

# COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

## M.A. Student Handbook

### Useful Web sites

The *GSAS M.A. Student Handbook* and the *GSAS Rules and Regulations* are available on the following web site: <http://www.columbia.edu/cu/gsas/>

The Columbia University student handbook *Facts About Columbia Essential To Students (FACETS)* is available on the following web site: <http://www.columbia.edu/cu/facets/>

Review of academic, financial and other matters may lead to changes in policies. While every effort has been made to ensure that this *M.A. Handbook* is accurate and up to date, it may include inaccuracies or outdated information due to changes that have been implemented after publication. To verify any of the information contained in this *Handbook*, contact the Dean's Office of the Graduate School of Arts and Sciences at 212-854-2861 or [gsas\\_dean@columbia.edu](mailto:gsas_dean@columbia.edu).

*The symbol on the cover is the house symbol for Michelangelo, and it denotes "Excellence Within."*

# **Table of Contents**

## **I. Introduction**

### **A. Message from the Dean**

### **B. About this Handbook**

#### **1. Student Responsibilities**

#### **2. Department-based M.A. Programs**

##### **a) M.A. Advisers (DGS, Program Director, etc.)**

##### **b) Departmental Administrator (DA)**

#### **3. Liberal Studies M.A. Programs**

### **C. GSAS History**

### **D. Important Contact Information**

#### **1. Graduate School of Arts and Sciences**

#### **2. Health Services and Student Health (Medical) Insurance**

#### **3. Registration and Transcripts**

#### **4. Student Financial Services**

#### **5. Housing Services**

#### **6. International Students**

#### **7. University Policies and Other University Offices**

### **E. M.A. Programs Including Programs inside and outside the Arts and Sciences**

#### **1. Programs inside the Arts and Sciences**

#### **2. Dual-degree Programs**

#### **3. Programs outside the Arts and Sciences**

## **II. Financial Matters: Policies and Resources for Students in All M.A. Programs**

### **A. Tuition and Fees**

### **B. Debit Balances**

### **C. Credit Balances**

### **D. Health Service Fee and Health (Medical) Insurance Premium**

1. Health Services Fee

2. Insurance

### **E. Withdrawal and Adjustment of Tuition Charges**

### **F. Supplemental Support**

1. Tuition Assistance Program (TAP) Awards

2. Loans and Work Study

a) Applying for Loans

b) Available Federal Loans

1) Federal Subsidized Stafford Loans

2) Federal Unsubsidized Stafford Loans

3) Federal Perkins Loans

c) Federal College Work Study Program

3. Other Employment

### **G. Taxation**

## **III. Fellowships**

### **Introduction**

### **A. Fellowship Regulations and Processing**

## **B. Fellowships from Outside Sources**

- 1. Basic Policy**
- 2. Major Fellowships**
- 3. The Fellowship Database**

## **C. International Students and Employment**

# **IV. Research and other Professional Development Resources**

## **A. GSAS Student Resource Center**

## **B. Letters of Introduction (Blue Seal Letters)**

## **C. Responsible Conduct of Research**

- 1. Training**
- 2. Center for Bioethics**
- 3. Review Boards and Regulations for Research**
  - a) Research with Human Subjects – IRB**
  - b) Research with Animal Subjects – IACUC**
  - c) Hazardous Substances and Equipment**

## **D. Libraries**

- 1. Services**
  - a) Digital Collections**
  - b) Reference Librarians**
  - c) Searching Databases**
  - d) CLIO**
  - e) Borrowing Beyond Columbia's Collection**
  - f) Library Materials Online**

**g) Special Format Services**

**h) EndNote, RefWorks, NVIVO**

**2. Individual Libraries**

**3. Libraries at Affiliated Institutions**

**4. New York City Area Library Resources**

**E. Computing**

**F. Mentoring of M.A. Students**

**G. Research Centers, Consortia, Institutes and Related Schools**

**1. Research Centers, Consortia, Institutes**

**2. Related Schools**

**H. Career Education**

**1. Career Counseling**

**2. The Career Resource Center**

**3. Registering for Events and Access to Databases**

**4. Career Development Workshops**

**5. Special Programs**

**6. Annual Job Fairs**

**7. Dossier Service**

**8. Job Listings**

**9. InterviewTrak (Campus Recruiting Program)**

**10. Employer Presentations and Information Sessions**

**11. Experiential Education**

**a) Internships**

**b) Temporary Positions**

**c) Student Enterprises**

## **V. Student Life**

### **A. Bank and Credit Union**

**1. Citibank**

**2. Bethex Federal Credit Union, Columbia-Barnard Branch**

### **B. Child Care**

### **C. Community Service**

### **D. Dining Services and Faculty House**

### **E. Disability Services**

**1. Obtaining Services**

**2. Campus Accessibility**

**3. Columbia Card and Access Keys**

### **F. Graduate Student Advisory Council (GSAC)**

### **G. Graduate Student Lounge**

### **H. Gym and Athletic Facilities**

### **I. Health Service and Health (Medical) Insurance**

**1. Health Services**

**2. Student Health (Medical) Insurance Plan**

### **J. Housing**

**1. University Apartment Housing**

**2. Off-Campus Housing Assistance Office (OCHA)**

### **K. I.D. Cards for Columbia Students (C.U.I.D.)**

**L. International Students**

- 1. Arrival and Orientation**
- 2. International Spouse Network**
- 3. Immigration and Document Services**
- 4. International Programs and Services Web Site**
- 5. ISSOnews Email Broadcasts**

**M. Minority Affairs, GSAS Office of**

**N. Registrar**

**O. Religious Life**

**P. Safety and Security**

**Q. Student Financial Services**

**R. Transportation and Parking**

- 1. Intercampus Shuttle Bus**
- 2. Morningside Heights Shuttle Bus**
- 3. Lamont-Morningside Heights Shuttle Bus**
- 4. Parking**

# I. Introduction

## A. Message from the Dean

It is my pleasure to welcome you to Columbia University. Situated in New York City among many of the world's finest cultural institutions, Columbia has one of the country's oldest and distinguished graduate schools. To help you make the most of this unique opportunity, this handbook provides a useful introduction to the Graduate School and its resources.

The Graduate School's mission is to ensure excellence in the training of graduate students at Columbia. Our Master's programs prepare students for careers and for doctoral programs; provide supplemental knowledge and skills for professionals; and offer exploration in a field of study for personal, intellectual reasons. To enable our students to achieve this variety of goals and to prepare them for the many opportunities that await them upon graduation, the Graduate School makes every effort to promote excellence at every level of graduate education.

The Graduate School is charged with promoting the integration of graduate students into the research and education missions of the University. Towards this end, it influences the direction of graduate programs in a number of ways, which I would like to outline:

- The Graduate School is charged with overseeing the quality of all aspects of graduate education in the Arts and Sciences departments and with establishing policies and standards that define best practices in these programs. To this end, I meet annually with department chairs in the Arts and Sciences and organize periodic reviews of M.A. programs.
- The Graduate School pays close attention to the diversity and intellectual collegiality of its programs. GSAS maintains an Office of Minority Affairs and supports a number of student groups. It also works closely with the International Students and Scholars Office (ISSO) and the Office of Diversity Initiatives.
- The Graduate School actively supports those areas of graduate student life that are not considered academic, but are critical to success. It works with the Graduate Student Advisory Council (GSAC) and University support offices to promote the interests of graduate students in areas such as financial aid, health care, counseling, and housing. It also has a special interest in supporting students in their professional development.

These are just some of the roles that the Graduate School plays. You will learn more as you read this *Handbook* and the companion booklet, [GSAS Rules and Regulations](#). We are here to assist you and make sure that you have the best possible experience as a student, as a scholar, and as a person. Welcome to Columbia!

Henry C. Pinkham, Dean

## B. About this Handbook

The *M.A. Student Handbook* provides students in free-standing M.A. programs and in programs leading to the Master of Arts in Liberal Studies with a description of the organization, policies and resources of the Graduate School of Arts and Sciences (GSAS). For the purposes of this *Handbook*, it is important to distinguish between M.A. programs that are inside and those that are outside the Arts and Sciences. A listing of both is given in [section I.E](#). While primarily designed as a guide for students, this *Handbook* can also serve as a resource for Directors of Graduate Studies (DGSs), Departmental Administrators (DAs), and others who counsel or oversee M.A. students. Individual Master's programs outside the Graduate School of Arts and Sciences may have additional guidelines, and students should refer to their own programs for this information. Lists of instructional faculty and their research interests are contained in admissions information for each program at <http://www.columbia.edu/cu/gsas/>.

Since many aspects of funding, fees, academic requirements, and resources differ between free-standing M.A. programs and Ph.D. programs, students who are pursuing the Ph.D. (or who are officially enrolled in Ph.D. programs that require the Master's as a step toward the Ph.D.) should consult [GSAS Ph.D. Student Handbook](#), the Web pages of their programs, and their advisers for information about the rules and resources that pertain to them.

While all Columbia University M.A.s are granted by GSAS, GSAS has administrative and budgetary control only over Master's programs in the Arts and Sciences, not over Master's programs housed in other schools. M.A. programs in the **School of Dental Medicine, the School of Journalism, and the College of Physicians and Surgeons** are administered and funded through the Dean's offices of each respective school. M.A. students in these programs should consult the Dean's offices of their individual schools to learn about any additional policies and resources that apply to them.

### 1. Student Responsibilities

All M.A. students are responsible for familiarizing themselves and complying with the regulations of the University, of the Graduate School as described in [GSAS Rules and Regulations](#), and of their individual programs of study. **Please be aware that lack of knowledge about GSAS and/or departmental rules and policies cannot excuse students for failure to comply with these regulations.**

It is important therefore that students know where to turn for information related to the different aspects of graduate student life at Columbia. This *Handbook* not only provides

an overview of important information, but also serves as a useful directory of resources and opportunities available through the Graduate School. While many topics are dealt with only in brief, this booklet will direct you to sources of additional information as appropriate. In general, this *Handbook* should be read in conjunction with [GSAS Rules and Regulations](#).

In addition to academic and financial guidelines, this *Handbook* also contains useful information about housing, healthcare, and other University resources available to graduate students. This information should be supplemented by *Facts About Columbia Essential To Students (FACETS)*, the University's student handbook (on the Web at <http://www.columbia.edu/cu/facets/>). *FACETS* provides a complete description of University policies and resources relevant to all students.

It is critical for graduate students to familiarize themselves with and make use of support structures available through their own departments and programs. Thus, students should understand the roles and responsibilities of their Director of Graduate Studies or M.A. adviser and their Departmental Administrator described in the two sections below.

## **2. Department-based M.A. Programs**

For brevity's sake, the phrase "department-based programs" is used here to stand for all M.A. programs that are administered through structures and personnel associated with departments, whether they are interdepartmental (for example, Classical Studies, Mathematics of Finance, Quantitative Methods in the Social Sciences) or based within a single department (for example, English and Comparative Literature, Sociology, Statistics). Such programs are distinguished from the Liberal Studies M.A. programs (for example, American Studies, Islamic Studies, Medieval Studies), which are administered through the Liberal Studies M.A. Programs office in the Graduate School of Arts and Sciences.

### **a. M.A. Advisers (DGS, Program Director, etc.)**

Note: The M.A. programs use a variety of titles for adviser-directors, depending on the structure of the program: Director of Graduate Studies (DGS), M.A. Adviser, Program Director, and so on. This *Handbook* will use "DGS" to indicate that person, whose duties are described below.

Students in **programs that are based in departments** should consult their DGS on questions regarding academic progress as well as on departmental fellowship and research opportunities.

The DGS is the official departmental or program administrator of the rules and regulations of the Graduate School, the designated advocate of the needs of the graduate program and graduate students both within the department and in the University, and the

initial adviser of all matriculating graduate students. The Director of Graduate Studies is nominated by the department chair or the program director for a specified term of service.

The chief responsibilities of the DGS include:

- serving as initial adviser and continuing advocate for all graduate students
- overseeing the academic progress for all graduate students
- maintaining complete and confidential academic records on all students in the department
- notifying the Graduate School of all completions of requirements for the M.A. degree
- reporting to the Graduate School all requests for transfers of graduate credit, leaves of absence, readmissions, time extensions and probationary conditions for students in academic difficulty
- serving as chair of departmental recruiting, admissions, and fellowship committees or delegating such responsibility where appropriate
- nominating students for entering and continuing fellowships
- preparing the annual Graduate School awards request and allocating the funds allotted
- reporting student funding administered by the department or received directly by students from external funding agencies
- forwarding to all graduate students such announcements as are periodically sent from the Graduate School
- serving as the liaison between the department and GSAS
- ensuring that departmental practices and guidelines conform to GSAS policy.

### **b. Departmental Administrator (DA)**

While the DA handles many administrative aspects of a departmentally-based M.A. program, it is important that students understand that the program director (usually called the DGS), not the DA, certifies that students are making adequate progress in their designated course of study. It is the responsibility of the DA to implement, rather than to enact, decisions regarding the progress of students in their programs.

The DA works closely with the Chair and other faculty (including the DGS) and is responsible for the organization, planning and management of the day-to-day academic and administrative operations of the department.

The DA's chief responsibilities as they relate to M.A. students include:

- hiring and approving payroll for work-study students
- overseeing and acting as a resource for all aspects of admissions
- advising and acting as an information resource for all students with regard to university and departmental procedures
- maintaining graduate student records.

