



Student Resources

Career Services

Center for Career Services

Eileen Kohan, Executive Director
East Campus, Lower Level, Mail Code 5727
(212) 854-5497
Fax: (212) 854-5640
E-mail: ccs@columbia.edu
<http://www.cc.columbia.edu/cu/ccs>

The Center for Career Services (CCS) provides all Columbia students and alumni with services that enable them to identify and meet their career goals through job search assistance, job search skills development, and experiential learning.

The Center is organized into three divisions: Career Development, Employer Relations, and Experiential Education. The Career Development Division focuses on preparation for a career and provides assistance in making career decisions and developing the necessary skills to search for employment successfully. The Employer Relations Division coordinates on- and off-campus employment recruiting programs, organizes career fairs, develops full-time permanent opportunities, and disseminates this information to students. Experiential

Education develops internship and part-time opportunities to allow students to obtain experience in a career before graduation.

The Center also contains a Career Resource Center that provides a wealth of information on employers, graduate schools, study abroad programs, financial aid, and more. Books on self-assessment, job searching, resumes, cover letters, and interviewing may be used in its library. The Center's video and CD-ROM collections cover a broad range of topics from negotiating salaries to particular company profiles. A fax machine and computer are also available for student use.

All CCS brochures, job listings, recruiting schedules, and links to relevant Internet resources may be found on the CCS home page. Various state-of-the-art computer equipment and programs are also available at CCS.

Career Counseling

Students may choose to make an appointment to discuss a variety of career-related issues one-on-one with a career counselor. Such issues may include defining a career

path, exploring potential careers, finding an internship or summer job, developing job search strategies, and making the transition from college to a first job. The Strong Interest Inventory and Myers-Briggs Type Indicator are potentially useful assessment instruments that are available through consultation with a counselor. Counselors are also available during walk-in hours for quick questions, resume and cover letter critiques, or general advice.

Shadowing Program

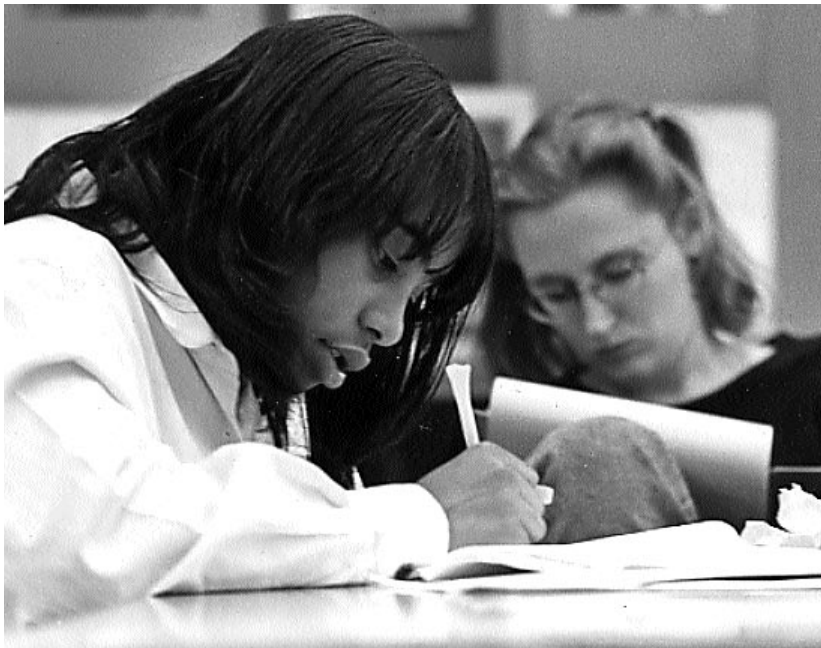
This program offers students a chance to explore careers through realistic workplace experiences with alumni. For a period of time during either the winter or spring breaks, a student may observe the alumnus's day-to-day activities, discuss the field, and provide limited assistance with projects or tasks as appropriate.

Services for Graduating Students

The Credentials Office maintains academic job openings and reference files (dossiers) for students. Dossiers are sent out for those seeking positions in teaching and educational administration in independent schools, colleges, and universities. In addition, workshops addressing the issues involved in both academic and nonacademic job searches for graduate students are offered throughout the year.

Workshops

A variety of workshops are offered throughout the academic year. The Thursday Evening Career Series brings in panels of alumni to discuss various career fields. Mock Interview Day offers students the opportunity to experience the interview process and receive feedback from alumni working in the field. The Business Etiquette Dinner provides instruction (and dinner) on proper behavior at business functions. Other workshops cover such topics as job search, interview tips, internship search, and resume writing.



Student (front) with tutor.

Electronic Recruiting

The Electronic Recruiting Program is the most technologically advanced in the country. Graduating students may review available opportunities, research participating organizations' Web sites, submit resumes, and sign up for interviews from their home computers or from conveniently located computer labs around campus.

On-Campus Recruiting Program

Over 350 employers participate in the On-Campus Recruiting Program, visiting the Center throughout the year to conduct

over 3,500 interviews with students for employment after graduation. Many employers hold late afternoon and early evening sessions, which offer students more information about the employers in an informal setting before the on-campus recruiting visit.

Off-Campus Recruiting Program

The Off-Campus Recruiting Program is composed of a diverse group of over 500 employers representing such fields as advertising, publishing, law, public relations, and arts management. Employers in the public and not-for-profit sectors are also well represented.



Story Musgrave, College of Physicians and Surgeons Class of 1964 and former astronaut, preparing for lift-off. Musgrave has spent 1,281 hours in space on six space shuttle flights.

Additional Career Resources for Graduate and Professional Students

ARCHITECTURE	Jobs are posted on the fourth and sixth floors of Avery; there is also a job book in 400 Avery.
ARTS	Student Affairs, 305 Dodge, (212) 854-2133; an internship/job book is also available in this office.
ARTS AND SCIENCES	Contact individual departments of academic instruction.
BUSINESS	Career Services, 206 Uris, (212) 854-5471
GRADUATE ENGINEERING AND APPLIED SCIENCES	Contact individual departments of academic instruction.
INTERNATIONAL AND PUBLIC AFFAIRS	Career Services, 1408 International Affairs, (212) 854-4613
JOURNALISM	Career Services, 704A Journalism, (212) 854-3861
LAW	Career Services, 2nd and 3rd floors of Greene Annex, (212) 854-2683
SOCIAL WORK	Career Development Center, 302 McVickar, (212) 854-3843
DENTAL AND ORAL SURGERY	Alumni Relations and Special Projects, 630 West 168th Street, (212) 305-6881
PHYSICIANS AND SURGEONS	Student Affairs, P&S Building, Room 401, (212) 305-3806
NURSING	Student Affairs, Georgian Building, Room 115, (212) 305-5756
PUBLIC HEALTH	Student Support and Career Services, 617 West 168th Street, (212) 305-3803
OCCUPATIONAL THERAPY/ PHYSICAL THERAPY	710 West 168th Street, (212) 305-3781

Student Employment

Columbia Student Enterprises (CSE)

Columbia Student Enterprises (CSE) is a nonprofit activity sponsored by and located in the Center for Career Services. CSE provides the University community with products and services and offers students the opportunity to manage an established business or start a new one. Entrepreneurs interested in launching a business must submit a business plan; if the plan is approved, CSE provides students with numerous support services for its operation. CSE businesses also offer a variety of employment opportunities such as bartending, newspaper delivery, tutoring, translating, and writing.

Federal Work-Study Program

The Federal Work-Study Program is a federally funded employment program for students who qualify for financial assistance. Students who are U.S. citizens or have permanent residence status should verify their eligibility with their financial aid officer

before contacting employers. Part-time jobs during the academic year and full-time jobs during the summer include positions in many University departments on campus. Many work-study positions complement students' academic interests. Students must submit payroll documents to 207 Philosophy Hall before beginning work. For more information on the Federal Work-Study Program and other ways to finance your Columbia education, see pages 56–59.

Student Employment at the Health Sciences Campus

Health Sciences Housing Assignment Office
Bard Hall, 50 Haven Avenue
(212) 304-7000
Fax: (212) 544-1900

Students interested in part-time and full-time employment while attending Columbia should contact the Center for Career Services on the Morningside campus.

The Health Sciences Housing Assignment Office conducts interviews for Graduate Resident Adviser positions in Bard Hall or the Georgian. These interviews begin in March for the following



year. Part-time positions are also available for certified lifeguards, aerobics instructors, and cage/front desk attendants at the Bard Athletic Center. All inquiries should be directed to the Health Sciences Housing Assignment Office. For other employment opportunities at the Health Sciences campus, contact your Student Affairs Office.

