.edu

**ATHLETICS AND RECREATION**

The Department of Intercollegiate Athletics sponsors numerous programs that build campus esprit de corps and help the community stay physically fit.

Columbia’s intercollegiate athletics program, competing at the highest level of NCAA competition, Division I, sponsors 29 varsity teams. Competing in the Ivy League as the Lions, Columbia features one of the nation’s most historic collegiate athletics programs. Admission to all home sporting events is free for undergraduate students. Additional tickets for football and basketball contests may also be purchased through the athletics ticket office by calling 888-LIONS-11, or online at www.gocolumbialions.com.

The University also provides many opportunities for students to be physically active. Programs offered include physical education classes, recreational and club sports, and intramural or intercollegiate athletics.

Columbia maintains two main athletics and recreation facilities. The Dodge Physical Fitness Center, available for use by all students, features NCAA regulation basketball courts (which also can be used for badminton, floor hockey, indoor soccer, and volleyball), squash/handball/racquetball courts, an indoor running track, a swimming pool, a state-of-the-art fitness facility, saunas, and dance, fencing, wrestling, and multipurpose activity rooms. All undergraduate students receive complimentary access to the fitness center. For a fee, students may also rent private lockers or participate in specialized recreational offerings.

At 218th Street and Broadway, the Baker Athletics Complex plays host to Columbia’s football stadium, baseball field, soccer stadium, tennis courts, and an outdoor track.

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

**CENTER FOR CAREER EDUCATION**

The Center for Career Education (CCE) partners with students and alumni to help them develop skills, explore options, find opportunities, and connect with alumni and employers to build relationships in their fields of interest.

CCE encourages students and alumni to visit the Center and to register for Columbia’s job and internship database, LionSHARE, to maximize the level of resources and support they receive. Students work individually with career counselors to explore career interests and opportunities, develop résumés and
application materials, and create tailored internship and job search plans. Students’ career plans often include self-assessment, skill development, networking, informational interviewing, internships, reflection on experiences, and preparation for the job search or for the graduate/professional school application process.

CCE works with employers and alumni to source and develop internship and full-time opportunities found in LionSHARE, which offers thousands of opportunities throughout the year. CCE also develops high-quality domestic and international internship experiences in a diverse array of industries. They include Columbia Experience Overseas (CEO), which offers internships in Amman, London, Hong Kong, Beijing, Shanghai, and Singapore; the Science, Technology, Engineering Program (STEP); CU In California; the Virtual Internship Program (VIP); the Columbia Arts Experience; Columbia Communities in Action; and the Kenneth Cole Community Engagement Program. Additionally, CCE fosters leadership through Columbia Student Enterprises (CSE), which offers a unique opportunity to learn about and develop valuable skills through managing and working for student-run enterprises, the Columbia Bartending Agency and School of Mixology, Inside NY (a distinctive tourist guide to New York), and the Columbia University Tutoring and Translation Agency. The participants of the enterprises receive training and develop transferable business skills applicable to all industries.

CCE also offers a variety of large-scale career fairs and networking events that provide students with opportunities to explore and build connections in a breadth of career fields, industries, and organizations. Alumni and professionals work one-on-one with students in CCE’s Professional in Residence and Mock Interview Programs, and 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. Site visits enable students to experience the work culture, tour the offices, and hear about a range of departments.

CCE’s website, www.careereducation.columbia.edu, contains information on career search strategies and tools, a calendar of events, attendee information for career fairs and networking nights, job and internship resources, and access to LionSHARE.

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

CENTER FOR STUDENT ADVISING

The Center for Student Advising (CSA) serves Columbia College and Columbia Engineering students through each year of their Columbia education. The Center offers advising, programming, support, and counseling on issues related to undergraduate life. Chapter 4 provides a more detailed explanation of advising at Columbia. For more information, please refer to Chapter 4, page 27: Advising Resources, Center for Student Advising.

Center for Student Advising
403 Alfred Lerner Hall
212-854-6378
www.studentaffairs.columbia.edu/csa/

COMMUNITY DEVELOPMENT

The Community Development offices within Student Affairs (Multicultural Affairs, Residential Programs, Civic Action and Engagement, Student Development and Activities, and International Student Programs and Services) work to foster a vibrant and welcoming community through organizational advising, leadership development, advocacy, diversity education, community programming, and civic engagement.