Please note that large departments or programs may also have Graduate Secretaries, who are responsible for some or all of these duties under the supervision of the DA.

### **3. Liberal Studies M.A. (LSMA) Programs**

The Liberal Studies M.A. programs are administered by the Program Coordinator for Liberal Studies Programs and the Associate Dean for M.A. Programs (housed in the LSMA Office in 109A Low Library) in conjunction with advisers and faculty committees in each program. The LSMA Office provides initial advice; keeps complete and confidential academic records; notifies the Graduate School of completion of degree requirements; and reports to the Graduate School requests for transfers of graduate credit, leaves of absence, readmission, extensions of time, and probationary conditions for students in academic difficulty. It also engages in recruiting, manages admissions, conveys announcements to students, provides information regarding university and program procedures, advocates for students, serves as the liaison between programs and GSAS, and ensures that departmental practices and guidelines conform to GSAS and University policy.

Below are listed the disciplinary areas within the Liberal Studies program.

American Studies (Liberal Studies M.A.)

East Asian Studies (Liberal Studies M.A.)

Human Rights Studies (Liberal Studies M.A.)

Islamic Studies (Liberal Studies M.A.)

Jewish Studies (Liberal Studies M.A.)

Medieval Studies (Liberal Studies M.A.)

Modern European Studies (Liberal Studies M.A.)

South Asian Studies (Liberal Studies M.A.)

### **C. GSAS History**

Columbia University was founded as King's College by a royal charter of England's King George II in 1754. In that year, eight young men paid the princely sum of 25 shillings per semester to attend classes in the one-room schoolhouse adjoining Trinity Church in lower Manhattan, where the mission was no less than to "enlarge the Mind,

improve the Understanding, polish the whole Man, and qualify them to support the brightest Characters in all the elevated stations in life... ." These lofty pursuits were interrupted in 1776, a year after Alexander Hamilton, an early student radical, held off revolutionaries at the college gates. The school reopened in 1784 and was grandly renamed Columbia, then the term for the entire North American continent, perhaps after a popular ditty of the time: *Columbia, Columbia to Glory arise The Queen of the World and the Child of the Skies.*

Columbia's commitment to graduate education dates back to 1880, when the Trustees established the nation's first Ph.D. program in political science under the auspices of the newly created Graduate Faculty of Political Science. The Faculties of Philosophy and Pure Science were added in 1890 and 1892 respectively. The first Ph.D. degree was awarded in 1882 to Charles Wells Marsh for a dissertation on "Geology of Water Supplies and Water Analysis." In 1886, Winifred H. Edgerton became the first woman to receive a Columbia Ph.D. degree after acceptance of her dissertation, "Multiple Integers," in mathematics. George Edward Haynes became the first African-American to receive a Columbia Ph.D. degree in 1912 after acceptance of his dissertation in social economy, "The Negro at Work in New York City." In 1884, a young philosopher completed a dissertation on "A Study in the History of Logical Doctrine." The author of that dissertation, Nicholas Murray Butler, went on to serve as President of Columbia University from 1902 to 1945. Under his leadership, Columbia emerged as a model research university—a company of scholars, thinkers, and investigators working with apprentice graduate students to expand the frontiers of knowledge. Butler Library is named after him.

The preeminence of graduate studies at Columbia today is reflected in the size and diversity of the Graduate School—one of the largest private graduate schools in the country. A faculty of more than 800 instructs some 3,800 students. Columbia is distinguished among Ivy League universities for its breadth and number of M.A. programs. Responding early to increasing demand, departments such as Anthropology and English and Comparative Literature introduced part-time M.A. programs, designed for students who did not wish to pursue the Ph.D., in the late 1970's. They were followed shortly by full-time departmental programs introduced in the early 1980's (such as Statistics in 1983). Columbia first offered interdisciplinary, cross-departmental Liberal Studies Master of Arts programs in 1987 (American Studies, East Asian Studies, Islamic Studies, and Medieval Studies), followed by Jewish Studies (1988), South Asian Studies (1991), Modern European Studies (1992), and Human Rights Studies (1998). Introduced through the School of General Studies, the Liberal Studies programs moved to the Graduate School of Arts and Sciences in 1995. During the 1990's, interdisciplinary M.A. degrees not in the LSMA program were introduced in fields as diverse as Earth and Environmental Science Journalism (1996), Modern Art: Critical and Curatorial Studies (1998), Quantitative Methods in the Social Sciences (1998), and Philosophical Foundations of Physics (1999). Columbia continues to increase its interdisciplinary offerings in M.A. programs; the latest is Climate and Society (2004).

## **D. Important Contact Information**

### **1. Graduate School of Arts and Sciences**

#### **Graduate School of Arts and Sciences Office**

535 West 116<sup>th</sup> Street, Mail Code 4304  
107 Low Memorial Library  
Columbia University  
New York, NY 10027  
telephone: 212-854-2861; fax: 212-854-2863  
<http://www.columbia.edu/cu/gsas/>

#### **Admissions Office**

107 Low Memorial Library  
telephone: 212-854-4737; fax: 212-854-2863  
[gsas-admit@columbia.edu](mailto:gsas-admit@columbia.edu)

#### **Center for Career Education**

East Campus, Lower level  
telephone: 212-854-3562  
<http://www.cce.columbia.edu>

#### **Dean of the Faculty of the Graduate School of Arts and Sciences**

109 Low Memorial Library  
telephone: 212-854-2861; fax: 212-854-4912  
[gsas\\_dean@columbia.edu](mailto:gsas_dean@columbia.edu)

#### **Financial Aid Office (GSAS)**

107 Low Memorial Library  
telephone: (212) 854-3808; fax: (212) 854-2863  
See **GSAS Financial Aid Online** for financial aid information, forms and outside fellowship listings at <http://www.columbia.edu/cu/gsas/pages/pstudents/financial/office/index.html>.

#### **Liberal Studies M.A. Office**

109A Low Memorial Library  
telephone: 212-854-4933; fax: 212-854-4912

#### **M.A. Programs, Associate Dean for**

109A Low Memorial Library  
telephone: 212-854-4933; fax: 212-854-4912

#### **Minority Affairs Office**

102 Low Memorial Library  
telephone: 212-854-3791

**Graduate Student Lounge and GSAS Resource Center**  
301 Philosophy Hall  
telephone: 212-854-2889; fax: 212-854-2863

## **2. Health Services and Student Health (Medical) Insurance**

### **Primary Care Medical Services**

John Jay Hall  
General Information: 212-854-2284  
Emergency: CAVA Ambulance ext. 99 or 212-854-5555  
Medical Appointments: 212-854-2284  
Student Medical Insurance Plan: 1-800-859-8471  
Insurance Waivers: 212-854-3286  
<http://www.health.columbia.edu/>

### **Emergencies**

Ambulance (CAVA): ext. 99 or 212-854-5555  
Clinician on Call (when Health Services is closed): 212-415-0120

### **Rape Crisis/Anti-Violence Support Center**

100 Brooks Hall, in the Barnard Quad  
Peer Advocates: 212-854-WALK (24 hours); Peer Counselors: 212-854-HELP (Tuesday-Sunday, 7 P.M.-11 P.M.)

**Security – Office of Public Safety:** ext. 99 or 212-854-5555

**St. Luke’s-Roosevelt Emergency Room:** 212-523-3335

**St. Luke’s-Roosevelt Psychiatric Emergency Room:** 212-523-3347

### **For a Health Services appointment or for more information**

All medical/clinic appointments: 212-854-2284  
All Student Medical Insurance Plan questions (including claims): 800-859-8471

**Counseling and Psychological Services:** 212-854-2468

**Go Ask Alice!,** Columbia University’s Health Education Program: 212-854-5453  
<http://www.goaskalice.columbia.edu/>

**The Gay Health Advocacy Project (GHAP):** 4th floor John Jay Hall, 212-854-7970  
<http://www.health.columbia.edu/ghap/>

**Health Service eligibility and fees:** 212-854-7210

**HIV Information and Counseling:** 212-854-7970

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

To discuss what is currently known about AIDS and what may be done to prevent infection and to request a confidential HIV antibody test or to arrange mandatory counseling before testing, students should call GHAP (212-854-7970). Walk-in hours are available; see Web site above for details.

**MMR and Meningococcal Meningitis immunization questions:** 212-854-7210

### **3. Registration and Transcripts**

#### **Office of the Registrar**

205 Kent Hall

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

**Transcripts and enrollment certification:** 212-854-4330

For address changes, grades, holds, and transcript orders online: Student Services Online

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

### **4. Student Financial Services**

#### **Student Financial Services**

210 Kent Hall, 212-854-4206

[sfs@columbia.edu](mailto:sfs@columbia.edu)

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

**Student Accounts Billing/Refunds:** 212-854-4206

**Stipend and Loan Check Pick-up:** 212-854-1518

**Loan Collections, Bills in Collection:** 212-854-4206

**Columbia Loans, Perkins Loans:** 212-854-1529

**Third Party Billing:** 212-854-3807

See *Student Services Online* for account balances, refunds, and address changes at

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

#### **College Work-Study Office**

207 Philosophy Hall

Payroll: 212-854-2392

**FAFSA Information:** 1-800-4 FED AID (1-800-433-3243) or <http://www.fafsa.ed.gov>

FAFSA forms are also available in 107 Low Library.

## **5. Housing Services**

### **University Apartment Housing**

400 West 119<sup>th</sup> Street, 212-854-9300

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

### **Off-Campus Housing Assistance**

419 West 119<sup>th</sup> Street, 212-854-5333

## **6. International Students**

### **International Students and Scholars Office**

Telephone: 212-854-3587; Fax: 212-854-3966

[isso@columbia.edu](mailto:isso@columbia.edu)

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

Courier Address:

524 Riverside Drive (at 120<sup>th</sup> Street), Suite 200

New York, NY 10027

Mailing Address:

International Students and Scholars Office

Columbia University

2960 Broadway, MC 5724

New York, NY 10027

## **7. University Policies and Other University Offices**

### **Facts About Columbia Essential to Students (FACETS)**

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

### **Computing, Responsible Use of the Network, and Electronic Resources**

<http://www.columbia.edu/cu/policy/copyright-info.html/>

### **Office of Equal Opportunity and Affirmative Action**

<http://www.columbia.edu/cu/vpaa/eoaa/>

### **Office of Sexual Misconduct**

212-854-1717; Fax: 212-854-2728

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

### **Ombuds Office**

[ombuds@columbia.edu](mailto:ombuds@columbia.edu)

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

## **E. M.A. Programs including Programs inside and outside the Arts and Sciences**

### **1. Programs inside the Arts and Sciences**

African-American Studies

American Studies (L.S.M.A.)

Anthropology

Art History and Archaeology

Biotechnology

Classical Studies

Classics

Climate and Society

Conservation Biology

East Asia: Regional Studies

East Asian Languages and Cultures

East Asian Studies (L.S.M.A.)

English and Comparative Literature

French and Romance Philology

French Cultural Studies (offered in Paris only)

Germanic Languages

History

Human Rights Studies (L.S.M.A.)

Islamic Studies (L.S.M.A.)

Italian

Japanese Pedagogy (summer only)

Jewish Studies (L.S.M.A.)

Mathematics of Finance

Medieval Studies (L.S.M.A.)

Middle East and Asian Languages and Cultures

Modern Art: Critical and Curatorial Studies

Modern European Studies (L.S.M.A.)

Museum Anthropology

Philosophical Foundations of Physics

Philosophy

Political Science

Quantitative Methods in the Social Sciences

Religion

Russia, Eurasia, and Eastern Europe: Regional Studies

Russian Translation

Slavic Cultures

Slavic Languages

Sociology

South Asian Studies (L.S.M.A.)

Spanish and Portuguese

Statistics

## **2. Dual Degree Programs**

Earth and Environmental Science – Journalism

Religion – Journalism

### **3. Programs Outside the Arts and Sciences**

Journalism (School of Journalism)

Biomedical Informatics (College of Physicians and Surgeons)

Dental Sciences (School of Dental and Oral Surgery)

## **II. Financial Matters: Policies and Resources for Students in All M.A. Programs**

### **A. Tuition and Fees**

University charges such as tuition and fees and room and board are due and payable in full before the beginning of each term by the date announced. For a full description of payment terms, please see [Tuition and Fees, section VIII.C. in GSAS Rules and Regulations](#).

It is the policy of the University to withhold diplomas, certificates, and transcripts until all financial obligations have been met. Candidates for graduation are urged to pay their bills in full at least one month prior to graduation. In the event that a diploma, certificate, or transcript is withheld because of an unpaid bill, a student will be required to pay outstanding bills in full by certified check, money order, or cash before these documents can be released.

The student account statement is a list of University charges and any payments. Fellowships and student loans are recorded on the statements as anticipated payments when processed by the GSAS Financial Aid Office. Remaining balances should reflect these anticipated payments.

### **B. Debit Balances**

If there is a debit balance after calculation of all anticipated charges and payments, students should make payments for the balances by the appropriate deadline (last week in August for fall term and second week in January for spring term). Payments can be made in person at the Cashier's window in 210 Kent Hall or mailed to Columbia University, P.O. Box 19007, Newark, New Jersey 07195-9007.

After the payment due date is past, a one-time late payment charge (\$150) and late payment fees (1% per month) may be assessed on the unpaid balance.