Student Financial Services

Morningside Campus

Columbia University
210 Kent Hall, Mail Code 9206
1140 Amsterdam Avenue, New York, NY 10027
(212) 854-4206
<http://www.columbia.edu/cu/sfs>

Health Sciences Campus

Columbia University
1-141 Black Building
650 West 168th Street, Box 45, New York, NY 10032
(212) 305-3633

Student Accounts

The Student Account is a record of the charges and credits that occur during your registration at Columbia University.

Charges may include tuition, room, meals, health services, and other fees. Credits may include financial aid, personal payments, non-University loans, payment plan, and other payments.

Payment is due by the due date listed on the first Student Account Statement that is sent to your billing address before the beginning of each term or, for late admits who do not receive a Statement before the term begins, during the registration period. The first Student Account Statement will list anticipated charges and credits. Subsequent Statements will be produced for any new charges or credits or if a balance remains on your account. You should contact your financial aid office if you are expecting any

additional funds that do not appear as actual or anticipated credits on your Statement. See the *Columbia Guide to Fees and Payments 1998–99* for more information.

Financing Your Columbia Education

Columbia administers federal, state, institutional, and private programs to help students pay for their educational expenses. Students should contact their financial aid office to receive information on how to apply for the various funds. In addition, Student Financial Services on the Morningside campus or Student Account Services

Help and Information

STUDENT ACCOUNT INQUIRIES

WORLD WIDE WEB:	http://www.columbia.edu/cu/students
AUTOMATED TELEPHONE SYSTEM:	(212) 854-8300 (requires a Social Security number and PIN)
E-MAIL:	sfs@columbia.edu (Morningside campus) sashs@columbia.edu (Health Sciences campus)
IN PERSON:	210 Kent Hall (Morningside campus) 1-141 Black Building (Health Sciences campus)
TELEPHONE:	(212) 854-4206 (Morningside campus) (212) 305-3633 (Health Sciences campus)

CHECKING THE STATUS OF FEDERAL STAFFORD AND PLUS LOANS TO BE CREDITED TO YOUR STUDENT ACCOUNT

AUTOMATED TELEPHONE SYSTEM:	(212) 854-8300 (requires a Social Security number and PIN)
IN PERSON:	210 Kent Hall (Morningside campus) 1-141 Black Building (Health Sciences campus)
TELEPHONE:	(212) 854-4206 (Morningside campus) (212) 305-3633 (Health Sciences campus)

REQUESTING A REFUND (CREDIT BALANCES ON YOUR STUDENT ACCOUNT)

WORLD WIDE WEB:	http://www.columbia.edu/cu/students
AUTOMATED TELEPHONE SYSTEM:	(212) 854-8300; if you have a credit balance, select option #1, then request refund (requires a Social Security number and PIN).
IN PERSON:	210 Kent Hall (Morningside campus) 1-141 Black Building (Health Sciences campus)
TELEPHONE:	(212) 854-4206 (Morningside campus) (212) 305-3633 (Health Sciences campus)

CHECKING FOR STUDENT ACCOUNT HOLDS

WORLD WIDE WEB:	http://www.columbia.edu/cu/students
AUTOMATED TELEPHONE SYSTEM:	(212) 854-6464 (requires a Social Security number and PIN).
IN PERSON:	210 Kent Hall (Morningside campus) 1-141 Black Building (Health Sciences campus)
TELEPHONE:	(212) 854-4206 (Morningside campus) (212) 305-3633 (Health Sciences campus)

PAYING YOUR STUDENT ACCOUNT

BY MAIL: Checks, money orders (only)	Columbia University Lockbox P.O. Box 19007 Newark, NJ 07195-9007
IN PERSON: Cash, money orders, traveler's checks, personal checks, MasterCard, or Visa	Cashier's Office 210 Kent Hall (Morningside campus) 127 Black Building (Health Sciences campus)
BY FAX: Master Card and VISA	Fax authorization to: (212) 854-1539 (Morningside campus) (212) 305-7973 (Health Sciences campus) Include with your authorization the following: Student's name and Social Security number; credit card number and expiration date; amount to be charged; and cardholder's name, signature, and daytime telephone number.
WIRE TRANSFERS:	Chase Manhattan Bank 2900 Broadway New York, NY 10027 Account number 091006341 ABA number 021000021 Student's name and Social Security number must accompany wire transfer.

Financial Aid Offices

School	Phone	E-mail
MORNINGSIDE CAMPUS		
ARCHITECTURE	(212) 854-7040	cufas@cuvmc.ais.columbia.edu
ARTS	(212) 854-7040	cufas@cuvmc.ais.columbia.edu
BUSINESS	(212) 854-4057	
COLUMBIA COLLEGE	(212) 854-3711	ugrad-finaid@columbia.edu
CONTINUING EDUCATION AND SPECIAL PROGRAMS	(212) 854-7040	cufas@cuvmc.ais.columbia.edu
ENGINEERING, GRADUATE	(212) 854-7040	cufas@cuvmc.ais.columbia.edu
ENGINEERING, UNDERGRADUATE	(212) 854-3711	ugrad-finaid@columbia.edu
GENERAL STUDIES	(212) 854-7040	cufas@cuvmc.ais.columbia.edu
GRADUATE SCHOOL OF ARTS AND SCIENCES <i>(except Biomedical Sciences at the College of Physicians and Surgeons)</i>	(212) 854-3808	
INTERNATIONAL AND PUBLIC AFFAIRS	(212) 854-7040	cufas@cuvmc.ais.columbia.edu
JOURNALISM	(212) 854-7040	cufas@cuvmc.ais.columbia.edu
LAW	(212) 854-7730	
SOCIAL WORK	(212) 854-2867	
HEALTH SCIENCES CAMPUS		
DENTAL AND ORAL SURGERY	(212) 305-4100	
GRADUATE SCHOOL OF ARTS AND SCIENCES <i>(Biomedical Sciences only at the College of Physicians and Surgeons)</i>	(212) 305-8058	
HUMAN NUTRITION	(212) 305-4808	
NURSING	(212) 305-8147	
OCCUPATIONAL THERAPY	(212) 305-5266	
PHYSICAL THERAPY	(212) 305-5266	
PHYSICIANS AND SURGEONS	(212) 305-4100	
PUBLIC HEALTH	(212) 305-4113	

on the Health Sciences campus can assist students with information on payment plans, private loan programs, and other sources of aid. For details, consult the *Columbia Comprehensive Educational Financing Plan* available at Student Financial Services or your financial aid office.

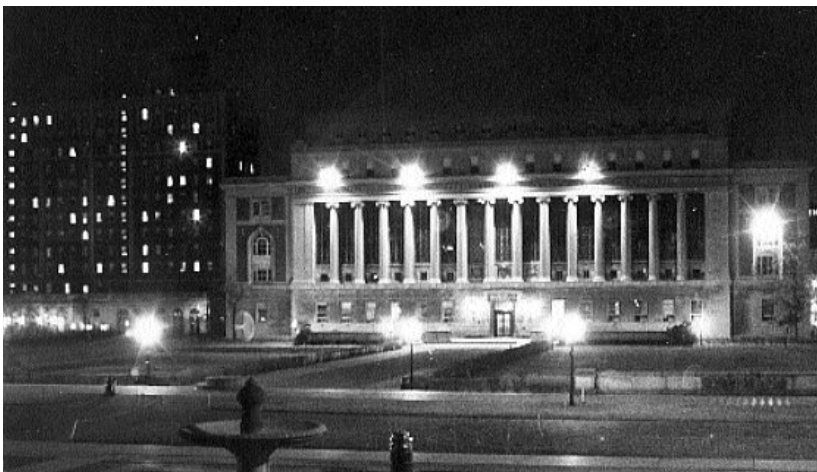
FEDERAL STAFFORD LOANS (SUBSIDIZED AND UNSUBSIDIZED) AND FEDERAL PLUS LOANS

Federal Stafford and PLUS Loans will be automatically credited to your Student Account if your funds are electronically transferred to Columbia by your lender. Otherwise, your lender will send a check to Columbia, which must be endorsed before the funds are applied to your Student Account. Federal PLUS Loan checks require a parent endorsement before the funds may be applied to a student's account. Please consult the "Help and Information" section for information on our automated telephone system, which allows you to check the status of your federal loan funds.