Through a variety of programs, services, resources, and leadership opportunities, the Community Development team strives to:

• promote an inclusive community that values mutual respect, appreciation, and acceptance of various identities;
• encourage individual students and groups to act responsibly and accept accountability for their words, actions, and behaviors;

• provide experiences for students to identify goals, discover passions, and enhance personal, interpersonal, and professional skills;

• create opportunities for students to develop connections with our campus, the Columbia community, alumni, New York City, and the global community;

• collaborate with students in creating, maintaining, and enhancing community traditions;

• advocate for, support, and inform students of resources so that students may empower themselves; and

• encourage participation in activities that promote community standards and social responsibility.

**OFFICE OF MULTICULTURAL AFFAIRS (OMA)**

Responding to the needs of a diverse undergraduate student body, the 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 an ever-changing society and provides a supportive environment for constructive interaction and mutual understanding. The OMA’s goal is to create a greater sense of community and improve the quality of life for students at Columbia.

Programs and services offered by the office include but are not limited to volunteer opportunities, diversity training, student internships, mentoring programs, community resources information, cultural and educational programs, and student leadership opportunities.

**Intercultural Resource Center**

A 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.

**STUDENT DEVELOPMENT AND ACTIVITIES (SDA)**

Columbia University offers varied and exciting programs and student activities that complement each student’s undergraduate education. Through involvement, students 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 450 clubs and organizations on campus, students should be sure to check out the Emerging Leaders Programs, which will lay the groundwork in developing 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 new students arrive on campus.

The SDA office, in partnership with several other offices, also assists students in having a successful transition to the Columbia community and the larger New York community. The week prior to the start of school, a comprehensive orientation program helps acclimate students 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 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 Housing. 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 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 hall director (GHD) 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 Columbia Engineering, 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 (SICs) 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 associate director of Fraternity and Sorority Life and Leadership Development oversees Greek organizations and provides educational programs, services, and resources promoting holistic growth. Fraternity and sorority members share in service, scholastic, philanthropic, cultural, and leadership experiences while participating in self-governance.

OFFICE OF CIVIC ACTION AND ENGAGEMENT (OCAE)

The Office of Civic Action and Engagement is committed to supporting the programming of our faith-based, spiritual, political, activist, and humanitarian student organizations. In reaching to fulfill this commitment, OCAE 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. OCAE assists students in their development as individuals, community members, and leaders.
Issues of social responsibility and civic engagement are central to the mission of OCAE and the student organizations that OCAE supports. OCAE 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 Civic Action and Engagement 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 staff encourages critical thinking and the free exchange of ideas by all of the student organizations it supports.

**International Student Programs and Services**
Columbia University is one of the most international institutions of higher education in the United States. In order to best support the myriad international communities in the student bodies, Columbia Student Affairs created the position of Director of International Student Programs and Services. The director is the liaison for all international student issues and the primary contact for questions, communications, and programming pertaining to international students and families. The director focuses specifically on undergraduate programs and services, and works collaboratively with all offices within Student Affairs, as well as campus-wide resources, to streamline the Columbia experience for international students and their families. The aim of this position is to see international students and families through all phases of the student experience: enrollment; transition to Columbia; social, academic, and cultural acclimation; success in the classroom and student life; and preparation beyond Columbia. The director reports to the dean of Student Affairs and the dean of Community Development.

**Community Development**
Office of Multicultural Affairs
510 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 Residential Programs
515 Alfred Lerner Hall
212-854-6806
corp@columbia.edu
www.studentaffairs.columbia.edu/resprograms

Office of Civic Action and Engagement
515 Alfred Lerner Hall
212-854-4196
osga@columbia.edu
www.studentaffairs.columbia.edu/ocae

Office of International Student Programs and Services
510 Alfred Lerner Hall
212-851-9555 (direct)
isps@columbia.edu
www.studentaffairs.columbia.edu/international

**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.
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 and printers, terminal clusters, ColumbiaNet stations, and multimedia classrooms, and provides a variety of technical support services.

CUIT enables students to access many applications and services independently via a student’s Columbia UNI. The UNI offers secure access to Columbia e-mail, student records, the CU Secure Wireless Network, and a host of other online functions. Students can activate their UNIs at uni.columbia.edu.