Fellowships and loan proceeds are credited to student accounts following the registration period. Late payment charges or late fees may be assessed on remaining charges not covered by fellowship or financial aid.

## **C. Credit Balances**

When there are credit balances on student accounts due to overpayment of University charges, students may request a refund of the balance. Credit balances on accounts of fellowship students will be verified by the GSAS Financial Aid Office. Fellowships will be adjusted to reflect actual correct registration and also if students have waived medical insurance from Columbia University. Refunds of Title IV funds may only be used for educationally related expenses such as books and living costs. Refunds may only be requested at the University's Student Financial Services Desk at 210 Kent Hall or through a link in the list of FAQs at <http://www.columbia.edu/cu/sfs>. Refunds are issued as paper checks mailed to the local address on record or as direct deposits. Please contact Student Financial Services to file a Direct Deposit Authorization or visit the SFS Web site above for more information.

## **D. Health Service Fee and Health (Medical) Insurance Premium**

### **1. Health Service Fee**

The Health Service Fee is for services and programs provided directly by Health and Related Services. It is separate from the charge for Student Health (Medical) Insurance and is mandatory for all full-time students (including students who are registered for full-time Matriculation and Fees); students living in University housing; and part-time students who have elected to enroll in Columbia's Student Medical Insurance Plan. Part-time students who do not elect to enroll in Columbia's Student Medical Insurance Plan may choose to enroll in Health Services only. See [http://www.health.columbia.edu/docs/about\\_us/hsc/fees.html](http://www.health.columbia.edu/docs/about_us/hsc/fees.html) for the fee schedule.

### **2. Insurance**

All registered *full-time* students (see definition of full-time in [Section VI in GSAS Rules and Regulations](#)) and students living in Columbia housing are automatically enrolled in the Basic level of the Columbia Student Medical Insurance Plan (offered through Chickering Benefit Planning Insurance Agency) and are billed each term for the health insurance premium if no valid waiver request is submitted. Please note that such students must also confirm their specific insurance selection every year by actively enrolling in the Basic or Comprehensive level of the Plan or by requesting a waiver of automatic enrollment in the Columbia Student Medical Insurance Plan and demonstrating coverage

under another comparable policy. For further information on medical insurance see <http://www.health.columbia.edu/docs/csmip/enrollment/>.

*Part-time* students may choose to enroll in the Columbia Student Medical Insurance Plan, but any student enrolled in Columbia’s Student Medical Insurance Plan must also pay the Health Service Fee for use of Columbia’s Health Services (see above). *Part-time* students who have been insured under the Columbia Student Medical Insurance Plan in previous years and wish to enroll again must re-enroll by September 30 in order to avoid a break in coverage for conditions that existed in the prior policy years. For further information on medical insurance see <http://www.health.columbia.edu/docs/csmip/enrollment/>.

See also Section V.I in this Handbook for a description of services; the main Web page of Health services may be found at <http://www.health.columbia.edu/>.

## **E. Withdrawal and Adjustment of Tuition Charges**

A student in good academic standing who is not subject to discipline will always be given an honorable discharge if he or she wishes to withdraw from the University. Please refer to [Withdrawal, section VI.A.4. in GSAS Rules and Regulations](#).

All tuition refund calculations will be based on the last day of attendance (as defined in [Registration, section VI.A. in GSAS Rules and Regulations](#)) according to the schedule below. Based on the week of the term in which complete withdrawal from the University occurs, the refund percentage is as follows:

1st week**	100%
2nd week	90%
3rd week	80%
4th week	80%
5th week	70%
6th week	60%
7th week	60%
8th week	50%
9th week	40%
After the 9th week	0%

\*\*Note: When the term begins on a Tuesday, the first week of the term extends from that Tuesday through the following Monday.

## **F. Supplemental Support**

### **1. Tuition Assistance Program (TAP) Awards**

Any student who has been a legal resident of New York State for at least twelve months is eligible to apply to the Tuition Assistance Program (TAP) for each term in which he or she is registered as a *full-time* degree candidate. Further information and application forms may be obtained from the New York State Higher Education Services Corporation, Albany, NY 12255. To ensure timely processing, application for awards should be filed three months in advance of the beginning of the term for which the grant is to apply.

## **2. Loans and Work Study**

Graduate students can apply for both federal and private educational loans. The following criteria must be met to qualify for federal student aid:

- U.S. citizenship or eligible non-citizen status
- At least half-time enrollment (see [Section VI in GSAS Rules and Regulations](#))
- Enrollment in a program leading to a degree
- Students may not be in default on any education loan or owe a refund on an education grant
- Registration with Selective Service (if required)
- Maintenance of satisfactory academic progress (see [Section VII in GSAS Rules and Regulations](#))

International students may be eligible to apply for private loans with a co-signer who is a U.S. citizen. All loan applicants must be regular degree candidates who demonstrate satisfactory academic progress and financial need.

All loan programs assume that the primary responsibility for financing graduate education rests with the student and his or her family. Therefore, federal and alternative loan programs and the Federal College Work-Study program should be regarded as supplements to family resources rather than the principal means of support. Students who must borrow to finance their education are advised to keep loan amounts as low as possible to avoid unreasonably large repayments after graduation.

All federal aid is limited to the difference between the cost of attendance and the sum of all financial aid plus a derived family contribution. Students who wish to be considered for the Federal Perkins Loan Program must submit all financial aid information by June 1 prior to the academic year in which the award is desired. Students are advised to submit financial aid applications as soon as possible, since the process for loans and work study may take from six to eight weeks. Students are advised that many states maintain scholarship programs for their residents. For example, New York State sponsors several fellowships for students who will attend graduate school in New York. Prudence dictates

that such scholarship programs be investigated before decisions are made concerning borrowing. For further information, consult the appropriate state department of education or the GSAS Financial Aid Office, 107 Low Memorial Library.

Loan checks for Federal Stafford and private loans are sent to the Cashier's window in 210 Kent Hall. They come in two equal disbursements and may need to be endorsed. Some banks transfer the funds electronically. Electronic funds disburse in two equal installments directly to the student's account after registration has been verified, and do not require the student's signature. For more information on loan disbursement, please contact the GSAS Financial Aid Office.

### a) Applying for Loans

**Completion of the FAFSA** (or renewal of the FAFSA): The FAFSA should be submitted as early as possible, but no earlier than the first week of January for the upcoming academic year. Students are encouraged to complete the FAFSA or Renewal FAFSA online at <http://www.fafsa.ed.gov/>. Otherwise, paper copies of the FAFSA may be available from high schools, post-secondary schools and local libraries across the U.S.

The GSAS Title IV federal school code is **E00113** and must be included on the form. Students should submit any paper responses from FAFSA to the GSAS Financial Aid Office.

**Deadline:** All financial aid forms must be submitted to the GSAS Financial Aid office by August 31 prior to the start of the academic year for which aid is desired.

**Documents to be Submitted for a Loan:** Students who are applying for federal funds should submit the following documents to the GSAS Financial Aid Office:

- The Columbia University Application for Loans and/or Work Study: This two-sided form is available from the GSAS Financial Aid Office or at <http://www.columbia.edu/cu/gsas/pdf-files/LoanAPP-2005-06.pdf>. It requires departmental certification of academic progress.
- Federal Stafford Loan Master Promissory Note (MPN) <http://www.columbia.edu/cu/gsas/pdf-files/GEN0207StaffordMPN.pdf>  
All new students and/or first-time borrowers must complete a Federal Stafford Loan Master Promissory Note (MPN) for the Stafford Loans to borrow Federal Stafford Loans (see [Section b.1.](#) below). Application for Stafford Loans are made through a participating lender, but must be certified by the GSAS Financial Aid Office. Students must enter a lender's name on line eight of the Federal Stafford Loan Master Promissory Note (MPN). Incomplete MPNs will delay the loan processing. Columbia University has a selected list of preferred lenders who have a proven track record of quality services. Information on lenders may be obtained from the GSAS Financial Aid Office.

- **Entrance Interview Form:** The GSAS Financial Aid Office is required to inform students receiving federal funds about the rights and responsibilities of students prior to disbursement of federal aid. Students are informed of this information at the time that they complete an Entrance Interview. The Entrance Interview can be completed during the week of orientation or online at <http://www.columbia.edu/cu/sfs/>.

**Verification:** After completing the FAFSA, some students who apply for federal loans or work study may be selected by the United States Department of Education for verification of their financial status. Students who are selected for verification will be sent additional information about the process. They will be required to submit copies of completed federal tax returns (including W-2s) for the tax year prior to the academic year and the Verification Worksheet. This form is available at the GSAS Financial Aid Office at 107 Low Library or online:

<http://ifap.ed.gov/vgworksheets/attachments/0506VerWkshtInd.pdf>

**Student Aid Reports:** Approximately two to four weeks after filing a FAFSA, students should receive from the U.S. Department of Education a student aid report (SAR), which summarizes the information reported on the FAFSA. Students should review the SAR and make any necessary corrections per the instructions on the SAR. The GSAS Financial Aid Office also receives an electronic student aid report (ESAR) from the federal processor approximately two to four weeks after student application.

**Exit Interviews:** Federal regulations require that students with loans complete an Exit Interview prior to graduation or if their registration drops below half-time (see [Section VII in GSAS Rules and Regulations](#) ). The Exit Interview can also be completed online.

**Renewal FAFSA:** Continuing financial aid applicants will be sent a Renewal FAFSA or PIN between late November and January each year. Students who may wish to receive federal aid are advised to maintain a current mailing address with the federal processor since Renewal FAFSAs or PINs are mailed to the address on file as of September. Students who do not receive Renewal FAFSAs or PINs by the end of January should visit the PIN Web site at <http://www.pin.ed.gov> to request a PIN. A PIN is necessary to submit a Renewal FAFSA online.

## **b) Available Federal Loans**

### **1) Federal Subsidized Stafford Loans**

**Federal Subsidized Stafford Loans** (formerly Guaranteed Student Loans) are guaranteed, federally insured loans obtained through a bank, savings and loan association, credit union, or other participating lender, and are usually administered by a state guarantee agency. Repayment of interest and principal is deferred while the student is registered for at least half time (i.e. for at least six credits hours); deferment ends when the student ceases registration entirely or is registered for fewer than six credits. Applications are available from participating lenders. Eligibility for a Federal Stafford

Loan is limited to U.S. citizens and permanent residents and is based on an analysis of financial need. Complete current information concerning eligibility requirements, borrowing limits, loan rates, lender fees, and conditions of repayment may be obtained from the GSAS Financial Aid Office.

## **2) Federal Unsubsidized Stafford Loans**

**Federal Unsubsidized Stafford Loans** are available to graduate students who are U.S. citizens or permanent residents through a participating lender (bank, savings and loan, credit union). The Unsubsidized Stafford is a federally insured loan available for those who cannot demonstrate financial need according to Federal Subsidized Stafford criteria or who need to borrow funds in addition to a Federal Subsidized Stafford. Repayment of the Unsubsidized Loan principal is deferred while the student is enrolled full time. Students may choose to pay the interest or request capitalization (in which case the interest is added to the principal of the loan, and payments are not required while enrolled as at least a half-time student). When combined with other resources, the Unsubsidized Stafford may not exceed the cost of attendance minus all other aid. Complete current information concerning eligibility requirements, borrowing limits, loan rates, lender fees, and conditions of repayment may be obtained from the GSAS Financial Aid Office.

## **3) Federal Perkins Loans**

**Federal Perkins Loans** are institutionally administered federal funds that are available to U.S. citizens and permanent residents who demonstrate need that exceeds the Federal Stafford Loans. Graduate School policy restricts awarding of Federal Perkins Loans to full-time students who are registered for Residence Units and who are not receiving a GSAS fellowship. Federal regulations mandate that priority for Federal Perkins Loans be assigned to students who show exceptional need as determined by a federally approved need analysis. Repayment of interest and principal is deferred while the student is registered at least half-time. Complete current information concerning eligibility requirements, borrowing limits, and conditions of repayment may be obtained from the GSAS Financial Aid Office.

### **c) Federal College Work Study Program**

The Federal College Work-Study Program was established by Congress to aid U.S. citizens and permanent residents who need to work in order to meet educational expenses. Eligibility for this program depends on financial need as determined by a federally mandated need analysis, for which the FAFSA is required. Each year Columbia students fill many on-campus positions, as well as jobs in off-campus public and nonprofit organizations, through funds allocated to this program. Federal regulations restrict employment in this program to 20 hours a week during the academic year. Fellowship students should review the employment policy before accepting any work-study positions. Students may work up to 35 hours per week during the summer and vacation periods. Students who will begin graduate work during the regular academic year may hold a federal work-study position during the summer prior to their first

registration. Current information concerning eligibility requirements and application procedures may be obtained from the GSAS Financial Aid Office.

### **3. Other Employment**

Many part-time jobs and internships are available for students who do not qualify for the Federal College Work-Study Program. A comprehensive list of on-campus and off-campus employment opportunities is maintained by the Center for Career Education, East Campus, lower level, <http://www.cce.columbia.edu/>.

## **G. Taxation**

The financial aid staff is not qualified to answer individual questions from students regarding their tax liabilities. U.S. tax law is extremely complex, and each individual's situation varies. Each student is required under the law to seek to understand and comply with the tax law and to pay income tax in a timely manner.