FEDERAL WORK-STUDY AND OTHER JOBS

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

Jobs are listed on the Web or at the Center for Career Services. Federal Work-Study jobs are available only to students who are awarded funds by their school financial aid office. Once you are employed, you are paid by check for the hours you work. A Federal Work-Study award is not credited to your Student Account.



PAYMENT PLAN

Columbia University provides a payment plan that allows you to pay educational costs in equal monthly installments. Contact America's Tuition Plan at (800) 348-4607.

PRIVATE LOAN FUNDS

Private loans (such as those that are part of the *Columbia Comprehensive Educational Financing Plan*) are payable to the student and are sent to Columbia for distribution. Parent loans are payable to the parent and are sent directly to the parent.

STIPENDS

Stipend checks are disbursed to students based on the dates selected by the Financial Aid Office. These checks are available from the Cashier's Office during or after

registration upon presentation of a valid Columbia Card for the appropriate term.

TUITION EXEMPTION

The credit will appear on your student account after the Application for Tuition Exemption is filed with Student Financial Services. This should be done by the end of the Change of Program period each term.

Did You Know . . . ?

As part of President Clinton's *America Reads* initiative, Columbia received almost \$200,000 dollars enabling Work-Study students to teach literacy.

Personal Finances

CITIBANK

Columbia University has recently selected Citibank to provide various banking and financial services to students. Special features of this program include student checking with no minimum balance, for a \$3.00 monthly fee, or free checking with no monthly service charge if you use Direct Deposit to deposit your paycheck. You may bank

online from your computer using Citibank's free PC banking service, Direct Access®, and have a private line to all account information from any telephone with CitiPhone Banking®. You also have the convenience of 24-hour banking with the two Citibank ATMs located in Carman Hall on the Morningside campus. For more information, please visit the on-campus Citibank Service Center, also in Carman Hall.

COLUMBIA-BARNARD FEDERAL CREDIT UNION (CBFCU)

112A Low Memorial Library, Mail Code 4311
Columbia University, New York, NY 10027
(212) 854-8228
CBFCU@columbia.edu
<http://www.columbia.edu/cu/cbfcu>

The Columbia-Barnard Federal Credit Union (CBFCU) is a not-for-profit, cooperatively owned financial institution. It is one of the few student-managed credit unions remaining in the nation, and one of only two student credit unions in the Ivy League. CBFCU received its federal charter from the National Credit Union Administration (NCUA) on March 23, 1988. The goal of CBFCU is to provide full-service, convenient banking for the Columbia and Barnard communities, including students, faculty, administration, staff, and alumni. CBFCU provides an alternative approach to commercial banking by offering personalized financial services below market costs. Each account is insured up to a maximum of \$100,000 by the NCUA.

Membership

All that is required to open an account at CBFCU is payment of the \$10 lifetime membership fee and a \$10 minimum savings balance.

CBFCU members enjoy many of the privileges associated with owning stock in a company. Membership entitles participants to have a voice in the governing of the credit union and earns them dividends on their savings accounts. In addition to the low minimum balance for savings accounts,

CBFCU offers checking accounts that allow members to write an unlimited number of checks per month with no fee and five free ATM transactions, provided that the member maintains the minimum balances required for each of these accounts. Other services include:

- Low-priced money orders and cashier's checks
- Incoming and outgoing wires
- Savings bonds
- Traveler's checks
- Low interest loans

Internships at CBFCU

CBFCU is staffed and managed solely by its members on a volunteer basis. As such, these interns, currently all undergraduates, gain experience in fields such as credit, investment, accounting, operations, marketing, legal issues, and the management of a successful financial institution. Under the auspices of a member-elected board of directors, CBFCU volunteers are exposed to every aspect of managing a business. Interns also have an opportunity to consult with a board of advisers composed of prominent business leaders and bankers in the area, as well as professors, administrators, and alumni.

ATMS ON CAMPUS

Morningside Heights Campus

John Jay Hall—Entrance lobby
Barnard College—Barnard Hall lobby
Teachers College—Main Hall Student Lounge (basement)

The Interchurch Building—Entrance lobby
Carman Hall—First floor (near mailboxes)

Health Sciences Campus

Presbyterian Hospital—First floor, 168th Street entrance
Harkness Pavilion—Second floor
Milstein Hospital—Second floor

UNIVERSITY CHECK CASHING SERVICE

The Payroll Check Cashing Van is located outside the 200 level of the Dodge Physical Fitness Center at the Morningside campus every other Wednesday (on payday) from noon to 2:00 p.m.; every Thursday from 2:30 p.m. to 4:30 p.m.; every Friday from noon to 2:00 p.m.; and on the last workday of each month from 12:30 p.m. to 1:30 p.m. Student employees of the University may cash their Columbia checks upon presentation of a valid Columbia Card.

Disability Services

Dr. Lynne M. Bejoian, Director
Janette Lawrence, Program Coordinator
305 Low Library, Mail Code 4322
(212) 854-2388 (Voice/TDD)
Fax: (212) 854-3448
E-mail: disability@columbia.edu

Columbia is committed to serving the needs of students with disabilities. The University Office of Disability Services coordinates services for students with permanent or temporary disabilities in order to assist these students in realizing and maximizing their academic and personal potential. Disability Services works in conjunction with each of Columbia's Schools to support their individual academic programs and standards. Each School

designates a liaison officer for Disability Services. A list of current School liaison officers is available from Disability Services.

The Office works with students and their Schools to develop individualized accommodation strategies that address disability needs and meet academic expectations. Students' accommodations are based on their academic program and may include: adaptive computer equipment, taped texts, alternative testing arrangements, readers, note takers, sign-language interpreters, amanuenses/scribes, and other aides. The Office provides auxiliary aids and adaptive equipment for student use. These include tape recorders, a manual wheelchair, a TDD/TYY telecommunication device for

persons with hearing disabilities, adaptive computers, and an FM amplification system.

Obtaining Services

Students must register with University Disability Services before any services can be provided or accommodations can be considered. The registration process involves submission of a Disability Self-Identification Form, a signed Release Form, and current and comprehensive medical or diagnostic documentation. Medical documentation should include diagnosis, duration (if temporary), limitations, and any recommendation for accommodations. In cases involving students with learning

disabilities, appropriate documentation should be no more than five years old and must include a report summary and complete test battery scores.

To allow sufficient time for review of needs and implementation of accommodations, students with disabilities are encouraged to contact Disability Services upon acceptance to discuss their specific disability needs and plan any academic accommodations that may be necessary. Students are encouraged to register their disability with the Office regardless of their need for services. Often students may not desire assistance at the time of entrance to Columbia, but as they progress academically, they may have the need for support or services. Therefore, early registration with the Office is essential. Disability Identification and Release Forms are available at the Office. Confidentiality is a priority.

Once registration is complete, the Office will be in touch with the student and the designated liaison within each School to develop and implement the necessary and appropriate academic accommodations.

Computer Equipment for Persons with Disabilities

There is a variety of equipment available in the Libraries to facilitate access to the collections for persons with disabilities. College Library (Butler, Room 225) and Lehman Library each has a PC with Vista screen magnification and ScreenPower speech synthesizer; Butler Reference has a PC with Vista screen magnification, ScreenPower speech synthesizer, and a braille printer; the Business Library has a TeleSensory print enlarger. The Law

Library has available to Law School students a Kurzweil reading machine, a portable braille, and a room for visually impaired students to listen to tapes or live readings.

Campus Accessibility Information

ACCESS/COLUMBIA, an accessibility guide and accompanying map outlining Columbia's Morningside campus buildings and facilities, is available at Disability Services. The University recognizes that accessibility to buildings may change or become difficult under special circumstances and endeavors to alert students to any access difficulties as they arise. Members of the University community are encouraged to report any difficulties or obstacles to Disability Services.



COLUMBIA CARD ACCESS AND ACCESS KEYS

Ramps, elevators, chairlifts, and tunnels provide access to the various levels of campus and its buildings. Access keys may be obtained from Disability Services. Also, Disability Services works with the Security Department in issuing card access to authorized persons with disabilities. Access to the various levels of the Morningside campus may be achieved in a number of different ways.

To Upper Campus:

- Via Dodge Gate and elevator at northwest College Walk (authorization for access and key needed). This elevator also allows direct access to Dodge, Lewisohn, Mathematics, and Havemeyer Halls via tunnel.
- Via Kent elevator through entrance at northeast College Walk during building business hours.
- Via Schapiro Engineering Center entrance at 120th Street. Provides elevator to upper campus level.
- Via 119th Street and Amsterdam Garage entrance through Schermerhorn Extension. Provides chairlift to level 1, then take elevator to level 6, next take chairlift to main entrance (access key needed). If entering by car to garage, you have access via elevators to upper campus level.