CUIT Helpdesk: 212-854-1919
askcuit@columbia.edu
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
202 Philosophy Hall
Walk-in Hours: Mon.–Fri., 10 a.m.–6 p.m.
www.columbia.edu/cuit

COLUMBIA DINING

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 new students is reflected in the diversity of our food options. By keeping in touch with students, Columbia Dining is poised to consistently tailor 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 Dining 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:** An “all you care to eat” European-style market featuring made-to-order omelettes, burgers, and tacos.

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

**JJ’s Place:** An “all you care to eat” grill and snack bar open “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 Brooklyn roasters, 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 a dining plan allows for unlimited choices served buffet style in John Jay Dining Hall, Ferris Booth Commons, and JJ’s Place. Meals may be used throughout the week for breakfast, lunch, dinner, and late-night. 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 when you are visiting with your student. Students also get faculty meals so they can invite their favorite professor to lunch.

Dining Dollars comprise the other portion of a 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 graduation. The Dining Dollars portion of a dining plan is all about flexibility. That means that in between classes or errands, your student can choose from 12 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 1:00 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 plan 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 website: 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 to 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.college.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
618 Alfred Lerner Hall
212-854-3711
ugrad-finaid@columbia.edu
www.studentaffairs.columbia.edu/finaid

OFFICE OF GLOBAL PROGRAMS

The Office of Global Programs supports the University’s overall goal of internationalizing our campus and engaging scholars, students, and institutions in creating a deeper understanding of our globally interdependent and culturally diverse world. This office aims to ensure international opportunities for undergraduate students that combine cultural immersion, intellectual challenge, and individual growth through expanding their world view. Equally important is the intent to provide a comparable experience to international exchange students coming to Columbia.

The Office of Global Programs aims to:

• provide students with a global perspective through immersion into another culture, thereby increasing their linguistic and social understanding of the world’s peoples and their interconnectedness;

• offer students an academic experience that enhances and complements their education and, wherever possible, that provides a comparative dimension in their major field of study; and

• ensure, as much as possible, a learning environment that is challenging, supportive, and safe.

Office of Global Programs
606 Kent Hall
212-854-2559
http://ogp.columbia.edu

COLUMBIA HEALTH

Columbia Health is an integrated program providing extensive on- and off-campus health care and services for students enrolled at the University. The Columbia Health Program and an accepted medical insurance plan work together to meet students’ health care needs. Columbia requires all full-time students to enroll in both. To meet the insurance requirement, students must either confirm their enrollment in the Columbia Student Medical Insurance Plan (Columbia Plan) or provide proof of alternate coverage that meets the established criteria listed on the Columbia Health website. Part-time students may also enroll in the Columbia Health Program and Columbia Plan.

The following provides summary information; details are available on these and other topics at www.health.columbia.edu.

BENEFITS AND SERVICES OF THE COLUMBIA HEALTH PROGRAM

The Columbia Health Program comprises five departments and more than 120 individuals to meet students’ health needs on campus.

• Medical Services (www.health.columbia.edu /pcms) provides routine and urgent medical care, as well as sexual health, reproductive and gynecological services, travel medicine, LGBTQ health care, confidential HIV testing, and immunizations.

• Counseling and Psychological Services (www.health.columbia.edu/cps) offers short-term individual counseling, couples counseling, student-life support groups, and medication consultation.

• Disability Services (www.health.columbia.edu /ods) coordinates reasonable accommodations and support services including assistive technology, networking groups, academic skills workshops, and learning specialists.

• Alice! Health Promotion (www.alice.columbia .edu) connects students with information and resources, and supports healthy attitudes and behaviors within the campus community.

• Sexual Violence Response (www.health.columbia .edu/svprp) supports students in healing from sexual
and relationship violence, as well as educates students about consent and coercion in order to promote a respectful and safe campus.

**STUDENT HEALTH INSURANCE**

All full-time students are automatically enrolled in the Basic level of the Columbia Plan. To request a waiver from automatic enrollment, students must submit a request at www.health.columbia.edu before September 30 (February 1 for new spring enrollment, or June 14 for newly arrived full-time trimester students). All waiver requests are considered but approval is not guaranteed.

Optional coverage for early arrival, eligible dependents of insured students, and a separate dental plan is available through Aetna Student Health (www.aetnastudenthealth.com/columbiadirect.html).

**IMMUNIZATION COMPLIANCE**

There are two immunization requirements that all new students must meet before arrival on campus:

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

  **DEADLINE:** DECISIONS MUST BE RECORDED ONLINE BEFORE CLASSES BEGIN. STUDENTS WILL NOT BE PERMITTED TO REGISTER UNTIL THEIR DECISION IS RECORDED.