According to the Tax Reform Act of 1986, all grant aid (scholarships, fellowships) that exceeds the cost of tuition and required fees, books, and related classroom expenses is subject to U.S. income tax. Columbia University does not withhold taxes on the fellowship checks of U.S. citizens and permanent residents. In addition, the University does not issue 1099 forms indicating the amount of stipend fellowship received by a student. Students are responsible for accurately reporting stipend amounts and for making estimated tax payments if appropriate. Receipts for required fees, books, and supplies should be retained to justify appropriate deductions on the tax return. Some students who pay for their own tuition may be eligible for the Lifetime Learning Tax Credit. To check eligibility, students should consult IRS Publication #970 *Tax Benefits for Higher Education* available on the IRS' Web page at <http://www.irs.gov/>.

The University does not offer professional tax advice. However, information on taxation issues is available on the Columbia University Document Service Center's Income Tax Forms and Resources Page at <http://www.columbia.edu/cu/lweb/indiv/dsc/tax.html/>. Additionally, a tax workshop sponsored by GSAC is held in March, at which a representative from H&R Block answers questions students have about completing their tax returns. Check the GSAC Web page at <http://www.columbia.edu/cu/gsac/> for further information.

Fellowships awarded to international students are subject to taxation and 14% federal withholding on the amount in excess of tuition and fees. International students should receive the 1042-S form as tax documentation for their fellowship. Currently the U.S. has tax treaties or agreements with roughly 40 countries and territories under which their citizens may be exempt from all or part of U.S. income tax. To see which countries have tax treaties and how these treaties affect an individual's tax status, international students should consult IRS publication #901(U.S. Tax Treaties) or check with their consulate.

International students may also wish to consult with the International Students and Scholars Office (ISSO) about their taxation responsibilities.

The ISSO offers workshops on international taxation, presented by Certified Public Accountants. Contact ISSO at [isso@columbia.edu](mailto:isso@columbia.edu) or 212-854-3587.

### **III. Fellowships**

#### **Introduction**

The GSAS Financial Aid Office, located in 107 Low Library, is available to assist students in meeting the costs of graduate education. The Office is open weekdays from 9:00 A.M. to 4:45 P.M. Walk-in appointments are taken on Wednesdays only. Otherwise, appointments should be made at least one day in advance at 212-854-8903. The Office is responsible for paying fellowships, certifying loan applications, and allocating Federal College Work-Study to GSAS students. In addition, the Office administers several fellowship programs from the United States Department of Education and other external funding organizations. Students should feel free to contact Financial Aid Officers with questions about University or external fellowships, loans, and other financial matters.

Satisfactory progress is assessed annually on the basis of academic performance. Please see [Satisfactory Academic Progress in section VII.A in GSAS Rules and Regulations](#) for additional information.

#### **A. Fellowship Regulations and Processing**

All students holding external fellowships are strongly urged to consult the terms of their fellowships for delineation of types of expenses covered by the fellowship and qualifications such as residency, course of study, status, and so on.

The GSAS Financial Aid Office is responsible for processing some external sources of fellowship.

Fellowship monies for tuition, health fees and medical insurance offered through Columbia University are credited directly to each student's Columbia University student account to cover the appropriate charges (e.g. tuition). Such fellowship students are responsible for all other fees such as the student activity fee, University facilities fee, and the International Students fee.

#### **B. Fellowships from Outside Sources**

##### **1. Basic Policy**

In addition to providing stipends, outside fellowships also offer students opportunities to

hone grant writing skills, to enhance their *curricula vitae*, and to make invaluable academic contacts for the future.

Unless the policy of the outside award explicitly requires the University to permit deferral of the award, fellowship students are not allowed to defer outside funding.

For M.A. students holding external fellowships, GSAS pays tuition and other fees that are not otherwise covered according to the regulations of the fellowship.

## 2. Major Fellowships

A number of prestigious fellowships from outside sources such as foundations and government agencies are available to students in the early years of their academic programs. These awards confer high honors upon the recipients and provide generous stipends. A few examples of external funding sources that fall under this policy are: AAUW, DAAD (Deutscher Akademischer Austausch Dienst), Delores Zohrab Liebmann Fund, FLAS, Fulbright IIE, Jacob K. Javits Program, NASA, NSEP/Boren, NSF, Soros Fellowships for New Americans, and the Wexner Foundation.

Students are encouraged to contact the GSAS Financial Aid Office in 107 Low Memorial Library for information about these and other fellowships from outside sources, including national competitions and GSAS administered competitions.

Details of three of these fellowships follow:

**Foreign Language and Area Studies (FLAS) Fellowships:** Academic year and summer FLAS fellowships for the study of modern non-western European languages and some western European languages (the most commonly taught ones - French, Italian, German, and Spanish - are given lowest priority) are available to US citizens or permanent residents who are not native speakers of the language of application. For more information, contact the GSAS Financial Aid Office in 107 Low Memorial Library.

FLAS Fellowship stipends for the academic year are disbursed in four payments, either by paper checks, which may be picked up at 210 Kent Hall, or through direct deposit into the recipient's bank account. Students receiving FLAS stipends who wish to use direct deposit should make arrangements through Student Financial Services (<http://www.columbia.edu/sfs>). FLAS stipends for the summer are disbursed in one payment. GSAS covers the tuition and health fees of M.A. students who receive a FLAS Fellowship.

**Jacob Javits Fellowship Program:** The program offers generous financial assistance (tuition and fees plus a stipend) to students undertaking graduate study leading to a doctoral degree or for whom the master's degree is the highest degree in the selected field of study. Fellowships are awarded in ethnic and cultural studies, area studies, art history, foreign languages and literature, history, and other selected fields in the arts, humanities, and social sciences. For information call or write: Javits Fellowship Program, United

States Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5247, (202) 260-3574. The deadline for applications for 2006-07 was October 3, 2005. The deadline for applications for 2007-08 will be in early October 2006.

**Dolores Zohrab Liebmann Fund:** The fellowship is available to graduate students in the humanities, social sciences, or natural sciences. The fellowship provides tuition and a stipend of \$18,000. Applicants must be under age 26. Applications must be submitted through 107 Low Library. For more information, please contact the GSAS Financial Aid Office at 212-854-3808.

### **3. Fellowship Database**

The Fellowship Database primarily lists fellowships from non-Columbia sources. Students are advised to consult the database early on in their programs. Most inquiries regarding fellowships listed in the database should be directed to the sponsoring organization, rather than the GSAS Financial Aid Office. The GSAS Financial Aid Office maintains a notebook of past successful external fellowship application for GSAS students to use as a resource. Please stop by 107 Low Library for more information. The Fellowship Database can be viewed at <http://www.columbia.edu/cu/gsas/pages/pstudents/fin-aid/office/index.html> .

## **C. International Students and Employment**

International students should fully understand the regulations concerning permissible employment under their visas before making plans for employment in the U.S. For this reason, they should consult the International Students and Scholars Office at <http://www.columbia.edu/cu/isso/> on eligibility for such employment. For further clarification in particular cases, students should contact the GSAS Financial Aid Office.

## **IV. Research and other Professional Development Resources**

### **A. GSAS Resource Center**

301 Philosophy Hall, 212-854-2319  
weekdays from 10:00 A.M. to 6:00 P.M.

The GSAS Resource Center is located in the Graduate Student Lounge. The Graduate Student Advisory Council (GSAC) holds most of its events there (<http://www.columbia.edu/cu/gsac/> ). Many student organizations also use this space for conferences and other events, often with other University offices. The lounge is open from 10:00 A.M. to 6:00 P.M. on weekdays and offers a quiet place to study and conduct school-related business.

## B. Letters of Introduction (Blue Seal Letters)

Blue Seal Letters are issued by the GSAS Dean to M.A. students who need introductions to libraries, archives, museums, and other such institutions in order to conduct research. Any M.A. candidate is eligible to receive such a letter. The letters are issued in five languages: English, French, German, Italian and Spanish. Students who need a letter in any language other than English are asked to provide us with a translation of the name of the home department or program and of the thesis topic. The application is available in the GSAS Resource Center or online through a link on the Resource Center's Web site: <http://www.columbia.edu/cu/gsas/pages/cstudents/std-ser/office/index.html#N100D6> . Please allow at least four business days for the preparation of these letters.

## C. Responsible Conduct of Research

For information on the responsible conduct of research, see <http://www.cumc.columbia.edu/research/bio.htm/>.

### 1. Training

The responsible conduct of research is a priority in the Graduate School. Students are encouraged to take a **web-based tutorial** developed at Columbia that includes the following topics:

- o conflicts of interest
- o mentoring
- o responsible authorship and peer review
- o research misconduct
- o collaborative science
- o data acquisition and management

The tutorial is available at <http://ccnmtl.columbia.edu/projects/rcr/index.html>.

The biomedical Ph.D. programs offer a **course on the Medical Center Campus** called *Responsible Conduct of Research and Related Policy Issues*, which students from the Morningside Heights Campus are welcome to take. The course explores a variety of ethical and policy issues that arise during the conduct of basic and clinical scientific research. Topics covered include the following:

- o Authorship practices in scientific publications
- o Human subjects and scientific research
- o Scientists as citizens

## **2. Center for Bioethics**

<http://www.cumc.columbia.edu/dept/bec/index.html>

The mission of the Center for Bioethics is to provide an interdisciplinary, interprofessional forum to advance scholarly work and public understanding on contemporary understanding in bioethics. The Center will explore issues in biomedical ethics, promoting research, offering education, and providing services to diverse communities.

## **3. Review Boards and Regulations for Research**

### **a) Research with Human Subjects – IRB**

Main Web page: <http://www.columbia.edu/cu/irb/>

Training: <http://www.columbia.edu/cu/irb/>

Research Administration System (RASCAL): <https://www.rascal.columbia.edu/>

*All research involving human subjects must be reviewed by the IRB.* The IRB encourages consultation at all stages of the research process. For an appointment for consultation, please call 212-870-3518, Monday through Friday, 9:00 A.M. to 5:00 P.M. The RASCAL help line is 212-870-3480.

The main purpose of the IRB is to protect the rights and welfare of human subjects who take part in research. Therefore, IRB reviews all human subject research conducted by Columbia faculty, staff, and students, regardless of the location of the research activity, source of funding, and whether the research is exempt under the Code of Federal Regulations for Protection of Human Subjects (45 CFR 46). For additional information and to learn when IRB training and approval are required, please see [Research with Human Subjects – IRB in GSAS Rules and Regulations, section IX.I.1.](#)

To apply for necessary IRB approval, see <http://www.columbia.edu/cu/irb/>.

### **b) Research with Animal Subjects – IACUC**

All proposals involving vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC) in order to comply with Health Sciences and Public Health Service (PHS) Policy. For additional information, please see [Research with Animals – IACUC in GSAS Rules and Regulations, section IX.I.2.](#)

The Institutional Animal Care and Use Committee (IACUC) Website can be viewed at <http://www.columbia.edu/cu/irb/>.

### **c) Hazardous Substances and Equipment**

The Office of Environmental Health and Radiation Safety is committed to establishing and maintaining a healthful and safe work environment through the anticipation, recognition, evaluation, and control of environmental hazards in areas of industrial hygiene, regulatory compliance, laboratory and chemical safety, hazardous waste management, asbestos and lead, chemical tracking management, and radiation protection. For a full list of relevant laws, regulations, and policies please see the Web site <http://www.ehrs.columbia.edu/>.

## **D. Libraries**

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

The Columbia University Libraries system is among the nation's top ten largest academic library systems, with holdings of over 8.2 million volumes plus archives, manuscripts, serials, microforms, and other non-print formats. The collections are organized into 23 libraries, each generally supporting a specific academic or professional discipline. All libraries are open to Columbia GSAS students.

### **1. Services**

Library facilities provide wireless connectivity as well as many workstations for student use. Most libraries are open seven days per week well into the evening, and 24-hour reading rooms on the second, third, and fourth floors of Butler are available during the fall and spring semesters. Graduate students and faculty have semester borrowing privileges in most circulating library collections. The Libraries Web site (<http://www.columbia.edu/cu/lweb>) provides a gateway to information, services, and a growing array of full-text electronic resources from journals to eReserves to digital images to scholarly databases.

#### **a) Digital Collections**

The Libraries have assembled a set of electronic resources of considerable breadth and depth, with near-comprehensive coverage in certain areas (e.g., early English imprints). The Libraries' Web site provides access to over 40,000 online journals, 30,000 eBooks, 27,000 digital images, and 500 scholarly databases.

#### **b) Reference Librarians**

To help simplify access to Columbia's rich and complex collections, reference librarians and subject specialists are available to assist students over the telephone; through email or online chat sessions; or in person either by appointment (see below) or on a walk-in basis at reference desks.

For a list of library subject specialists, see the online directory [here](#).

To reach a reference librarian, use *Ask Us* at <http://www.columbia.edu/cu/lweb/services/reference/>.

To schedule an individual appointment for consultation regarding major research projects, research strategies, and library resources on specific topics, see the consultation service website [here](#).

To send a suggestion about services, recommend a book purchase, or comment on the collections, see <http://www.columbia.edu/cu/lweb/help/suggestions.html>.

### c) Searching Databases

At first glance, the array of online sources can seem bewilderingly diverse, but with a few basic principles in mind, students find them easier to use. Effective searching skills can be mastered by taking advantage of library classes or workshops through their website <http://www.columbia.edu/cu/lweb/services/workshops.html>.