To Lower Campus (South Field):

- Via ramp from College Walk beside the School of Journalism building.

To Buildings East of Amsterdam Avenue:

- SIPA (School of International and Public Affairs): Enter from 118th Street to lobby elevators. For access to Altschul Auditorium, enter 116th Street/Greene Hall entrance.
- Greene Hall (Law School): Enter from 116th Street to lobby elevators.
- East Campus Dormitory: From 116th Street, enter via Wien Courtyard, proceed north, then east to the magnetic card access entrance. Authorization is needed from University Residence Halls: contact (212) 854-2777.

Other Resources

A complete listing of Library and Academic Computing services for persons with disabilities is available at both the Disabilities Office and the University Libraries.

ACADEMIC INFORMATION SYSTEMS (ACIS)
Sheila Kieran-Greenbush, Coordinator of
Computing for Persons with Disabilities
(212) 854-3483
sheila@columbia.edu

UNIVERSITY LIBRARIES
Curtis Kendrick, Director of Access
Services
(212) 854-2245

BARNARD COLLEGE OFFICE FOR
DISABILITY SERVICES
Susan Quinby, Director
(212) 854-4634
squinby@barnard.columbia.edu
ods@barnard.columbia.edu
http://www.barnard.columbia.edu/ods

TEACHERS COLLEGE SERVICES FOR
STUDENTS WITH DISABILITIES
Richard Keller, Director
(212) 678-3689
rmk21@columbia.edu

Health Services

Morningside Campus

COLUMBIA UNIVERSITY HEALTH SERVICE

Richard Carlson, M.D., M.B.A.,
Executive Director
(212) 854-2281
John Jay Hall, Mail Code 3601

Emergencies

Ambulance (CAVA): x99 or (212) 854-5555
Doctor/Nurse on call (evenings and nights
September 1–May 31): (212) 415-0120
Security: x99 or (212) 854-5555
St. Luke's Emergency Room: (212) 523-3335
St. Luke's Psychiatric Emergency Room:
(212) 523-3347

General information: (212) 854-2284
All medical/clinic appointments: (212) 854-2284
All medical insurance questions (including
claims): (800) 859-8471
Health Education programs: (212) 854-5453
Health Service eligibility and fees: (212) 854-7210
Health Service enrollment and MMR immunization
compliance: (212) 854-7210
Immunization questions: (212) 854-7210
Telephone Advice Nurse (Monday–Friday
8:30 a.m.–4:00 p.m.): (212) 854-4543
Women's Health information: (212) 854-4499

E-mail: health@columbia.edu
<http://www.columbia.edu/cu/health>

The Health Service offers medical care, counseling, health education, and information to help you stay healthy and productive. An experienced staff of nearly 100 individuals supports the Service's comprehensive range of programs. Treatment, counseling, or support in the Primary Care, Women's Health, Counseling, and Health Education Divisions is offered free or at nominal charge to students who have paid the Health Service Fee. This fee is mandatory for all full-time students and students living in University housing.

Health Service Fee

The Health Service Fee, which is separate from the charge for Health Insurance, covers programs and services provided by the Health Service. Health Service fees and periods of coverage are as follows:

Fall 1998—\$205
September 1, 1998–January 19, 1999
Spring 1999—\$205
January 20, 1999–May 31, 1999
Summer Extension—\$120
June 1, 1999–August 31, 1999

What the Health Service Offers

Primary Care

Primary Care is the division of the Health Service that provides you with urgent,

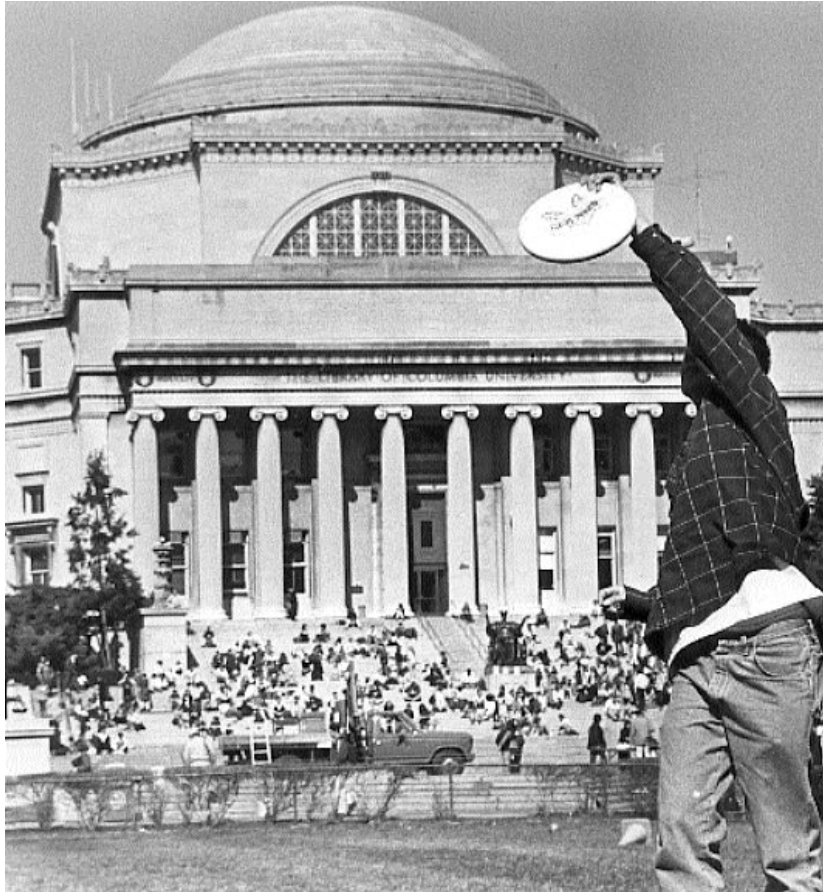
routine, and follow-up medical care, as well as easy access to tests, the administration of immunizations, and the monitoring of certain health conditions. Our Wellness and Self-Care Programs emphasize ways in which you may better care for yourself and maintain a healthy living style while at school. A dental program supported by Columbia's School of Dental and Oral Surgery offers students a nominally priced preventive care program near campus.

Women's Health

The Women's Health Care Service provides both well-woman care and care for women with health problems. This clinic places an emphasis on empowering women by teaching self-care and self-examination techniques. The Service is staffed by nurse practitioners, physicians, and ambulatory care nurses. Referrals are made for consultations and ongoing care with gynecologists both within and outside the Service.

Counseling and Psychological Services (CPS)

A professional staff of psychologists, psychiatrists, and social workers is available to discuss various concerns that may include problems in relationships; feelings of anxiety or depression; concerns about sexuality; questions about career direction; difficulty concentrating or completing academic work; sleep difficulties; alcohol and other



substance abuse; and concern with body weight and eating.

Health Education

Central to the mission of the University Health Service is the provision of health education for the campus. The function is undertaken by all providers at the Health Service, but particularly by those in the Health Education Program. Professionals provide educational programs on a variety of health issues. These include:

- Stress and time management
- Alcohol and other drugs
- Sexual decision-making and safer sex
- Assertiveness skills
- Nutrition and weight management
- Body image and eating disorders
- Contraception and sexually transmitted diseases.

In addition, Health Education sponsors special events, such as Safer Sex and Alcohol Awareness weeks and Wild and Sober parties. A newsletter is published

regularly, and health information brochures are available at the Health Service and in pamphlet racks at the Dodge Physical Fitness Center, the Office for Fraternities and Sororities, and in many other locations.

Another Health Education service is the interactive health question and answer program GO ASK ALICE! on the Web (<http://www.goaskalice.columbia.edu>) and ColumbiaNet, which provides students free and anonymous answers to questions they may have on various issues. Health Education staff and the providers of the Medical and Psychological Services assist with researching and answering students' questions.

Help at Night

(212) 415-0120 (answering service)

From September through May, when the Health Service is closed and you have a problem that cannot wait until the Health Service is open, a doctor or nurse is on call to give you urgent medical advice over the telephone. Students are requested to use

this service appropriately and to call in case of urgent need only. Calls received after 11:00 p.m. will generally be handled by a hospital-based physician on call with the Health Service.