- **Documentation of immunity to measles, mumps, and rubella (MMR)**: All Columbia students taking 6 or more credits must document their immunity to measles, mumps, and rubella. Instructions and the Columbia University MMR Form are available at www.health.columbia.edu. This documentation is also required by New York State public health law.

DEADLINE: COMPLETED FORMS MUST BE MAILED OR FAXED BEFORE STUDENTS MAY REGISTER FOR CLASSES (AUGUST 1 FOR FALL STUDENTS, JANUARY 15 FOR NEW SPRING STUDENTS).

Please visit our website at www.health.columbia.edu. If you have questions, please contact us.

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**Columbia Health**

- General Information ............ 212-854-2284
- After-hours Urgent Health Concerns .................. 212-854-9797
- Medical Services—John Jay Hall, 3rd and 4th Floors ............ 212-854-7426
- Counseling and Psychological Services—Alfred Lerner Hall, 8th Floor .... 212-854-2878
- Alice! Health Promotion—Wien Hall, 1st Floor ............ 212-854-5453
- Disability Services—Alfred Lerner Hall, 7th Floor ............ 212-854-2388
- Sexual Violence Response—Alfred Lerner Hall, 3rd Floor .... 212-854-3500
- Insurance Office—Wien Hall, 1st Floor .................. 212-854-3286
- Immunization Compliance Office—Wien Hall, 1st Floor ......... 212-854-7210

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**ID CENTER**

The University ID Card is the official Columbia identification 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.

A **flex account** is a declining balance account available through your student's University ID 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 at 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 preadmission counseling, immigration-related and document services, orientation for international students, 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/issono

OFFICE OF JUDICIAL AFFAIRS AND COMMUNITY STANDARDS

The Office of Judicial Affairs and Community Standards (OJA) within Columbia Student Affairs 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
609 Alfred Lerner Hall
212-854-1389
www.studentaffairs.columbia.edu/judicialaffairs/

LERNER UNDERGRADUATE MAIL

Lerner Undergraduate Mail 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 Columbia Engineering student is assigned their own mailbox number that they retain for their entire Columbia career. The Student Package Room, also 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
Alfred Lerner Hall
212-854-0100
lernerhallmailservices@columbia.edu
mailservices.columbia.edu

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 10 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 Columbia Engineering. 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).

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<thead>
<tr>
<th>Undergraduate Services, Columbia University Libraries</th>
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<tbody>
<tr>
<td><a href="mailto:Undergrad@libraries.cul.columbia.edu">Undergrad@libraries.cul.columbia.edu</a></td>
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<tr>
<td><a href="http://www.columbia.edu/cu/lweb/indiv/under">www.columbia.edu/cu/lweb/indiv/under</a></td>
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</table>

### Undergraduate Services, Columbia University Libraries

**Philip L. Milstein Family College Library, Butler Library**  
212-854-7309  
undergrad@libraries.cul.columbia.edu  
www.columbia.edu/cu/lweb/indiv/under

### REGISTRAR

In addition to registration and record keeping, the Office of the Registrar, 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.

<table>
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<th>Office of the Registrar</th>
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<tr>
<td>205 Kent Hall</td>
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<tr>
<td>212-854-4400</td>
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<tr>
<td><a href="mailto:registrar@columbia.edu">registrar@columbia.edu</a></td>
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<tr>
<td><a href="http://www.columbia.edu/cu/registrar">www.columbia.edu/cu/registrar</a></td>
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### 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. Students can enroll in text message notification to receive alerts about important events affecting the campus. Students may enroll via Student Services Online (SSOL). See page 30 for details.

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<th>Matthew Patashnick, Director</th>
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<tr>
<td>Office of Parent and Family Programs</td>
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<tr>
<td>Dean of Student Affairs Office</td>
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<tr>
<td>601 Alfred Lerner Hall, Mail Code 2607</td>
</tr>
<tr>
<td>2920 Broadway</td>
</tr>
<tr>
<td>New York, NY 10027</td>
</tr>
<tr>
<td>Tel: 212-854-2446</td>
</tr>
<tr>
<td>Fax: 212-854-0012</td>
</tr>
<tr>
<td><a href="mailto:undergrad-family@columbia.edu">undergrad-family@columbia.edu</a></td>
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<tr>
<td><a href="http://www.studentaffairs.columbia.edu/parents">www.studentaffairs.columbia.edu/parents</a></td>
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</table>