### d) CLIO

Columbia's online catalog, *CLIO*, currently represents about 96% of the books, journals, videos, e-resources, etc. in the Columbia, Barnard, and Union Theological Seminary libraries. It also provides limited search of the Law and Teachers College libraries as well. A comprehensive search for library material should also include the individual online catalogs *Pegasus* (Law School), *EDUCAT* (Teachers College), and *Aleph* (Jewish Theological Seminary). The main card catalog, located in Butler 310, contains a historic record of materials in the Libraries' collections up to the mid-1980s. Bibliographic databases such as *WorldCat* and *RLIN Eureka* are available through the Libraries Web site at <http://www.columbia.edu/cu/lweb/eresources/catalogs/>.

### e) Borrowing beyond Columbia's Collections

When Columbia does not have what students need, *Borrow Direct* allows students to request books online from six Ivy League schools (generally with a four-day turnaround). In addition, *Science Fast Track* provides articles from scientific and technical journals, and *Interlibrary Loan* offers borrowing services from libraries across the U.S. or in other countries at <http://www.columbia.edu/cu/lweb/requestit/>.

### f) Library Materials Online

CLIO's *My Library Account*: retrieving one's circulation records, renewing books, placing holds and recalls

*My CLIO*: customized searching and display, saving records into *EndNote*: <http://www.columbia.edu/cu/lweb/help/howto/endnote/index.html>.

*Request It Online*: requesting an “on order/in process” item, recommending books for purchase, and other services; <http://www.columbia.edu/cu/lweb/requestit/>

### **g) Special-format Services**

A wealth of published and primary-source material can be accessed in the Libraries’ extensive microform collections, divided among the various libraries. In addition, the following services are offered:

#### *Electronic Data Service (EDS)*

215 Lehman Library, School of International Affairs building

<http://www.columbia.edu/acis/eds/>

EDS supports instruction and research that involves numeric data by providing a collection of data and documentation; various software tools for data manipulation, including GIS; a lab facility; and staff available for consultation in person or by email.

#### *Electronic Text Service*

305 Butler Library

<http://www.columbia.edu/cu/lweb/indiv/ets/index.html>

An extensive collection of electronic source texts, scanning facilities, software tools for text creation and analysis, and individual assistance and workshop training sessions.

#### *Butler Media Center*

208B Butler Library

<http://www.columbia.edu/cu/lweb/indiv/bmc/collections/aboutmedia.html>

Playback of multiple visual and audio formats from the Libraries’ collection of feature films, documentaries, ethnographic films, and performing arts titles with editing stations for the development of multi-media projects.

#### *Music and Arts Library*

701 Dodge

<http://www.columbia.edu/cu/lweb/indiv/music/index.html>

Extensive holdings of recorded music with facilities for listening and study.

### **h) EndNote, RefWorks, NVIVO**

Citations or textual data may be managed with EndNote, RefWorks or NVIVO, which enable one to download bibliographic citations and manage them in a personal database, insert citations in text, produce bibliographies in a variety of styles, or track themes or patterns in textual data. Free training workshops are available; see their website at <http://www.columbia.edu/cu/lweb/services/workshops.html> .

## 2. Individual Libraries

**Area Studies.** Region-specific collections, services, and resources are organized into five Area Studies collections housed in various libraries on campus: African Studies; Latin American and Iberian Studies; Middle East and Jewish Studies; Russian, Eurasian, and East European Studies; and South and Southeast Asian Studies.

**Avery Architectural and Fine Arts Library,** 200 Avery. Collections of materials pertaining to architecture, historic preservation, art history, painting, sculpture, graphic arts, decorative arts, city planning, real estate, and archaeology.

**Biological Sciences Library,** 601 Fairchild. Collections in molecular biology, biochemistry, cell biology, neurobiology, population and evolutionary biology, and plant physiology.

**Business and Economics Library,** 130 Uris. The Thomas J. Watson Library of Business and Economics contains materials on management, corporate and international finance, business and international economics, industry, accounting, business history, corporate relations, security analysis, marketing, money, and labor.

**Butler Library,** 535 West 114th Street. For key services located in Butler, see *Section IV.C.1* above. The Butler collection, shelved in stacks in the core of the building, contains some 2 million volumes supporting humanities disciplines. Particular subject strengths are history (including government documents and social science materials published before 1974), literature, philosophy, religion, and Greco-Roman antiquity.

**Chemistry Library,** 454 Chandler. Contains holdings in organic, inorganic, physical, theoretical, heterocyclic, colloid, and surface chemistry; spectrometry; biochemistry; electrochemistry; and photochemistry.

**East Asian Library,** 300 Kent. The C. V. Starr East Asian Library is one of the major collections for the study of East Asia in the United States, with materials in Chinese, Japanese, Korean, Tibetan, Mongolian, Manchu, and western languages. The collection, established in 1901, is particularly strong in Chinese history, literature, and social sciences; Japanese literature, history, and religion, particularly Buddhism; and Korean history.

**Engineering Library,** 422 S. W. Mudd. Includes resources in civil, mechanical, electrical, and chemical engineering; computer science; metallurgy; mining; operations research; applied physics and mathematics; nuclear engineering; and the Technical Reports Center.

**Geology Library,** 601 Schermerhorn. Contains collections of state and foreign geological surveys and societies since the eighteenth century; collections on mineralogy, petrology, sedimentology, hydrology, stratigraphy, and paleontology.

**Geoscience Library**, Lamont-Doherty Earth Observatory, Palisades, New York. Contains collections in marine biology, physical geography, climatology, rock mechanics, geochemistry, geophysics, and paleomagnetism.

**Health Sciences Library**, 701 West 168th Street, <http://library.cpmc.columbia.edu/hsl/>  
The Augustus C. Long Health Sciences Library is one of the largest academic medical libraries in the country. The library supports a growing collection of electronic resources, including full-text electronic journals, sophisticated indexes, and electronically accessible reference resources. Classes are taught on the use of electronic materials and the Internet frequently throughout the year. A full-service photocopy center provides high-volume color copying, and the Center for Academic Information and Technology (CAIT) houses more than 4,000 CD-ROMs and offers scanning equipment for use by patrons. The library's Archives and Special Collections holds unique and rare materials documenting the history of medicine and the history of Columbia Presbyterian Medical Center. The noteworthy collections include the Auchincloss Florence Nightingale Collection, the Sigmund Freud Library, and the Jerome P. Webster Library of Plastic Surgery. The Health Sciences Library is a unit of the Office of Scholarly Resources and serves the new York-Presbyterian Hospital, the College of Physicians and Surgeons, the School of Dental and Oral Surgery, the School of Nursing, the Mailman School of Public Health, and other health care, instructional, and research programs in the Columbia University Medical Center.

**Journalism Library**, 203 Journalism. The Journalism Library features a small, print-based collection of reference materials, circulating books, current magazines and newspapers, and course reserves, as well as the most recent five years of master's projects completed by graduates of the School.

**Law Library**, 300 Greene, <http://www.library.law.columbia.edu/>.  
The Arthur W. Diamond Law Library houses collections of primary and secondary materials in United States federal and state law, public and private international law, the law of foreign countries, comparative law, legal history, and Roman and other ancient law.

**Lehman Social Sciences Library**, International Affairs, 3rd floor. Lehman's collection includes materials acquired since 1974 in political science, sociology, social anthropology, political geography, journalism, and post-World War II international relations, and an extensive collection of non-U.S. newspapers. It also houses a strong collection of government documents from the U.S. Federal Depository Program, along with New York State documents. Electronic Data Service (EDS), the Map Room, and the Social Work Library are located in Lehman as well.

**Mathematics and Science Library**, 303 Mathematics. Two distinct and separately maintained collections are housed in the same library. The mathematics collection covers all aspects of pure mathematics, including algebra, number theory, geometry, topology, statistics, and probability. The science collection consists of general and multidisciplinary materials, including the history and philosophy of science and engineering.

**The Milstein Family College Library**, 208A Butler Library. The Philip L. Milstein Family College Library's collection and reading rooms are located on floors two, three, and four of Butler and are accessible 24 hours a day during fall and spring semesters, as are the computer lab and Butler's lounge on the second floor. The four-week circulating collection supports the interdisciplinary needs of the undergraduate curriculum with strengths in literature, history, classics, and the social sciences.

**Music and Arts Library**, 701 Dodge. The Gabe M. Wiener Music and Arts Library contains western and non-western music, sound and video recordings, early works on music theory, scholarly scores, vocal scores of eighteenth- and nineteenth-century operas, and works by 375 contemporary composers.

**Oral History Research Office Collection and Program**, 801 Butler Library. The Columbia University Oral History Research Office is the oldest and largest university-based oral history program open to the public in the world. Founded in 1948 by Pulitzer Prize-winning historian Allan Nevins, the collection now contains nearly 8,000 taped memoirs and nearly one million pages of transcript. More than 2,000 scholars a year consult its materials, and an annual Summer Institute in Oral History is sponsored by the library. A graduate course in oral history is taught in the fall semester.

**Physics and Astronomy Library**, Pupin, 8th floor. Collections emphasize theoretical and experimental atomic, nuclear, and particle physics; relativity; quantum theory; mathematical, molecular, chemical, high-energy, and solid-state physics; optics; radiation; radioactivity; mechanics; electricity; fluids; acoustics; magnetism; thermodynamics; and spectrometry.

**Psychology Library**, 409 Schermerhorn. Collections include a strong focus on experimental psychology as it relates to social psychology, cognition, perception, sensation and psychophysics, animal learning and behavior, physiological psychology, the history of psychology, and statistical psychological research.

**Rare Book and Manuscript Library**, Butler Library, 6th floor East. Collections in English and American literature and history, classical authors, children's literature, education, mathematics, astronomy, economics and banking, photography, the history of printing, New York City politics, librarianship, the performing arts, the Bakhmeteff Archive on émigré communities from Russia and Eastern Europe, the Carnegie Corporation Archives, and the Lehman Papers (housed in 406 International Affairs).

**Social Work Library**, International Affairs, 3rd floor. Housed in Lehman Library, the Whitney M. Young Jr. Memorial Library of Social Work provides comprehensive coverage of social work, including child welfare, gerontology, international social welfare, marriage and divorce, social policy, the Brookdale Memorial Collection on Gerontology, and the Agency Collection.

**University Archives and Columbiana Library**, 210 Low. Holds published and unpublished materials on Columbia University's history.

### 3. Libraries at Affiliated Institutions

#### **Barnard College**

Wollman Library, Lehman Hall

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

Supports coursework and research assignments for undergraduates and provides the opportunity for independent work in many fields, primarily in the social sciences and humanities. The Media Services Center on the third floor houses videotapes, audiocassettes, CDs, and records.

#### **Teachers College**

Milbank Memorial Library, Russell Hall

<http://www.tc-library.org/>

Collections in American elementary and secondary education, educational and developmental psychology, history and philosophy of education, and many other fields related to education and health.

#### **Union Theological Seminary**

Burke Library

3041 Broadway at West 121st Street

<http://www.columbia.edu/cu/lweb/indiv/burke/>

Subject strengths include biblical studies, canon law, church history, comparative religion, early church history and literature, ecumenics, hymnology, general theology, missiology, and sacred music.

#### **New York State Psychiatric Institute**

1051 Riverside Drive

<http://nyspi.org/library/>

A major resource for psychiatry, psychoanalysis, and clinical psychology, as well as collections in cognitive psychiatry, psychology, and statistics.

### 4. New York City Area Library Resources

There are many libraries in the New York City area. Consult reference staff in Butler Library for more information on access arrangements through METRO. The following libraries provide on-site access to Columbia students, faculty, and staff with a valid Columbia Card.

**Jewish Theological Seminary of America Library (JTS)**, 3080 Broadway (at 122nd Street), 212-678-8082, <http://www.jtsa.edu/library/>

The JTS Library is open to the public for on-site use upon presentation of a photo ID. Columbia faculty and graduate students in the Graduate School of Arts and Sciences can have borrowing privileges at JTS.

**New York Public Library (NYPL)**, <http://www.nypl.org/>

The Research Division Libraries of the New York Public Library system are noncirculating collections open to all. NYPL's branch libraries circulate materials to registered borrowers. The Morningside Heights branch of the NYPL is at 2900 Broadway and West 113th Street, on the street-level floor of Broadway Residence Hall.

**New York University (NYU) Libraries**, <http://www.nyu.edu/library/>

Columbia students, faculty, and staff have reading access to most NYU libraries upon presentation of a currently valid Columbia Card.

## E. Computing

All students must be aware of the University's policies on the responsible use of Columbia's network and electronic resources. Please see [Responsible Use of Columbia's Network and Electronic Resources, section IX.C. in GSAS Rules and Regulations](#) for more information.

Help Online: <http://www.columbia.edu/acis/>

Help E-mail: [consultant@columbia.edu](mailto:consultant@columbia.edu)

Help Desk: 212-854-1919 (Monday-Thursday, 8 A.M.-8 P.M.; Friday, 8 A.M.-5 P.M.)

Computing Support Center: 102 Philosophy Hall (Monday-Thursday, 10 A.M.-5 P.M.;

Friday, 12 noon-5 P.M.); *Note: Many in-person services require an appointment in advance.*

**Columbia University Information Technology (CUIT)** is the central organization that supports academic use of technology at Columbia University. Its mission is to improve the quality of instruction and research at the University through the strategic use of computing and communications technologies. CUIT also provides several core services to all faculty, students, and staff at Columbia, including e-mail services, network services and Internet access, central Web servers, and a central ID system for managing access to computing resources.