Support for Survivors of Sexual Violence and Relationship Abuse

Rape Crisis/Anti-Violence Support Center
123 Brooks Hall (Barnard Quad)
Peer Counselors: (212) 854-4366
Peer Advocates: (212) 854-WALK (9255)

Trained and certified Peer Counselors and Peer Advocates are available to provide students with confidential and anonymous counseling, referrals, and information regarding recent or past incidents. Peer Advocates are available for 24-hour crisis intervention, information, and advocacy regarding criminal justice or University compliant procedures.

Students who need immediate medical assistance are encouraged to seek treatment at the St. Luke's Emergency Room. St. Luke's Crime Victim Treatment Center Advocates are always available to accompany and inform victims about medical and complaint procedures. A complete listing of resources for victims who need immediate assistance appears on page 122.

HIV Concerns and Counseling

Information: (212) 854-4543
Appointments for HIV Test Counseling:
(212) 854-2284 (press 2)

Anyone concerned about HIV issues may receive confidential counseling, treatment, and referral at the Health Service. To discuss what is currently known about AIDS, what may be done to prevent infection,



Ask Alice

"Go Ask Alice!" has received worldwide recognition and gets more than half-a-million visitors a week—prompting a book and national syndication.

and the HIV antibody test or to arrange mandatory counseling before testing, students should call the Health Service to set up an appointment with a staff nurse or Gay Health Advocate.

Students who are HIV-positive may choose to be seen at the Health Service for counseling and HIV primary care. Tests and referrals, for the symptom-free as well as for those with AIDS, may also be made through the clinic. Records are confidential, and baseline testing is done at no cost to the patient.

Gay Health Advocacy Program (GHAP)

Laura Pinsky, Program Coordinator
(212) 854-7970

The Columbia Gay Health Advocacy Program (GHAP) provides the entire Columbia community with up-to-date information on AIDS, gay health concerns, counseling for HIV-antibody testing, and support groups for students.

Measles, Mumps, and Rubella

Vaccine information: (212) 854-7210

New York State law generally requires all students to demonstrate protection against measles, mumps, and rubella before registering for or continuing in classes. Protection may be demonstrated by showing antibody-test evidence of having had measles, mumps, and rubella or by having had two measles shots with live vaccine after your first birthday and one shot each for mumps and rubella. A history of having had measles and/or mumps sent by a doctor or nurse is also acceptable; histories of rubella are not. Students who have attended elementary or high school in the United States may be able to receive credit for one measles immunization by documenting such attendance. The Health Service offers vaccinations at cost before and during registration. Call the Health Service for information about shots and antibody tests.

Notes and Excuses

The Health Service policy on notes and excuses is to write them when specifically required by a dean or professor and only for students who have actually been seen at the Service. If you can work things out with your professors or dean without a note, you should do so.



Student Health Insurance Plan

The Student Health Insurance Plan offers reasonably priced medical benefits that have been designed to supplement the health care available at the Health Service in John Jay. Together the Health Insurance and the Health Service provide you with access to general, specialty, or emergency care whenever required. Enrollment in the insurance plan provides you with prescriptions, consultations, long-term counseling,

allergy testing, x-rays, outside laboratory tests, and dental and eye care. As a full-time student you are required to enroll in the Student Health Insurance Plan administered by Chickering Claims Administrators, Inc., or waive the plan by showing proof of a comparable level of insurance coverage.

The Health Insurance Plan offers you a choice of two plans:

Basic coverage provides you with a maximum of \$25,000 coverage per accident or sickness and is required unless a student can waive the plan by showing proof of comparable coverage. Catastrophe Coverage to an aggregate maximum of \$250,000 is included.

Comprehensive coverage considerably enhances the benefits available through the Basic Plan. You may elect enhanced Accident and Sickness Coverage under this plan. Catastrophe Coverage is available to an aggregate maximum of \$1,000,000. Additional benefits such as limited dental coverage and low co-payments are in this plan.

Health Insurance costs and the periods of coverage are as follows:

FALL TERM 1998

September 1, 1998–January 19, 1999

(Deadline to enroll, waive, or upgrade: September 21)

Basic \$295

Comp \$376

SPRING TERM 1999

January 20, 1999–Aug 31, 1999

(Deadline to enroll, waive, or upgrade: February 1)

Basic \$420

Comp \$535

A single enrollment/waiver/upgrade form is sent to all students by early summer. This form may also be obtained by calling Chickering Claims Administrators, Inc. All upgrades and waivers must be submitted within the specified enrollment period. If you upgrade or waive your Student Medical Insurance for the 1998 Fall Term, the waiver or upgrade will be automatically carried forward into the 1999 Spring Term.

Students in the following categories may waive the Basic Plan of Health Insurance by completing a waiver form: Matriculation and Facilities, Extended Residence, Defense Fee, M.F.A. Research, and Executive Program students, and those whose course of study requires them to spend all their time away from the University. If you have not been charged the Health Service Fee and wish to enroll in the Health Service, you must come to the Health Service

Enrollment Office on the 3rd level of John Jay Hall or call (212) 854-3286. You will be asked to specify your medical insurance coverage.

Part-Time Students

In order to enroll in the Basic or Comprehensive Medical Insurance, you must complete an enrollment form and pay the Health Service Fee. The appropriate charges will be added to your Student Account Statement.

Dependent Coverage

Eligible students who enroll in the Health Insurance Plan may also enroll their eligible dependents in the Basic Plan. Eligible dependents include:

- The insured student's lawful spouse/same-sex partner residing with the student.
- The insured student's unmarried children (including stepchildren and foster children) under the age of 19.

Information and enrollment forms for dependents will be available at the Health Service or through Chickering.

Health Sciences Campus

STUDENT HEALTH SERVICES

Wylie Hembree, M.D.

E-mail: wch2@columbia.edu

Jing Tian, Business Manager

E-mail: jt159@columbia.edu

60 Haven Avenue, Tower 1

(212) 795-4181

Fax: (212) 305-8678

MMR/Enrollment fax: (212) 795-9628

The Student Health Service is a program of services designed to provide high-quality, accessible medical care for enrolled Health Sciences students and their families. The program of services includes on-site primary, specialty, and subspecialty care and a referral physician network within Columbia-Presbyterian Medical Center. This student health program, supported by the Student Health Service Fee, covers only those services approved by and coordinated through the Student Health Service, except for the Blue Cross Hospitalization policy, which is self-funded. No insurance billing is required. Group hospitalization insurance is available to enrolled students. Information regarding the service, its facilities, enrollment, and

insurance is detailed in brochures available at the Enrollment Office of the Health Service, Tower 1, Apartment 3E (212) 795-4181, x114, and at registration.

A clinical nursing staff is available during all facility hours for primary care and to triage urgent or emergency care. Internists are available on a first-come first-served basis daily from 12:30 p.m. to 1:30 p.m. or by appointment from 5:30 p.m. to 7:00 p.m. Appointments are necessary for obstetrics/gynecology, orthopedics, dermatology, travel, and medical subspecialties.

Student Medical Insurance

If you are a full-time student, you are required to have Student Health Medical Insurance and Hospitalization Insurance coverage. You must enroll with Student Health Services and will be assessed appropriate fees for individual coverage. In addition, two-person and family coverage is available.

If you are registered in one of the following categories you are encouraged, but not required, to enroll in the Student Health Service:

- Students registered half or part time
- Postdoctoral fellows and clinical fellows, full time and part time
- Dependents of enrolled students and those of postdoctoral and clinical fellows

Full-time students who carry comparable hospitalization coverage may waive the hospitalization coverage but not the Student Health Service Fee. Students must apply for the waiver through the Student Health Services office.

Emergency Care

Health Service: (212) 795-4181

Physician on call: (212) 305-5549 (off-hours)

Presbyterian Hospital Emergency Room:

(212) 305-6204

During Health Service facility hours, students requiring emergency care should call the Student Health Service.

Primary Care

(212) 795-4181 (x100)

Provides day-to-day care for particular illnesses, immunizations, laboratory services, prescription drugs (minimal co-payment may be charged), and referrals for special services and consultations.

Dental Plan

(212) 305-8485

This option is under the School of Dental and Oral Surgery and is not a Student Health Service option.

Eye Plan

(212) 795-4181

With an approved referral, enrollees are entitled to a free eye examination (refraction) once every two years.

Measles, Mumps, and Rubella Immunization Requirements

Immunization Office
60 Haven Avenue, Tower 1, Apt. 3E
(212) 795-4181 (x115)

University policy mandates that all students prove immunity to measles, mumps, and rubella in order to register. Criteria for clearance may be obtained at the Immunization Office.