Matthew Patashnick, Director  
Office of Parent and Family Programs  
Dean of Student Affairs Office  
601 Alfred Lerner Hall, Mail Code 2607  
2920 Broadway  
New York, NY 10027  
Tel: 212-854-2446  
Fax: 212-854-0012  
ugrad-family@columbia.edu  
www.studentaffairs.columbia.edu/parents

### OFFICE OF PARENT AND FAMILY PROGRAMS

The Office of Parent and Family Programs is housed within the Office of the Dean of Student Affairs and serves both Columbia College and Columbia Engineering. We are here to assist with the transition to college, connect parents and families to Columbia, and be a resource for parents and families throughout college and even beyond 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, online tools such as our website, and on- and off-campus volunteer opportunities. Please see Chapter 2 on “Family Involvement Opportunities” for more detailed information about the various events, publications, and volunteer opportunities that are available to you.
Statistics on crime are available online at www.columbia.edu/cu/publicsafety/.

Department of Public Safety
111 Low Library (open 24/7)
Main number: 212-854-2797
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) monitors and maintains student accounts. The student account is a record of the charges and credits that occur during your student’s enrollment at Columbia. Charges may include tuition, room, board, health services, and other fees. Credits may include financial aid, personal payments, and non-University loans. E-Billing is Columbia’s official method of distributing the Student Account Statement, which is issued via e-mail monthly. E-bills are issued to the student; however, your student may create an “authorized payer” account to allow you to receive E-Bill notifications and make payments on their account. For more 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**

**COLUMBIA HOUSING**

Columbia Housing 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 18 undergraduate residence halls and 17 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.

Columbia Housing
118 Hartley 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 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.

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

**ACADEMIC ADVISING**

**INTRODUCTION**

Academic advising at Columbia College and Columbia Engineering comes from many sources and people. Our goal is to make the experience seamless and straightforward for students. “Seamless advising” embraces the concept that all staff who work with students in an advising capacity—from faculty members to advising deans to career counselors to club advisers (to name just a few)—are engaging in and building advising relationships. Thus a student’s ability to navigate advising resources, and get the right help from the right adviser at the right time, is critical to a successful advising experience. The seamless advising system is one that relies on collaboration, requiring teamwork among staff from Columbia Student Affairs, faculty members, Columbia College Academic Affairs, the Columbia Engineering Dean’s Office, the Center for Career Education, and others.

A key role is played by the Center for Student Advising (CSA). Your student will be assigned an academic adviser from the CSA throughout his or her time at Columbia. CSA advisers are the primary source of advising—they help plan academic programs each semester, answer questions about degree and Core requirements (for Columbia College), first-year/sophomore and nontechnical requirements (for Columbia Engineering), and help address any other questions or concerns.

Faculty are also an extremely valuable resource. One of the most important ways in which your student can truly benefit from his or her college education is by getting to know faculty members. As Richard Light writes in *Making the Most of College: Students Speak Their Minds*, a student should strive to get to know at least two faculty members per year who could write him or her a solid letter of recommendation. If your student is intimidated or simply unsure about how to go about connecting with faculty, his or her CSA adviser is a good resource person.

**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 Center for Student Advising (CSA) guides and supports students at Columbia College and Columbia Engineering as they navigate their educations and lives at Columbia University. CSA advisers (1) help students recognize and pursue their passions; (2) challenge students to set realistic academic and life goals to ensure personal success; and (3) empower students to think and act creatively and independently. Students are expected to engage with their CSA advisers to form partnerships that will help them become the best possible versions of themselves.

Your student will have an adviser from the Center for Student Advising throughout his or her time at Columbia. The name and contact information of the assigned adviser will be e-mailed to your student in mid-August. When your family arrives on campus this August, please come by our advising center on the fourth floor of Lerner Hall.

Productive advising is built on a true partnership in which the student and the adviser work together. The spirit of an ideal advising partnership
is mutual engagement, responsiveness, and dedication. Regular advising conversations, the fundamental building blocks of the partnership, enable an adviser to serve as a resource of knowledge and a source of referrals—so that students may plan and prepare, in the broadest sense, over the course of their years at Columbia.