**ColumbiaNet**, Columbia's online information system (<http://www.columbia.edu/>), provides hundreds of online services and resources, including extensive academic, scholarly, and administrative resources, a myriad of library catalogs and references, the *Directory of Classes*, registration information, campus publications, and events listings.

Students have **access to Columbia computers** and can send e-mail, print to laser printers, consult library information, create their own Web pages, and access the Internet. They can also connect to the Internet and access their e-mail using their portable computers at locations throughout the Morningside campus. For more information, see <http://www.columbia.edu/acis/networks/>.

**Computer accounts** provide access to e-mail, dial-up modems, online student services, ColumbiaNet, LibraryWeb (the Libraries' online information resource), and all Internet resources. Students may also use these accounts for Web publishing, accessing CUIT computer labs, and printing on CUIT printers. All Columbia students are eligible for an account. For complete details, see <http://www.columbia.edu/acis/accounts/>.

Students may upgrade to **extended CUIT accounts** from the basic computing account for a fee of \$35 per semester. The expanded account increases network storage space from 20MB to 40MB and the weekly printing allotment on the University's networked printers from 20 to 100 sheets per week. For more information see <http://www.columbia.edu/acis/accounts/>.

**Electronic classrooms** provide multimedia capabilities such as computer and projection systems, DVD and CD-ROM players, VCRs, and audio systems. For more information, see <http://www.columbia.edu/acis/classrooms/>.

**The Electronic Data Service (EDS)** run jointly by CUIT and the Libraries, provides computing support for researchers with data-intensive applications, including special accounts, help using statistical software, and finding and selecting appropriate data. For more information see <http://www.columbia.edu/acis/eds/>.

**Public kiosks** are available in various locations around the Morningside campus for accessing ColumbiaNet and e-mail. CUIT also manages a number of on-campus computer labs and clusters, all equipped with laser printers and other services. For more information see <http://www.columbia.edu/acis/facilities/cnet/>.

CUIT provides **free non-credit computer training classes** to students, faculty, and staff. Topics include creating a Web page, using UNIX, and using research software. For more information see <http://www.columbia.edu/acis/training/current-semester/>.

## **F. Mentoring of M.A. Students**

Faculty members at Columbia University are among the most productive and distinguished scholars and scientists in the world, and they have a long history of helping their students achieve similar success. It is the Graduate School's hope that this statement of best mentoring practices will both remind everyone of what Columbia's faculty do best and stimulate a conversation about exemplary mentoring within the GSAS community.

The following points are designed neither to be exhaustive nor to establish regulations that would govern mentoring relationships. The Graduate School understands that there are many ways to mentor, and that the best mentoring often responds in unquantifiable ways to the needs and personal characteristics of students. Nonetheless, the Graduate School here stresses some activities that seem to provide a crucial foundation for mentoring relationships. The best faculty mentors

- know the proper sequence of courses and requirements that students must complete to move satisfactorily through a program; remain current on the department's course listings
- keep professional norms and expectations in mind and do everything possible to introduce their advisees into professional practice in the discipline
- indicate clearly how work will be evaluated; read and return work promptly with appropriate comments
- help students to develop research skills and methodologies that will enable them to become capable, independent scholars
- talk with students about preparation for qualifying examinations; help them to create realistic reading lists
- pay attention to the development of skills such as writing, conceptual analysis, statistical analysis, and oral presentation
- help students think constructively about the ethical implications of their research; make sure they receive and understand appropriate professional, federal, and university guidelines
- clarify collaborative issues of scholarship such as ownership and sharing of data and laboratory notebooks, attribution of contributions to the research, and policies on patents and copyrights; acknowledge students' contributions fairly
- treat students as junior colleagues, not as technicians or advanced undergraduates
- help students think about how to prepare abstracts for conferences and manuscripts for publication
- work closely with students to define meaningful, up-to-date, and professionally viable thesis topics
- provide timely, thoughtful, and specific letters of recommendation for students-
- provide encouragement and active support for students seeking positions when they complete their degrees

- teach in a manner that encourages students to undertake rigorous, creative, and independent projects
- facilitate networking for their students at conferences and other professional gatherings
- promote the diverse range of career opportunities open to new M.A.s; learn about nonacademic job opportunities for students in their disciplines and provide advice for students interested in these opportunities; continue to provide active support beyond graduation.

## **G. Research Centers, Consortia, Institutes and Related Schools**

### **1. Research Centers, Consortia, Institutes**

See the online directory at [http://www.columbia.edu/research/research\\_institutes.html](http://www.columbia.edu/research/research_institutes.html), including links to Web pages, for a list of research centers and institutes at Columbia.

### **2. Related Schools**

#### **Graduate School of Architecture, Planning, and Preservation**

<http://www.arch.columbia.edu>

#### **School of the Arts**

<http://wwwapp.cc.columbia.edu/art/app/arts/index.jsp>

#### **Barnard College**

<http://www.barnard.columbia.edu/>

#### **Graduate School of Business**

<http://www0.gsb.columbia.edu>

#### **School of Continuing Education, Summer Session**

<http://www.ce.columbia.edu/summer/>

For information about the Summer Session, refer to [section VI.G in GSAS Rules and Regulations](#).

#### **Fu Foundation School of Engineering**

<http://www.engineering.columbia.edu/>

#### **School of General Studies**

<http://www.gs.columbia.edu/>

**School of International and Public Affairs**

<http://www.sipa.columbia.edu/>

**Jewish Theological Seminary (JTS)**

<http://www.jtsa.edu/>

Graduate students in the humanities and social sciences may take any graduate course at the Jewish Theological Seminary (JTS) except for summer courses and those courses that the Seminary places on a restricted list each year. They will be able to take courses only if (1) their adviser certifies that the course is necessary for the degree program; (2) no equivalent course is taught at Columbia; and (3) space is available in the course at the Seminary after JTS students have been served.

To register for a course at the Seminary, the Columbia student notes the course on his or her Columbia registration form, which should be signed by an academic adviser. The Columbia Registrar screens to assure that the course is valid. Grades are assigned by the Seminary instructor and forwarded to the Columbia Registrar for inclusion on the student's transcript. Four-week borrowing privileges at the Seminary library are extended to graduate degree candidates, regardless of course registration status. Further information regarding registration in JTS courses is available in 205 Kent Hall.

**School of Journalism**

<http://www.jrn.columbia.edu/>

**School of Law**

<http://www.law.columbia.edu/>

**Mailman School of Public Health**

<http://www.mailman.hs.columbia.edu/index.html>

**College of Physicians and Surgeons**

<http://cpmcnet.columbia.edu/dept/ps/>

**School of Social Work**

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

**Teachers College**

<http://www.tc.columbia.edu/>

**Union Theological Seminary (UTS)**

<http://www.uts.columbia.edu/>

Graduate students in the Arts and Sciences may take graduate courses offered by Union Theological Seminary, except for summer courses and those courses that the Seminary places on a restricted list each year. Students are expected to pay all course-related fees.

These include, for example, computer fees, course fees, and fees for course materials. Preference for space in limited-size courses is given to students from Union Theological Seminary. To register for a course at the Seminary, Columbia students must note the course on the Columbia registration form, which should be signed by the course instructor and the designated Union Theological Seminary official. Grades are assigned by the Seminary instructor and forwarded to the Columbia Registrar for inclusion on the student's transcript. Further information regarding registration in UTS courses is available in the Office of the Registrar, 205 Kent Hall.

## **H. Career Education**

CENTER FOR CAREER EDUCATION (CCE)  
East Campus, Lower Level, telephone: 212-854-5609  
[http://www.cce.columbia.edu/  
cce@columbia.edu](http://www.cce.columbia.edu/cce@columbia.edu)

The Graduate Student Career Development department (GSCD) of the Center for Career Education provides programming, counseling, and career resources specifically geared to students and alumni of the Graduate School of Arts and Sciences. GSCD's programming includes individualized career counseling, job search workshops, career panels and speaker series, on-and off-campus recruiting programs, internships, and the Career Resource Center.

GSCD helps graduate students learn about the relationship between their education at Columbia and life after graduation. More generally, GSCD and Career Education assist students in developing career competencies required beyond the classroom and in understanding the forces at play in the global market and new economy and their effect on the workplace, the workforce, and individual lives and careers. Both GSCD and Career Education assist students to make informed decisions about career goals; to find career opportunities related to their personal and professional objectives; and, through their work, to make a difference in the world. Students are encouraged to visit with Graduate Student Career Development staff and to review Career Education's Web site.

### **1. Career Counseling**

The Graduate Student Career Development staff strives to help students learn to assess and clarify the connections between their values, skills, and interests in order to facilitate their exploration of career options and their achievement of short- and long-term goals. Students may meet with counselors by appointment to discuss a variety of topics, including self-assessment, defining a career path, exploring and preparing for potential academic and nonacademic careers, individual practice interviews, utilization of career inventories with consultation, finding an internship or summer job, and making the transition from academia to work. Graduate Student Career Development also offers the *Strong Interest Inventory* and *Myers-Briggs Type Indicator* when appropriate. These

instruments assist students in their career exploration process. Counselors are available during walk-in hours for quick questions and critiques of *curricula vitae*, résumés, and cover letters. Phone and e-mail counseling sessions are also available to students no longer based in New York City.

## **2. The Career Resource Center**

The Career Resource Center staff assists students with their career research. The Resource Center is located within the Center for Career Education and contains information on self-assessment, academic and nonacademic job searches, *curricula vitae* and résumés, cover letters, interviewing, study abroad programs, employers, industry panels, company profiles, negotiation of salaries, graduate schools, fellowships, financial aid, and other programs.

## **3. Registering for Events and Access to Databases**

When students register online to use the programs and services at the CCE, they are asked about their career and programming interests. Based on this information, students receive e-mail notices when Career Education hosts an event that may be of particular interest to them. Students also gain access to job, internship, and work-study databases that contain current employer listings.

## **4. Career Development Workshops**

From determining career goals to preparing for a tough interview, Career Education workshops assist students wherever they are in the career development process. Workshops include self-assessment; relating a field of study to careers, internship and job searches; interview tips; composing *curricula vitae*, résumés, and cover letters; and marketing graduate degrees.

## **5. Special Programs**

The Center for Career Education offers a variety of specialized programming including practice interview and job talk sessions, which may be videotaped for students to view and receive feedback. GSCD also offers specialized workshops for graduate students on the academic job search, the nonacademic job search, marketing the Master's degree, academic interviewing, and graduate degree timelines.

## **6. Annual Job Fairs**

The Center for Career Education holds a variety of career fairs during the academic year, allowing students the opportunity to explore a wide spectrum of career fields, employers, and types of student employment. Students may pick up a tip sheet and learn how to make the most of a career fair. For career fair, workshop, panel and other important dates, consult <http://www.cce.columbia.edu>.

## **7. Dossier Service**

The Dossier Service maintains credential reference files (dossiers) and sends them out for those candidates seeking positions in teaching and educational administration in colleges, universities, and independent schools.

## **8. Job Listings**

By registering with the Center for Career Education at <http://www.cce.columbia.edu/>, students and alumni have access to many full- and part-time employment opportunities listed online in ColumbiaTrak.

## **9. InterviewTrak (Campus Recruiting Program)**

Employers looking for employees who hold or are candidates for advanced degrees use the Center for Career Education's on- and off-campus recruiting program. By registering online with Career Education, students can submit résumés for positions and obtain interviews with a wide variety of employers. The recruiting program is open to all students and alumni of the Graduate School of Arts and Sciences.

## **10. Employer Presentations and Information Sessions**

Employer presentations provide an opportunity to learn more about an employer prior to applying for a position. Information sessions provide students and alumni who are interviewing with an employer to learn more specific and detailed information about an employer and the position for which they are interviewing. In general, information sessions are restricted to interviewees only, while employer presentations are usually open to all students and alumni. Employer presentations and information sessions are usually held in the early evening. Scheduled events are listed on the Center for Career Education's Web site.

## **11. Experiential Education**

### **a) Internships**

Internships offer students the opportunity to gain firsthand knowledge of a field through work experience that is supervised by a sponsoring organization. Internships are available during the summer, fall, and spring terms. Several thousand internships are listed with the CCE. Additionally, the ColumbiaTrak Job Listings database contains information about more than 5,000 internships in organizations across the country. For access to these databases, students need to register with InterviewTrak at <http://www.cce.columbia.edu/>.

### **b) Temporary Positions**

To receive e-mails describing temporary employment including positions as tutors, babysitters, Web site designers, party helpers, movers, and the like, students should check *Temp Time* when registering with CCE. The positions vary in length, anywhere from one day to a couple of months.

### **c) Student Enterprises**

Columbia Student Enterprises provides students with the unique opportunity to gain hands-on experience running an existing business or creating a new one. More than 200 part-time positions are available in areas such as bartending, tutoring, translating, layout, writing, and advertising sales. Further information is available in the Student Enterprises office in the CCE.