Orthopedic Care

(212) 795-4181

Orthopedic services are available in the Health Service Facility or on referral. The Student Health Service does not cover osteopathy, chiropractic, or podiatry.

Pediatric Care

(212) 795-4181

Preventive care, immunizations, and acute inpatient and outpatient care starting at birth and continuing through adolescence.

Psychiatric Services

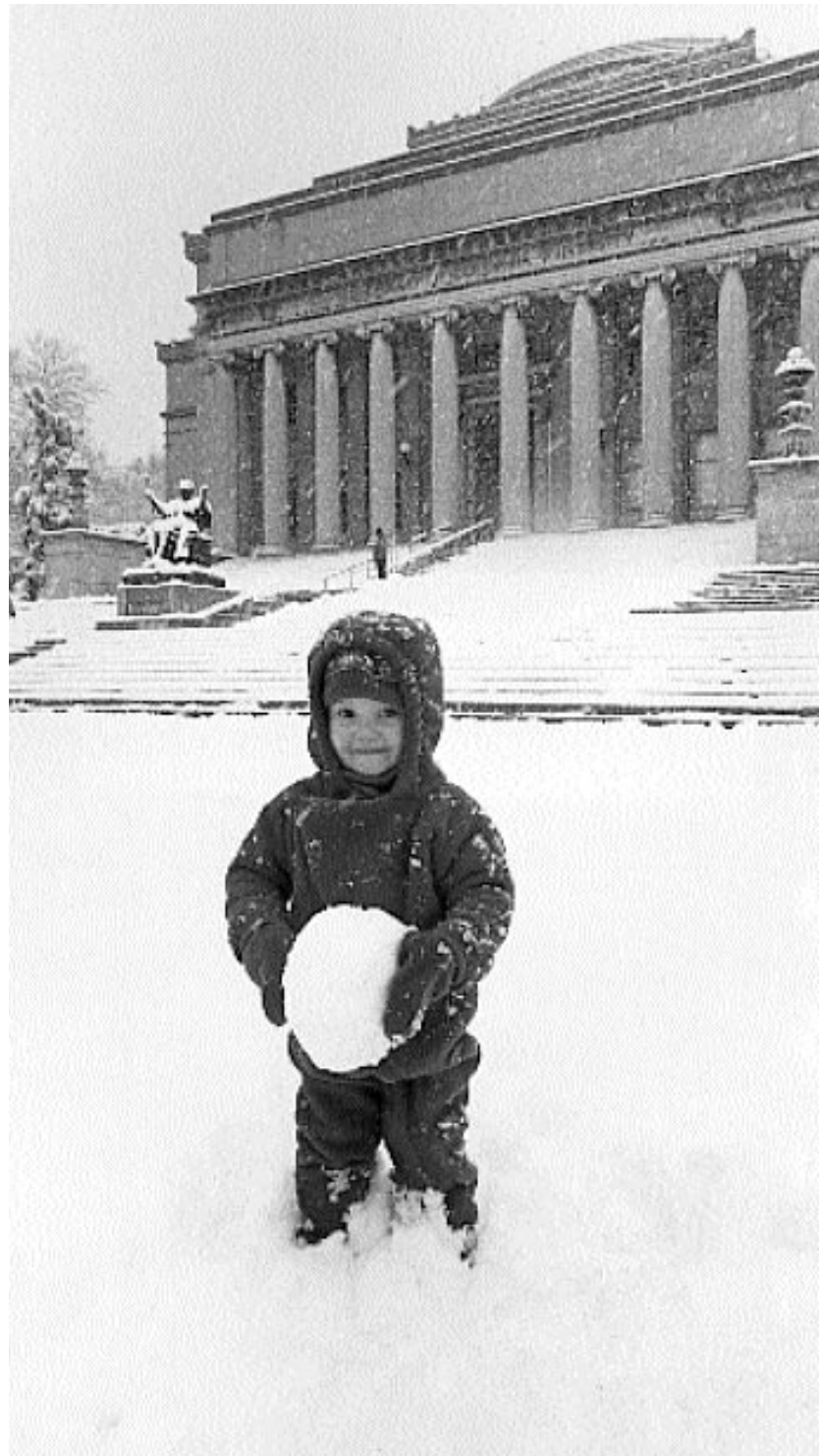
Burton A. Lerner, M.D.
(212) 795-4181 (x109); (212) 496-8491

Staff members of the Psychiatric Program are available to talk with enrollees about their problems, uncertainties, emotional conflicts, and concerns about themselves and others.

Women's Health Care

(212) 795-4181

Routine well-woman gynecological care, family planning, pregnancy/abortion counseling, and prescription birth control products and medications are available.

**The Columbia Psychoanalytic Center**
(212) 927-0112

The Admissions and Treatment Service of the Psychoanalytic Center offers diagnostic

consultations and psychoanalysis at low fees. If psychoanalysis is not appropriate, referral for other forms of treatment may be arranged.

Day Care Programs and Child Care Centers

Morningside Campus

Columbia Greenhouse Nursery School

404 West 116th Street
(212) 666-4796
Fax: (212) 865-1294

Part-time programs for children ages 2 to 5.

Family Annex

560 West 113th Street
(212) 749-3271

Both part-time and full-time programs for children from 18 months to 5 years of age.

Red Balloon Day Care Center

560 Riverside Drive
(212) 663-9006
Fax: (212) 932-0190

A parent-cooperative center with full-day programs for children ages 2 to 5.

Tompkins Hall Nursery School and Child Care Center

21 Claremont Avenue, 3F
(212) 666-3340

Part-time and full-time programs for children ages 15 months to 4 and a half years old of Columbia faculty, staff, and students.

Health Sciences Campus

Medical Center Nursery School

60 Haven Avenue
(212) 304-7040

Half-day and full-day programs for children ages 2 years and 10 months through 5 years.

Presbyterian Hospital Infant and Child Care Center

61 Haven Avenue
(212) 927-2723

Programs for children ages 2 months to 5 years are available from 6:15 a.m. to 6:00 p.m. and late evenings until 9:00 p.m.

Washington Heights Child Care Center

610-14 West 175th Street
(212) 781-2472
Fax: (212) 781-6910

Full-day and after-school programs for children ages 3 to 10, a prekindergarten and kindergarten program for children ages 3 to 5, and an after-school program for children ages 6 to 10.

Recycling

David Dewhurst, Manager, Regulatory Compliance, Labor Relations, and Training
(212) 854-6938

Columbia University aggressively administers programs to reduce, reuse, and recycle its waste in accordance with New York City Local Law 19 mandating recycling and the University's own concern for the environment. The University recycles office waste paper, scrap metal, cardboard, newspapers, aluminum cans, and phone books. Approximately 25 percent of our yearly refuse of over 14 million pounds is recycled.

Any office paper generated as recyclable is sent to a mill, turned into tissue products, and reused by Columbia University. The office paper recycling bins collect any type and color of paper, such as typing paper, envelopes, fax paper, manila or white file folders, self-adhesive notes, computer paper, and Columbia letterhead paper with any color ink.

At present, Facilities Management is in the process of expanding recycling for

newspapers, magazines, bottles, cans, and plastic in all academic and administrative buildings on campus. In each building there will be recycling stations with three brown containers, one for newspapers and magazines, the second for plastic, metal, and glass containers, and the third for general refuse.

Newspapers and magazines, glass, plastic, and metal containers are collected in large, square, blue recycling bins clearly marked for each product and located throughout the campus. Cardboard must be flattened and placed next to any on-campus trash receptacle to be recycled.

The Purchasing Department promotes recycling by offering items with recycled content. Purchasing is also working to reuse commonly used items such as laser toner cartridges, wooden pallets, and office furniture. In addition, Printing Services actively encourages clients to use recycled paper rather than fiber paper for photocopying and printing orders.

Baker Field, the Columbia University athletic complex, recycles glass, plastic, metal containers, newspapers, and cardboard. The Lamont-Doherty Earth Observatory collects all colored paper, magazines, envelopes, nonmetallic wrapping paper, and cardboard for recycling. The Nevis Laboratories recycle cardboard, paper, newspapers, magazines, and glass. Horticultural waste (grass, leaves, branches) is composted on site.

At the Health Sciences campus, the schools participate in a Joint Recycling Program with the Columbia-Presbyterian Medical Center. Procedures have been established for recycling white paper; mixed office paper, journals, and magazines; newspapers; corrugated cardboard; metal, plastic, and glass beverage containers; plastic materials; styrofoam shipping containers; old office equipment; and scrap metal and other items.