Your student’s adviser is his or her primary point of contact for a variety of issues and questions, including the following:

• general academic questions, concerns, or difficulties;
• registration questions and problems;
• receiving transfer, AP/IB/GCE, or summer course credit;
• changes in academic program, in consultation with faculty advisers;
• premed and prelaw requirements, fellowships, graduate school, and other academic opportunities;
• understanding University policies and petitioning for exceptions to academic policy;
• planning to study abroad;
• progress toward and completion of requirements for the degree;
• personal problems and concerns;
• leaves of absence;
• future life plans; and
• referrals to other resources on campus.

Every week your student will receive The CSA Weekly by e-mail, with announcements regarding academic deadlines, information sessions, campus events, career days, fellowships, and more. Another resource is the CSA blog (http://studentaffairs.columbia.edu/csa/blog), which contains the same information but is updated daily. Finally, the CSA website is a great resource for information on academic planning and policy information: www.studentaffairs.columbia.edu/csa.

**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 Higher Education Opportunity Program (HEOP) was established by the New York State Legislature in 1969 to assist eligible residents in obtaining higher education at private institutions.

The National Opportunity Program (NOP) was created in 1986 by Columbia University to commit to providing the same kind of academic and financial support as HEOP to students from all over the United States. In 2006, The Fu Foundation School of Engineering and Applied Science established a National Opportunity Program.

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.

**The Columbia University Scholars Program (CUSP)** provides named scholars with enhanced academic and cultural opportunities unique to a major research university in an international city. C. P. Davis, John Jay, Egleston, 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.

**Academic Success Programs**
Center for Student Advising
Alfred Lerner Hall, 4th Floor
212-854-6378
www.studentaffairs.columbia.edu/asp

**Columbia University Scholars Program**
Center for Student Advising
Alfred Lerner Hall, 4th Floor
212-854-6378
www.studentaffairs.columbia.edu/scholars
The Office of Preprofessional Advising for Columbia College and Columbia Engineering provides 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 beyond, working most closely with students and alumni during their application year. Information guides, forms, and helpful resources are available in the Office of Preprofessional Advising.

Office of Preprofessional Advising
Center for Student Advising
Alfred Lerner Hall, 4th Floor
212-854-6378
www.studentaffairs.columbia.edu/preprofessional/

BULLETINS
You and your student are strongly encouraged to consult the bulletin for your respective school if you have any questions regarding school policies or academic requirements. For Columbia College students, the Columbia College Bulletin contains a wealth of important information about University policies, academic departments, faculty contacts, and major requirements, as well as detailed course descriptions. For Columbia Engineering students, the Columbia Engineering Bulletin contains important information about University policies, academic departments, faculty contacts, nontechnical requirements and electives, minors, course descriptions, and detailed charts listing major requirements.

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
http://library.columbia.edu

COURSEWORKS
CourseWorks@Columbia is the University’s course management system, which 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 website.

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

http://www.columbia.edu/content/departments-and-divisions.html

Faculty and teaching assistant office hours are posted on course syllabi, departmental websites, and faculty office doors. Office hours are times set aside by a faculty member to interact with students to clarify concepts, discuss assignments, and mentor potential majors. Students should take advantage of these hours to ask questions, address concerns, and 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 websites.

**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 more than 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 20. Students should especially take advantage of these services in order to practice their listening comprehension skills.

**DISABILITY SERVICES**

See pages 22 and 23.

**STUDENT SERVICES ONLINE (SSOL)**

Student Services Online provides instant access to student records. Students can access SSOL with their UNI (see page 19).

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 use SSOL to review their academic profile, register for classes, check their grades and class schedules, access student account records, update contact information, enroll in text message notification, order transcripts, and more.

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<td><a href="https://ssol.columbia.edu">https://ssol.columbia.edu</a></td>
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**COMMUNITY EXPECTATIONS**

**ACADEMIC INTEGRITY**

Academic integrity defines a university and serves as a cornerstone of the 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 academic dishonesty not only jeopardizes a student’s academic, professional, and social development; it violates our community standards. 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;
- inappropriate collaboration on assignments;
- receiving unauthorized assistance on an assignment;
- copying computer programs;
- copying someone else’s lab data;
- submitting the same work for two different classes;
• selling or buying notes, exams, papers, and other academic study materials;
• lying to a professor or University officer; and
• 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; and
• expulsion.

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 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 in the CSA or visit the new Academic Affairs website: www.college.columbia.edu/academics/integrity.
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 website at www.college.columbia.edu/core.