## **V. Student Life**

### **A. Bank and Credit Union**

#### **1. Citibank**

Columbia University has selected Citibank to provide various banking and financial services to students. Citibank offers Columbia students a checking account with a low \$3 monthly fee and no minimum balance. If students maintain a \$1,500 balance or use direct deposit for a paycheck, the checking account will carry no monthly service charge. In addition, Columbia University's ID card (the Columbia Card) functions as a Citibank ATM card. Students may bank online from their computer using Direct Access (Citibank's free PC banking service); CitiPhone Banking provides students with a private line to all account information from any telephone. Two Citibank ATMs located in Lerner Hall on the Morningside campus, a Citibank ATM in Barnard Hall, and a Citibank ATM in SIPA provide convenient 24-hour banking. For more information, please visit the on-campus Electronic Banking Center in Lerner Hall, open Monday through Friday, 9:00 A.M. to 4:00 P.M.

#### **2. Bethex Federal Credit Union, Columbia-Barnard Branch**

505 Lerner Hall, 212-854-8228

Bethex Federal Credit Union (FCU) is a 32-year-old financial cooperative dedicated to providing affordable financial services, financial education, and credit-building opportunities to its account holders, or members. Bethex FCU's Columbia-Barnard Branch membership is open to all students, alumni/ae, faculty, administration, and staff (including their family members) from all undergraduate or graduate schools affiliated with Columbia University. Students can join the credit union with \$20.00—a \$10.00 one-time membership fee and a \$10.00 deposit that stays in the account and holds it open. All credit union accounts are insured up to \$100,000 per account by the National Credit

Union Administration. Students can open a checking account with \$100.00. There is a \$5.00 monthly maintenance fee for the checking account that covers unlimited check-writing and withdrawals. The credit union is a member of the Co-op ATM network, which has more than 5,000 ATMs nationwide and more than 50 machines in the New York City area. Members can also access their accounts 24 hours a day with Robot Teller telephone service. Bethex offers free financial counseling, access to a full line of loan products including the Bethex VISA card, car loans, debt consolidation loans, emergency loans, and several credit building loans. As Bethex account holders, students are member-owners of the credit union. They can attend the Annual Meeting, vote for the Board of Directors, and volunteer at the credit union. A credit union is a not-for-profit organization; therefore all profits are returned to the membership in the form of increased dividends or services. The Columbia-Barnard Branch is open Monday to Friday, 10:00 A.M. to 1:30 and 2:15-4:00 P.M. It has a 24-hour drop box for check deposits.

## **B. Child Care**

A complete guide to child care near Columbia University is prepared and published by the Office of Public Affairs, 212-854-4469. For additional information, visit their Web site at

[http://neighbors.columbia.edu/pages/programsandservices/educational\\_programs/childcare.html](http://neighbors.columbia.edu/pages/programsandservices/educational_programs/childcare.html).

### **Children's Learning Center**

90 LaSalle (Broadway and 123rd Street)  
212-663-9318  
<http://www.clc-nyc.org/>

### **Columbia Greenhouse Nursery School**

404 West 116th Street  
212-666-4796

### **Family Annex**

560 West 113th Street  
212-749-3271

### **The Rita Gold Early Childhood Center**

Teachers College, Columbia University  
West 120th Street  
212-678-3013

### **Red Balloon Day Care Center**

560 Riverside Drive (125th Street)  
212-663-9006

**Tompkins Hall Nursery School and Childcare Center**  
21 Claremont Avenue (116th Street)  
212-666-3340

## **C. Community Service**

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

Community Impact (CI) at Columbia University is an independent nonprofit organization. CI strives to serve disadvantaged people in its neighboring communities with high-quality programs while advancing the public good and fostering meaningful volunteer opportunities for the students, faculty, and staff of Columbia. CI provides food, clothing, shelter, education, job training, and companionship for residents in Harlem, Washington Heights, and Morningside Heights. It consists of a dedicated corps of more than 900 student volunteers participating in 25 community service programs, which serve more than 8,000 people each year. CI has partnerships with more than 100 community organizations and agencies that do service work in the area. Many of these organizations refer their clients to Community Impact's programs and work collaboratively to influence residents' lives positively.

## **D. Dining Services and Faculty House**

### **Dining Services**

Office of the Director  
103 Wien Hall  
212-854-4494; fax: 212-222-3996.  
Student comments: [eats@columbia.edu](mailto:eats@columbia.edu)  
<http://www.dining.columbia.edu/>

Columbia University Dining Services maintains various dining facilities on the Morningside and Medical Center campuses. They are open to students, faculty, staff, and visitors on a cash or Dining Dollar basis. Dining Services also operates more than 90 campus vending machines, which are available 24 hours per day, seven days per week. Menus, hours of operation, and other relevant information are available via the Web page listed above.

### **Faculty House**

400 West 117th Street, New York, NY 10027  
212-854-1200; fax: 212-854-3062  
[fachouse@columbia.edu](mailto:fachouse@columbia.edu)

For more than 75 years, the Faculty House has served as a locus for social and intellectual interaction among the faculty of the University, and over the last 25 years it has expanded its mission to serve the diverse needs of administrators, staff, alumni, and graduate students as well. The red brick and limestone building, designed by McKim, Mead and White in the original campus style, was erected in 1923 and is located on East Campus adjacent to Wien Hall and the President's House.

The Faculty House offers dining, catering, and conference facilities featuring the fine cuisine and caring service of Restaurant Associates. Weekdays during the academic year, the DeWitt Clinton Dining Room, Garden Café, and 117th Lounge are open for lunch and dinner. The distinctive event rooms of the Faculty House, from small meeting rooms to large reception rooms accommodating as many as 300 guests, are available for University events and private affairs every day, year round.

The House sponsors events such as the Warner-Rabi Concert Series, special dinners and wine tastings, jazz nights in collaboration with the Center for Jazz Studies, and book readings in conjunction with Columbia University Press. More than 1,500 functions, ranging from small meetings and seminars to gala dinners and wedding receptions, take place in the Faculty House each year.

The building also houses the Office of University Seminars (many of whose sessions take place in Faculty House), Valerie Wilson Travel, and Law School student organization offices.

Membership is not required to use the Faculty House but it does offer a discount and other benefits. Interested students should visit the Faculty House Office located on the first floor or call 212-854-7197. Benefits of membership include a 10 percent discount on all dining room, café, and lounge charges; advance invitations to special dinners and events; newsletter; and reciprocal privileges at more than 100 other member clubs of the Association of College and University Clubs. Graduate students are eligible for a special membership fee of \$10 per academic year. Please note that membership accounts must be secured via Visa or MasterCard.

## **E. Disability Services**

Lerner Hall, 8th Floor, Mail Code 2605  
212-854-2388 (voice), 212-854-2378 (TDD), fax: 212-854-3448  
[disability@columbia.edu](mailto:disability@columbia.edu)  
<http://www.health.columbia.edu/ods/>

Columbia is committed to serving the needs of its 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. The GSAS disabilities liaison is the associate dean for administration and planning.

The Office works with students and with 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 upon payment of a deposit.

### **1. 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 The 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 a student with a learning disability, appropriate documentation should be current, providing an accurate assessment of a student's adult-level compensatory skills and learning style.

Students with disabilities are encouraged to contact the Office of Disability Services upon acceptance to discuss their specific disability needs and to 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 or may be downloaded from the Office Web page. Confidentiality is a priority.

Once registration is complete, the Office will contact the student and the designated liaison within each school to develop and implement the necessary and appropriate academic accommodations. Students should contact the Office of Disability Services for information on the availability of assistive technology.

### **2. Campus Accessibility**

ACCESS/COLUMBIA, an accessibility 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.

### **3. Columbia Card 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.

## **F. Graduate Student Advisory Council (GSAC)**

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

The Graduate Student Advisory Council (GSAC) is a student government organization at Columbia University. Membership consists of student-elected departmental representatives from the Ph.D. and free-standing M.A. programs of the Graduate School of Arts and Sciences. GSAC facilitates communication among students, deans, and other administrators. Quality-of-life concerns – housing, campus and study space, computer services, health care, stipends – can have a powerful impact on academic success, including the student’s ability to learn, to teach, and to conduct research. GSAC sponsors social, cultural, and academic events, as well as workshops to improve the quality of life for GSAS students. These events offer students from different departments the chance to socialize and learn from each other. The frequency and variety of events point to GSAC’s vitality as an organization that creates a network of resources for GSAS students within Columbia. GSAC also helps arrange orientation activities for new GSAS students.

## **G. Graduate Student Lounge**

<http://www.columbia.edu/cu/gsas/pages/cstudents/std-ser/office/index.html#N100B3>

The GSAS Student Lounge in 301 Philosophy is one of the few spaces on campus still used for the purpose for which it was originally intended. When the McKim, Mead and White-designed Philosophy Hall opened in 1912 to house the Graduate Faculty of Philosophy, this spacious two-story-high room became a lounge for female graduate students. In the fifties the room became a lounge for all GSAS (then called Graduate Faculties) students regardless of gender, and so it has remained. The GSAS Resource Center organizes programs and activities in the lounge, often with other University offices. All are invited to enjoy tea and cookies weekdays from 3:00 to 5:00 PM.

## **H. Gym and Athletic Facilities**

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

Columbia offers excellent athletic facilities and many different programs to help its community stay physically fit.

## **Marcellus Hartley Dodge Physical Fitness Center**

Dodge Front Desk: 212-854-7149

The Marcellus Hartley Dodge Physical Fitness Center, located on the Morningside campus, includes four basketball courts (also used for badminton, floor hockey, indoor soccer, and volleyball), sixteen squash/handball/racquetball courts, an indoor competitively-banked 1/10-mile running track, a three-level Fitness Facility featuring state-of-the-art aerobic and strength training equipment, an eight-lane, 25-yard swimming pool, aerobic dance and multipurpose activities rooms, a fencing room, recreational and intercollegiate locker rooms, saunas (located in each fourth-floor locker room), two tennis courts at Pupin Plaza, and a wrestling room. Students should call the membership office at 212-854-2546 or consult <http://www.gocolumbiaions.com/> for information regarding services and fees.

## **Baker Field Athletic Complex**

218th Street and Broadway, Baker Field Information, 212-567-0404

The Baker Field Athletic Complex contains the Lawrence A. Wien Football/Track Stadium seating 17,000; an eight-lane, all-weather Rekortan track, along with official high jump, pole vault, and long jump facilities; a soccer stadium seating 3,500; a baseball field seating 500; a new tennis center; new crew/rowing facilities; football/soccer practice fields; the Chrystie Fieldhouse; and locker rooms, training rooms, and storage rooms.

## **I. Health Service and Health (Medical) Insurance**

### **1. Health Services**

General information: 212-854-2284, John Jay Hall

e-mail: [health@columbia.edu](mailto:health@columbia.edu)

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

**Health Services at Columbia** offers a comprehensive, accessible, and cost-effective range of medical care and self-care options, individual and group counseling, health education, nutritional support, and extensive outreach on issues pertinent to the physical and emotional needs of students, with sensitivity to social and cultural concerns. For comprehensive descriptions of services and other information, see [http://www.health.columbia.edu/docs/about\\_us/hsc/index.html](http://www.health.columbia.edu/docs/about_us/hsc/index.html) .

**The Health Service Fee** is mandatory for all *full-time* students, including students registered for full-time Matriculation and Fees, and students in University housing. Most services of Health Services are offered without an additional charge to students who have

paid the Health Service Fee. Immunizations and some other special services are offered at a nominal charge (see [http://www.health.columbia.edu/docs/about\\_us/fees.html](http://www.health.columbia.edu/docs/about_us/fees.html)). The fee also includes coverage for a select group of insurance services, available to all students, whether enrolled in Columbia's Student Medical Insurance Plan or not. Please see Section II.D. under [Appendix I in GSAS Rules and Regulations](#) and <http://www.health.columbia.edu/> for more information, including fee schedule and Student Medical Insurance Plan costs.

For students who choose not to enroll in Health Services, Primary Care services are available for a fee of \$60 per visit.

## **2. Student Health (Medical) Insurance Plan**

Columbia's Student Medical Insurance Plan offers reasonably-priced medical benefits that have been designed to supplement on-campus health care. Enrollment in the Plan provides coverage for prescriptions, consultations with specialists outside of Health Services by referral, long-term mental health counseling, X-rays, and outside laboratory tests. The Plan is administered by Chickering Benefit Planning Insurance Agency, Inc. and is underwritten by Aetna Insurance Company of Connecticut. See Section II.D in this *Handbook* for further information about enrollment for full-time and part-time students.

The Student Medical Insurance Plan offers two options: the Basic Plan or the Comprehensive Plan. For up-to-date information on the Student Medical Insurance Plan, check the Health Services at <http://www.health.columbia.edu/>.

## **J. Housing**

### **1. University Apartment Housing**

Office of Institutional Real Estate  
400 West 119th Street, Mail Code 8801  
New York, NY 10027  
212-854-9300; fax: 212-749-8816  
<http://www.columbia.edu/cu/ire/>

Columbia University owns and directly manages approximately 5,700 residential units in 143 buildings in the immediate vicinity of the Morningside campus. This housing is primarily used to house faculty, staff, and students and is managed by University Apartment Housing (UAH) of the Columbia Office of Institutional Real Estate, which manages all of the University's off-campus real estate properties.

Graduate students registered full-time in a degree program at the Morningside campus may apply for University-owned housing in the Morningside neighborhood. Students

registered at the Medical Center campus should refer to the Health Sciences Housing information below. Teachers College students should contact the Teachers College Housing Office.