Shuttle Bus and Parking Information

Intercampus Shuttle Bus

Morningside campus schedule information:
(212) 854-2796 (press 2, then 1)

Health Sciences campus schedule information:
(212) 305-8100

General information: (212) 854-5508

Employees and students at the University may travel, free of charge, between the Morningside and Health Sciences campuses by presenting their Columbia Card or CPMC badge on the Intercampus Shuttle Bus.

The shuttle picks up and discharges passengers at the following locations: in front of the Milstein Pavilion on Fort Washington Avenue at the Health Sciences campus (HS); on Lenox Avenue and 136th Street at the Harlem Hospital Center (HH); and the main gates on Broadway and 116th Street on the Morningside campus (MS).

Travel time between points is about 15 minutes. All scheduled departure times are approximate; please allow two to three minutes' variance.

During the summer months (June, July, and August) the shuttle runs on the same schedule as during the academic year, except that there is no service between the Health Sciences and Morningside campuses after 8:00 p.m.

There is no shuttle service on New Year's Day, Dr. Martin Luther King Jr.'s Birthday (observed), Memorial Day (observed), Independence Day, Labor Day, Thanksgiving, or Christmas Day. The summer schedule is in effect on Election Day, the Friday after Thanksgiving, and the two University holidays at Christmastime.

The schedule is subject to change without notice. The driver will alert passengers as such changes occur.

Morningside Heights Shuttle Bus

One safe way to get around the Morningside area at night is to use the Columbia University Morningside Heights Shuttle Bus. The 15-passenger van, driven by a uniformed driver, departs every half-hour between 7:00 p.m. and 2:00 a.m. throughout the academic year and makes 16 stops between 109th and 125th Streets. Admission is free with a valid Columbia Card.

Please allow a three-minute overlap before and after each time frame to account for unforeseen conditions and be aware that the route is subject to change due to road construction in the area.

Intercampus Bus Schedule

HS-HEALTH SCIENCES			HH-HARLEM HOSPITAL CENTER			MS-MORNINGSIDE CAMPUS		
DEPARTS	TIME	DESTINATION	DEPARTS	TIME	DESTINATION	DEPARTS	TIME	DESTINATION
HS	6:30 a.m.	HH	MS	3:45 p.m.	HS			
HH	6:50 a.m.	HS	HS	4:00 p.m.	MS			
HS	7:10 a.m.	HH	MS	4:15 p.m.	HS			
HH	7:30 a.m.	HS	HS	4:30 p.m.	HH			
HS	7:50 a.m.	HH	HH	4:50 p.m.	HS			
HH	8:05 a.m.	MS	HS	5:05 p.m.	MS			
MS	8:20 a.m.	HS	MS	5:25 p.m.	HS			
HS	8:40 a.m.	MS	HS	5:45 p.m.	MS			
MS	9:00 a.m.	HS	MS	6:05 p.m.	HS			
HS	9:25 a.m.	HH	HS	6:25 p.m.	HH			
HH	9:45 a.m.	MS	HH	6:45 p.m.	HS			
MS	10:05 a.m.	HS	HS	7:35 p.m.	MS			
HS	10:20 a.m.	MS	MS	7:50 p.m.	HS			
MS	10:35 a.m.	HS	HS	8:05 p.m.	Local			
HS	10:55 a.m.	HH	HS	8:15 p.m.	MS			
HH	11:15 a.m.	HS	MS	8:35 p.m.	HS			
HS	12:05 p.m.	MS	HS	8:55 p.m.	Local			
MS	12:20 p.m.	HS	HS	9:15 p.m.	MS			
HS	12:35 p.m.	HH	MS	9:35 p.m.	HS			
HH	12:55 p.m.	HS	HS	9:55 p.m.	Local			
HS	1:25 p.m.	MS	HS	10:05 p.m.	MS			
MS	1:40 p.m.	HS	MS	10:25 p.m.	HS			
HS	1:55 p.m.	HH	HS	10:45 p.m.	MS			
HH	2:15 p.m.	HS	MS	11:05 p.m.	HS			
HS	2:35 p.m.	MS	HS	11:30 p.m.	MS			
MS	2:50 p.m.	HS	MS	11:50 p.m.	HH			
HS	3:05 p.m.	HH	HH	12:10 a.m.	HS			
HH	3:25 p.m.	MS						

Morningside Bus Stops



Morningside Heights Shuttle Bus Schedule

STOPS	HOUR	1/2 HOUR
1. West 116th Street and Amsterdam (in front of Law School)	:00	:30
2. In front of 1235 Amsterdam (Plimpton)	:02	:32
3. In front of 503-7 West 121st Street (Fairholm)	:03	:33
4. In front of 526 West 122nd Street	:05	:35
5. In front of 110 Morningside Drive	:06	:36
6. In front of 528 Riverside Drive	:09	:39
7. In front of 632 West 125th Street (Prentis)	:11	:41
8. In front of 560 Riverside Drive	:12	:42
9. In front of 155 Claremont Avenue (International House)	:14	:44
10. In front of 47-49 Claremont Avenue	:16	:46
11. Southwest corner of 116th Street and Broadway	:17	:47
12. In front of 362 Riverside Drive (Carleton)	:20	:50
13. In front of 544 West 110th Street (Harmony)	:22	:52
14. In front of 562 West 113th Street (McBain)	:25	:55
15. In front of 628 West 114th Street (River)	:27	:57
16. In front of 508 West 114th Street (Ruggles)	:29	:59

Lamont-Morningside Heights Shuttle Bus Schedule

LEAVING MORNINGSIDE
(118th Street and Amsterdam)

8:10 a.m. (Monday-Friday)
9:00 a.m. (Saturday)
9:50 a.m. (Monday-Friday)
1:00 p.m. (Monday-Friday)
2:30 p.m. (Monday-Friday)
4:15 p.m. (Monday-Friday)
7:00 p.m. (Monday-Thursday)

LEAVING LAMONT

9:00 a.m. (Monday-Friday)
10:40 a.m. (Monday-Friday)
1:45 p.m. (Monday-Friday)
3:15 p.m. (Monday-Friday)
5:10 p.m. (Monday-Thursday)
5:30 p.m. (Friday)
7:00 p.m. (Saturday)
7:45 p.m. (Monday-Thursday)

Lamont-Morningside Heights Shuttle Bus

Columbia operates the Lamont-Doherty Shuttle Bus throughout the calendar year. The bus runs between Columbia's Morningside campus (Amsterdam Avenue and 118th Street) and Lamont-Doherty Earth Observatory in Palisades, New York.

Tickets are sold in the Department of Earth and Environmental Sciences Office between 9:00 a.m. and 5:00 p.m. at 106 Geoscience Building at Lamont-Doherty. They are NOT sold on the main campus or on the bus."

Undergraduates taking a class at Lamont	free
Earth and Environmental Sciences graduate students	\$0.75
Others with Columbia ID Card	\$3.00
Visitors and commuters	\$4.50

Parking Information

Morningside Campus

Frank Carrese, Support Services
(212) 854-5508
Fax: (212) 854-5560
E-mail: fxc2@columbia.edu

Columbia University urges its students to use mass transit; transit information to the Morningside campus is available directly from the Visitors Center. There are no student parking facilities at the Morningside campus.

Health Sciences Campus

Brenda Tracy, Facilities Management
(212) 305-1056
Fax: (212) 305-8119
E-mail: br64@columbia.edu

Limited monthly parking is available to students at the George Washington Bridge Facility. A shuttle bus runs from the facility to 168th Street from 7:30 a.m. to 9:30 a.m. and from 4:30 p.m. to 6:30 p.m. For more information, contact the Parking Office.

Voter Registration

Shawn Mendoza, Business Manager
Student Services
(212) 854-8789

Anyone who is 18 years or older, a U.S. citizen, a resident of New York City for 30 days by the date of the election, not in jail or on parole for a felony conviction, and who has not claimed the right to vote elsewhere is eligible to vote in New York City. Columbia students may register to vote via the Web through a link on the Students page at <http://www.columbia.edu/cu/students>. Voter registration cards are also available to all incoming first-year students in their residence halls. For more information, contact Student Services.