The Core Curriculum requirements:

- **Literature Humanities: Masterpieces of Western Literature and Philosophy**
  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: Introduction to Contemporary Civilization in the West**
  COCI C1101-C1102 (two semesters)

- **Art Humanities: Masterpieces of Western Art**
  HUMA W1121 (one semester)

- **Music Humanities: Masterpieces of Western Music**
  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)
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 a pre-professional 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 by reading carefully through the Columbia College Bulletin. Look at the departmental description of the field and go through the detailed course descriptions. You can explore different departments by taking at least one elective course each semester. An elective is a course of your own choosing, in any department.

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 New Student Orientation.

SUMMARY OF THE COLUMBIA COLLEGE CORE CURRICULUM

<table>
<thead>
<tr>
<th>COURSE REQUIREMENTS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masterpieces of Western Literature and Philosophy (HUMA C1001-C1002)</td>
<td>Lit. Hum. 2 semesters</td>
</tr>
<tr>
<td>University Writing (ENGL C1010)</td>
<td>University Writing</td>
</tr>
<tr>
<td>Foreign language requirement</td>
<td>Proficiency through 4th semester (intermediate level; exemption possible)</td>
</tr>
<tr>
<td>Science requirement (SCNC C1000 plus 2 additional)</td>
<td>Frontiers of Science plus 2 courses</td>
</tr>
<tr>
<td>Introduction to Contemporary Civilization in the West COCI C1101-C1102</td>
<td>CC 2 semesters</td>
</tr>
<tr>
<td>Masterpieces of Western Art (HUMA W1121)</td>
<td>Art Hum. one semester</td>
</tr>
<tr>
<td>Masterpieces of Western Music (HUMA W1123)</td>
<td>Music Hum. one semester</td>
</tr>
<tr>
<td>Global Core requirement</td>
<td>2 one-semester courses from approved list</td>
</tr>
<tr>
<td>Physical Education requirement (PHED C1001-C1002)</td>
<td>2 one-semester courses, plus swim test</td>
</tr>
</tbody>
</table>
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 stated 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, Alfred Lerner Hall, 4th Floor, 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 2012 enrollment.

HELPFUL WEBSITES

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

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 website may be found at www.studentaffairs.columbia.edu/csa/.

PLANNING AN ACADEMIC PROGRAM AT COLUMBIA ENGINEERING

SELECTING CLASSES—COLUMBIA ENGINEERING

THE BASICS

To earn a Bachelor of Science degree from Columbia Engineering, students must earn at least 128 points. Students take a minimum of five classes (an average of 16 points) each term for eight semesters. Columbia Engineering 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. The Art of Engineering
   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 COLUMBIA ENGINEERING CURRICULUM

The first- and second-year curriculum at Columbia Engineering 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 Columbia Engineering 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 Columbia Engineering 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 eight semesters. First-year students usually take five classes in their first semester.

Q. As a Columbia Engineering student, what classes am I required to take in my first semester?

A. Columbia Engineering first-years must be in calculus, physics, and either University Writing or The Art of Engineering in their first semester (either University Writing or The Art of Engineering will be preregistered for you before you arrive for Orientation). Students should also be enrolled in chemistry in the fall, although in some cases this may be postponed until the spring.
**FIRST-YEAR/SOPHOMORE REQUIREMENTS TAKEN IN THE FIRST YEAR**

<table>
<thead>
<tr>
<th>COURSE/SUBJECT</th>
<th>DESCRIPTION</th>
<th>REQUIRED COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus</td>
<td>Number of semesters depends on initial placement</td>
<td>First year</td>
</tr>
<tr>
<td>Physics</td>
<td>At least 2 semesters</td>
<td>First year (fall and spring)</td>
</tr>
<tr>
<td>Chemistry</td>
<td>At least one semester depending on major</td>
<td>First year (fall, possibly spring depending on major)</td>
</tr>
<tr>
<td>Lab</td>
<td>Chem. and/or physics lab depending on major</td>
<td>First or second year</td>
</tr>
<tr>
<td>University Writing (ENGL C1010)</td>
<td>Nontechnical requirement</td>
<td>First year (will be taken in the semester opposite The Art of Engineering)</td>
</tr>
<tr>
<td>The Art of Engineering (ENGI E1102—lecture; and ENGI E1112—lab section)</td>
<td></td>
<td>First year (will be taken opposite University Writing)</td>
</tr>
<tr>
<td>Computer Science*</td>
<td>Appropriate placement depending upon programming experience and major</td>
<td>First or second year</td>
</tr>
<tr>
<td>Professional-Level Course</td>
<td></td>
<td>First year (fall or spring)</td>
</tr>
<tr>
<td>Principles of Economics (ECON 1105)</td>
<td>Nontechnical requirement</td>
<td>First or second year</td>
</tr>
</tbody>
</table>

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

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. Your AP scores will also determine correct placement.