International Student Services

Morningside Campus

INTERNATIONAL STUDENTS AND SCHOLARS OFFICE

Richard B. Tudisco, Associate Provost
and Director

Sarah Taylor, Associate Director
524 Riverside Drive, Suite 200

Mailing Address:

2960 Broadway, Mail Code 5724
New York, NY 10027
(212) 854-3587
Fax: (212) 854-8579
E-mail: isso@columbia.edu
<http://www.columbia.edu/cu/isso>

Columbia University has the fourth-largest international enrollment of any U.S. private college or university. It welcomes 3,900 students from more than 130 countries and offers them an array of services through the International Students and Scholars Office (ISSO). The ISSO staff assists prospective and enrolled international students with their questions about admission and placement, immigration matters, social and cultural activities, and adjustment to a new academic and cultural environment.

International students are invited to pick up a personal calendar—designed, produced, and distributed by the ISSO—that lists the many events and activities scheduled for international students and their spouses throughout the 1998–99 academic year. The ISSO Calendar includes answers to the most frequently asked questions related to travel and maintaining immigration status and provides other useful information. The ISSO Calendar and the ISSO Web site <http://www.columbia.edu/cu/isso> are the best ways for international students to stay in touch with events of particular interest to them at Columbia.

International Student Orientation

Prior to fall and spring registration, the ISSO offers orientation programs designed and presented by experienced international students and assisted by University faculty and staff. During these orientations students meet each other, become acquainted with the Columbia area, and learn how the University works. After Orientation, students and their spouses are welcome to attend the ISSO's ongoing social, cultural, and informational programs.

International Spouse Network

In September and January, spouses of international students are greeted at a luncheon and reception designed just for them and their children. It is hosted by ISSO staff and “old-timers” eager to make them feel welcome. The luncheon is the first of a number of programs that extend throughout the year to provide families of visiting international students both practical information and an opportunity to develop a network of friends and helpers.

International House (“I” House) Affiliate Membership

International House, located at 500 Riverside Drive—one door away from the ISSO—is a community of over 700 students and interns of various nationalities and backgrounds. Through annually renewable arrangements with the ISSO, Columbia's international students enjoy the privilege of Affiliate Membership in International House. Affiliate Membership offers international students a rich array of facilities; programs and activities, at an average of more than two daily; a meeting place for individuals; and public room reservations coordinated by the ISSO and available for international student activities.

Immigration and Document Services

Columbia University administers its international students' nonimmigrant (F-1 or J-1) status for study in the United States. The staff of the ISSO is available to help students obtain and maintain their student immigration status, freeing students to devote their full energies to their educational goals.

The Immigration Act of 1996 imposes severe penalties on students who fail to maintain their status, including voiding a student's entry visa for overstaying as little as one day and barring reentrance into the United States for periods of three, five, or ten years. Thus, students must maintain their lawful status in the United States to avoid these extreme consequences. There are several essential factors in maintaining valid student status. International students must:

- Always be enrolled full time.
- Never accept employment without authorization from the ISSO or the Immigration

and Naturalization Service (INS).

- Complete an INS procedure—within the first two weeks of enrollment—when coming to Columbia from another university in the United States.
- Complete an INS procedure—within the first two weeks of enrollment—when changing from one program of study to another at Columbia.
- Complete yearly tax forms, even if there was no earned U.S. income.
- Have documents recertified by the ISSO to insure reentry into the United States with valid student immigration status when traveling abroad.

International Programs and Services Web Site

Easily accessed by selecting the "International" button on Columbia's home page, the ISSO Web site was designed with the interests and concerns of international

students in mind. Information available on the site answers most of the questions Columbia students may have regarding their nonimmigrant status. Updated weekly, the "Alerts and Late News" section provides a quick and easy way to stay informed about any immigration matters that may require your attention, along with reminders about upcoming ISSO programs and activities, Columbia news of particular interest to international students, and site enhancements.

These are a few of the most important points all international students are responsible to know and abide by. To be certain of all rules and regulations governing international students, students should refer to *Coming to Columbia*, an ISSO publication sent with their visa documents, or to the ISSO Web site.

Health Sciences Campus

IMMIGRATION AFFAIRS OFFICE

Kathleen McVeigh, International Student and Scholar Adviser

E-mail: kcm1@columbia.edu

Rahel Gottlieb, International Student and Scholar Adviser

E-mail: rg52@columbia.edu

Norma Nuñez, Secretary

(212) 305-5455

Fax: (212) 305-5208

<http://cpmnet.columbia.edu/dept/immigration>

Mailing Address:

630 West 168th Street, Box 27

New York, NY 10032

Office and Courier Address:

650 West 168th Street

Black Building, Room 1-126-B

New York, NY 10032

The Immigration Affairs Office serves many of the immigration-related needs of students and scholars on the Health Sciences campus. Staff members are available for advising on immigration-related questions. In addition, you should consult the Immigration Affairs Office regarding any immigration issue that involves Columbia University Health Sciences sponsorship. Most international students and scholars at the Health Sciences may also take advantage of the social, cultural, and informative activities offered by the International Students and Scholars Office of the Morningside campus.



International House inscription reads "That Brotherhood May Prevail."

Office of Equal Opportunity and Affirmative Action (EO/AA)

Beth Wilson, Associate Provost
Gerard Gomez, Associate Director
(212) 854-5511
Fax: (212) 854-1368
<http://www.columbia.edu/vpaa/eoaa>

Morningside Campus
402 Low Library, Mail Code 4333

Health Sciences Campus
101 Bard Hall, 50 Haven Avenue

The Office of Equal Opportunity and Affirmative Action (EO/AA) is responsible for managing and coordinating University policies, procedures, and programs govern-

ing equal opportunity and affirmative action. This office handles complaints of discrimination and harassment based on race, color, gender, religion, national or ethnic origin, citizenship, sexual orientation, age, marital status, and disability and status as a disabled or Vietnam era veteran. The EO/AA Office is available to students and employees who are interested in receiving information and awareness training on University policies regarding affirmative action, discrimination, sexual harassment, and sexual misconduct. Information and assistance are also available to students and

employees who are considering counseling and who wish to file discrimination and harassment complaints that may be mediated or formally investigated in accordance with the University's Discrimination Grievance Procedure. The Office is also responsible for monitoring employment transactions including, but not limited to, recruitment, selection, assignment, compensation, promotion, and termination and is assisted with this by various University Affirmative Action Advisory and Administrative Monitoring committees.

Ombuds Office

Marsha Wagner, Ombuds Officer

Morningside Campus
402 Hamilton Hall, Mail Code 2878
(212) 854-1234
Fax: (212) 854-6046

Health Sciences Campus
101 Bard Hall, 50 Haven Avenue
(212) 304-7026

E-mail: ombuds@columbia.edu

The Ombuds Officer is a confidential and neutral complaint handler serving all campuses—Morningside, Health Sciences, Lamont, Nevis, and Biosphere 2—who seeks fair and equitable solutions to various problems through informal processes. The Ombuds Office is available to the entire Columbia University community: students, faculty, and employees.

Some Types of Issues Brought to the Ombuds Office

- Incivility or rudeness
- Cultural misunderstandings
- Workplace disputes
- Harassment

- Breach of confidentiality
- Bureaucratic runarounds
- Ethical dilemmas
- Fear of violence
- Conflicts of interest
- Safety concerns
- Academic dishonesty
- Interpersonal conflicts
- Anonymous attacks
- Discrimination
- Procedural irregularity
- Unprofessional conduct

Confidentiality and Neutrality

The Ombuds Officer will not report the names of visitors to the office and will not act without permission, except in cases of serious threat to individual safety. The Ombuds officer keeps no records of specific complaints or individuals. However, the Ombuds Officer keeps aggregate statistics of the types of complaints received by the Office and—while maintaining individuals' confidentiality—may periodically report problem areas to senior administrators and make recommendations for institutional improvements as appropriate.

The Ombuds Officer also reports directly to the President, not to any administrative office. The Ombuds Officer does not take sides and will not testify unless required by law, after all reasonable steps have been taken to protect confidentiality. The Ombuds Officer has no decision-making power and does not arbitrate or adjudicate.

Informal Process

The visitor to the Ombuds Office can confidentially voice his/her concerns, evaluate the situation, and plan a particular course of action—if any. The Ombuds Officer will listen, offer information about Columbia University policies and procedures, and present a range of options for resolving a problem. The visitor selects the option he or she prefers.

The Ombuds Officer also provides referrals to sources of expertise or decision making on particular issues or procedures. With permission, the Ombuds Officer may conduct an informal and impartial investigation, facilitate communication, use shuttle diplomacy, or mediate a dispute.