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

Columbia Engineering 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 Columbia Engineering Bulletin.

Advanced Placement credit will be determined after your student matriculates, in accordance with the departmental and college policies stated in that year’s Engineering 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, 4th Floor, Alfred 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 students 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 Columbia Engineering 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 2012, 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 2012 enrollment.

HELPFUL WEBSITES

Students will receive a copy of the Columbia Engineering 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:

To review course descriptions and major requirements, access the Columbia Engineering Bulletin online at www.bulletin.engineering.columbia.edu.

To learn about the different majors and departments in Columbia Engineering, go to www.engineering.columbia.edu/departments-3.

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

The Center for Student Advising website 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, visit 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 Columbia Engineering student) have been reviewed. For courses that are substantively similar to those taught at Columbia College or Columbia Engineering, 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 Columbia Engineering, your student must complete a minimum of 60 points of credit at Columbia. For Columbia College students, no more than 64 points from outside sources will be counted toward the degree, and no more than 68 points for students at Columbia Engineering. 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 Columbia College and Columbia Engineering 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 institutions. 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 reviews only 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 or Columbia Engineering. 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.
We hope that the *Family Handbook* will be a useful tool for you as a parent or family member of a Columbian. If there is information that you need that is not included in this guide, please refer to the University website, or contact us and we will try to assist you. For more information on visiting Columbia, please refer to our visiting Columbia website: www.columbia.edu/content/visiting-columbia.html.

**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 10 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 Roone Arledge Auditorium and Cinema, the Black Box Theatre, CUarts (the Arts Initiative at Columbia University) and Ticket Information Center, WKCR (Columbia’s radio station), and administrative offices, such as many Columbia Student Affairs offices. 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 Hall.

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 local) serve Columbia and Morningside Heights. If you find yourself on the #2 or #3 uptown express train, be sure to switch for the #1 at 96th Street. The Columbia University stop is 116th Street on the #1 train (red line). Visit the MTA’s website (www.mta.info) for more information.

**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 La Guardia, about a $40 taxi fare to campus. A less expensive option is the M60 bus ($2.25 per person), which stops at Columbia’s West 116th Street gate. You will need to purchase a metrocard, which is now available from vending machines at some of the La Guardia air terminals. From John F. Kennedy Airport to Manhattan, taxis must charge a flat fare of $45 (not including tolls or tip). There is also a train available from JFK, which takes you to the subway. Total cost is $7.25. Please visit www.mta.info (under Useful Links, click on
“Airtrain to JFK Airport”). 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 from the south 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. Approaching campus from the north, use the 125th Street exit of the Henry Hudson Parkway, turn left on 125th Street, and then right onto Broadway. Proceed south (downtown) to 116th Street.

**Parking:** Street parking in Morningside Heights is extremely scarce, but many parking garages are located in the neighborhood.

*Note regarding disability access:* For more information on wheelchair accessibility, please contact the Office of Disability Services at 212-854-2388.

### Other Important Notes

1. Dates are subject to change. See the 2012–2013 *Columbia College or Columbia Engineering Bulletin* for current Academic Calendar.

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

3. Orientation—Because of its paramount importance to the academic and social well-being and success of first-year students, attendance during New Student Orientation is mandatory.

### Hotels and Accommodations

When you visit New York City, Parent and Family Programs recommends that you consider staying in one of the many diverse and lively neighborhoods that give our city so much character. By using our vast public transportation network, you are never far from campus.

To help you plan your visits to campus, Columbia University has also negotiated deals with several local options for campus visitors. Please visit the Columbia University Travel Portal (http://www.campustravel.com/university/columbia) and click on Local NYC Hotels for more information on specific Columbia rates and instructions on how to make reservations at participating hotels.

It is also wise to visit www.nycgo.com, the Official Guide to New York City. The site is a helpful resource of top attractions and events, hotel and accommodation listings, trip planning resources, free activities, dining, and shopping.
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