Because Columbia University has 11 schools at its Morningside campus, with programs ranging in duration from nine months to seven years, the number of UAH units that become empty and available for occupancy varies each year. In early summer, the number of housing units expected to be ready during or before registration is determined, and each school is allocated a specific number of UAH spaces for its students. Each school determines how best to use its allocations.

UAH consists of apartments and dormitory-style suites, all located within walking distance of the campus. Housing is available to single students and, in limited number, to couples and students with dependent children. Due to space limitations, UAH is unable to provide housing to accommodate friends or relatives other than, in limited numbers, dependent children and spouses/partners of students, or to provide additional space to satisfy unusual work or activity needs.

**To be eligible to receive housing and remain in residence, students must be registered full time in a graduate degree program at Columbia.**

In order to obtain housing in a University-owned building, a new student must (1) satisfy certain eligibility criteria; (2) be approved for housing by his or her school; and (3) follow the application procedures outlined in the UAH brochure *Housing for Graduate, Professional, and General Studies Students* for the current academic year, also available at <http://www.columbia.edu/cu/ire/>. Students are encouraged to file via the Internet, not by mail. Applications should not be faxed. All applications must be approved by the appropriate school no later than August 1 for the fall term and January 1 for the spring term. Students whose applications are received after this deadline will automatically be placed on the UAH waitlist. An application is specific only to the semester in which it was filed. Each semester, new waitlists are generated, and each student who wishes to apply for housing must submit a new application.

Student tenants receive either standard New York City apartment leases, with some modifications reflecting the relationship between the University and its student tenants, or student housing contracts. With a few exceptions, leases and contracts are renewable annually in June for the term of eligibility.

All student applications for housing must first be approved by each student's home school before UAH is permitted to offer housing. Inquiries regarding approval of applications should be addressed to the housing liaison in the student's school, not to the UAH office. The UAH office will notify each student upon approval of the application.

The UAH office is closed Saturdays, Sundays, and University holidays, and it is not possible to sign a lease or move into an apartment at those times. Leases/contracts must be signed by each prospective tenant in the presence of a UAH employee at the UAH

office, Monday through Friday, from 9:00 A.M. to 3:30 P.M. Leases/contracts will not be mailed or faxed; keys will not be mailed. Keys will not be provided nor will prospective tenants be permitted to move in before a lease is signed. Students should plan travel arrangements to coincide with lease signing and move-in date. Payment of the first month's rent and a security deposit equal to the first month's rent must be made when students accept an apartment or unit. UAH accepts money orders, cashier's checks, certified checks, and traveler's checks (no international postal money orders, personal checks, cash, electronic transfers, or credit cards are accepted). UAH expects that eligible students' accommodations will be suitable for the duration of a student's eligibility for housing at Columbia. However, should circumstances be such as to justify a transfer, a student may submit a transfer application. Because of the high volume of incoming students for the fall and spring terms, and the time constraints involved in preparing apartments for their occupancy, applications to transfer are accepted only during the months of October, November, February, and March. Transfers are granted depending on unit availability. Requests for transfers cannot be considered at other times of the year except in some cases for transfers from one room to another within the same apartment. Applications to transfer from an accommodation for a single student to one suitable for a couple will not be approved during a student's first year in housing.

In the event that a school receives more applications for housing than its allocation of UAH units, some students will be placed on the UAH waitlist. These students will be notified by their school. Any continuing students who apply for housing will be placed on the waitlist. Waitlist information and activity are announced online at <http://www.columbia.edu/cu/ire/>.

The waitlist is generated by the UAH office in August for the fall term and in January for the spring term. Each student receives a waitlist number based on status (new or continuing) and the date that UAH receives the application.

Sign-ups for new students off the waitlist typically begin in mid-August. It is the responsibility of each student to ascertain his or her position on the waitlist and to monitor the movement of the waitlist. Movement of the waitlist is dependent upon unit availability. In accordance with availability, students will be offered housing until December 1 for the fall term, and April 15 for the spring term. Each semester a new waitlist is generated, and each student must file a new application, online or at the UAH office. Housing is not guaranteed for those on the waitlist.

A detailed description of waitlist procedures is available at <http://www.columbia.edu/cu/ire/> and at the UAH office.

## **2. Off-Campus Housing Assistance Office (OCHA)**

419 West 119th Street (lower level), MC 8893  
New York, NY 10027  
telephone: 212-854-2773; fax: 212-854-5333  
[ocha@columbia.edu](mailto:ocha@columbia.edu)

The Off-Campus Housing Assistance Office offers assistance to Columbia affiliates in finding rental housing in non-Columbia-owned buildings located in the metropolitan area. The Off-Campus Housing Assistance Office provides the following services:

*Web site:* Visit <http://www.columbia.edu/cu/ire/ocha/> for information on how the office operates; how to find rental housing in the metropolitan area; and to search the online listings of available apartments.

*In-person advice:* Office staff are available during posted office hours (which vary according to the time of year) to provide advice on finding rental housing. The office is equipped with computers that can be used to search the online database and is stocked with print information relevant to the search, such as lists of landlords, realtors, and temporary housing, as well as neighborhood and transit maps.

*Online database:* The online database contains listings of non-Columbia-owned furnished and unfurnished rooms and apartments for both lease and sublet (both short-term and long-term occupancy) in New York City and the metropolitan area.

## **K. I.D. Cards for Columbia Students (C.U.I.D.)**

### **The I.D. Center**

204 Kent Hall, Mail Code 9209  
212-854-4323; fax: 212-854-2944  
<http://www.columbia.edu/cu/id/>

The Columbia Card is the official University identification card. The I.D. Center at the Morningside campus issues, validates, and replaces Columbia Cards throughout the year. During registration periods, the I.D. Center is open for extended hours. Important functions of a student Columbia Card include visual identification; access to University Residence Halls (URH); meal plans; Columbia Points and Dining Dollars; library borrowing privileges; access to administrative buildings; FlexAccount; Citibank ATM card functionality; snack and beverage vending machine purchases; laundry facilities; University Bookstore purchases; cot rentals; and fax service.

**Using the Columbia Card for Financial Transactions.** As an added measure of convenience and security, students may use the Columbia Card to perform several financial transactions on the Morningside campus through four Citibank ATMs on the Morningside campus and one on the Medical Center campus, free of charge regardless of banking affiliation. For services and accounts offered by Citibank, see section V.A. 1 above.

By making a deposit to a FlexAccount, students may make dollar-for-dollar purchases in selected snack and beverage vending machines, laundry machines in University

Residence Halls, and at the Columbia University Bookstore by using the Columbia Card rather than cash. To add value to a FlexAccount, students may visit 204 Kent Hall, 103 Wien Hall, or the URH Service Desk in Hartley Hall. Please note that the FlexAccount and Dining Dollars are separate accounts. Dining Dollars can be used in any Dining Service location, while the FlexAccount is used for all other services. All FlexAccount balances are carried until graduation. No refunds are given for unused balances upon graduation. Please address questions about the FlexAccount to the staff of the ID Center in 204 Kent Hall or by calling 212-854-4323.

Report any theft, including that of a Columbia Card, to Columbia's Department of Security immediately. In addition, inform the ID Center during normal business hours of a lost or stolen Columbia Card.

The replacement fee for a lost Columbia Card is \$10. There is no fee for the replacement of stolen Columbia Cards with proper documentation from the Security Department or the Police Department.

## **L. International Students**

### **International Students and Scholars Office (ISSO)**

524 Riverside Drive, Suite 200

Mailing Address: 2960 Broadway, Mail Code 5724

New York, NY 10027

telephone: 212-854-3587; fax: 212-854-3966

[isso@columbia.edu](mailto:isso@columbia.edu)

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

Columbia University has the second largest international enrollment of any U.S. college or university. It welcomes 4,000 students from approximately 150 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 current ISSO Program Guide that lists the many events and activities scheduled for international students and their spouses throughout the academic year. The Program Guide answers the most frequently asked questions related to travel and maintaining immigration status and provides other useful information. The ISSO Program Guide, the ISSO Web site and *ISSOnews* are the best ways for international students to stay aware of events of particular interest to them at Columbia.

### **1. Arrival and Orientation**

Students are required to check in with the ISSO within a week of their arrival at Columbia. The Office's street address is 524 Riverside Drive in International House North, just north of 122<sup>nd</sup> Street. The orientation program for new international students

arriving for the fall term takes place during orientation week, usually either the last week in August or the first week in September. For further information, consult the International Students and Scholars Office.

## **2. 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 held throughout the year to provide families of visiting international students with both practical information and an opportunity to develop a network of friends and helpers.

## **3. Immigration and Document Services**

As visa sponsor for F-1 and J-1 students, Columbia University has legal obligations that are met by the ISSO. In addition, students in F-1 or J-1 nonimmigrant status must maintain legal status as defined by the Department of Homeland Security (DHS). 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. There are ten regulations that students must follow to maintain legal status. These are listed below in abbreviated form and can be found in detail at the ISSO's Web site at <http://www.columbia.edu/cu/isso/>.

- Keep passport valid.
- Maintain full-time enrollment and normal progress toward the degree.
- Accept no employment without written permission from the ISSO or the Department of Homeland Security.
- Notify the ISSO of any address change.
- Always have medical insurance.
- Carry a copy of the I-94 card at all times. When traveling outside the New York City area, bring the original I-94 card, I-20 or DS-2019, and passport.
- Obtain extensions of permission to stay in the United States as needed.
- Make timely transfers of the F-1 or J-1 supervision if enrolled at Columbia after attending another school in the United States.
- If applicable, comply with all special registration procedures for certain foreign nationals.

· After completion of studies and any authorized practical or academic training, leave the United States or change to another immigration status within the period of time authorized by the Department of Homeland Security.

#### **4. International Programs and Services Web Site**

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. All international students are responsible for knowing and abiding by these important points. To be certain of all rules and regulations governing international students, students should refer to the ISSO Web site at <http://www.columbia.edu/cu/isso/>.

#### **5. ISSOnews Email Broadcasts**

Throughout the academic year, the ISSO provides regular email broadcast messages to international students. These messages, referred to as *ISSOnews*, are automatically distributed to currently-enrolled students registered as international students (i.e., not as U.S. citizens or permanent residents) at Columbia. Students are responsible for reading the *ISSOnews*, as it is the primary vehicle for distributing timely and important information concerning visa, immigration, and related matters. The messages also remind students of informational sessions taking place, perhaps a change in location, and also some social programs or cultural events at Columbia and in NYC that may be of interest. All students registered as international students should be receiving *ISSOnews*. Contact the ISSO to receive it.

### **M. Minority Affairs, GSAS Office of**

102 Low Memorial Library  
212-854-3791; fax: 212-854-2863  
Director of Minority Affairs and Special Programs  
[sg772@columbia.edu](mailto:sg772@columbia.edu)  
<http://www.columbia.edu/cu/gsas/pages/cstudents/min-affairs/wel/index.html>

The Office of Minority Affairs and Special Programs is committed to recruiting and encouraging the admission of underrepresented candidates (African American, Mexican American, Native American, and Puerto Rican) and facilitating their successful matriculation, retention, and graduation. The Graduate School is committed to the principle that diversity in the student body enhances the intellectual experience and understanding of the entire scholarly community.

The services that the Office of Minority Affairs (OMA) offers range in scope from

advocacy to the general support of special events and graduate groups that serve underrepresented students of GSAS.

## **N. Registrar**

Please see [section VI in GSAS Rules and Regulations](#) for the policies governing graduate student registration.

205 Kent Hall  
212-854-4330  
[registrar@columbia.edu](mailto:registrar@columbia.edu)  
<http://www.columbia.edu/cu/registrar/>

In addition to registration and record-keeping, the University Registrar, together with academic departments and schools, reviews student progress toward the completion of degrees and certificates; posts degrees, honors, and grades to student records; processes requests for academic transcripts and certifications; and orders and distributes diplomas. The University Registrar is dedicated to making its services available electronically, eliminating where possible the need for students to conduct in-person transactions. The University Registrar has direct working relationships with state and federal agencies as well as with accreditation agencies, and provides information and consultation to other University offices that work with these same agencies.

Students are invited to save time by visiting the Registrar's Web site to perform transactions and get information. Students can register in classes not requiring permission, change their program, check their class schedule, view their grades, change their address, order transcripts, and view the final exam schedule at <http://www.columbia.edu/cu/registrar/>.

## **O. Religious Life**

University Chaplain  
212-854-1493, 212-854-6242  
[chaplain@columbia.edu](mailto:chaplain@columbia.edu)  
<http://www.columbia.edu/cu/earl/>

The Office of the University Chaplain (OUC) is located in Lerner Hall and includes Music at St. Paul's Chapel, Community Impact (a volunteer group), and the Earl Hall Annex. The University Chaplain serves as the director of the Earl Hall Center. The Chaplain is concerned with strengthening coherence and unity at the University and focuses on a nexus of issues including religion, spirituality, race, ethnicity, sexual identity, gender, social justice, and community service.

The mission of the Office of the University Chaplain is to help respond to the individual and collective needs of the Columbia community. It does so by collaborating with other University departments to provide and foster pastoral care and counseling, by sponsoring diverse programming initiatives and organizing University-wide ceremonies, and by assisting in the development of University policy. The Office of the University Chaplain encourages student feedback and involvement in the life of the University and the New York City community.

The OUC sponsors a range of programs each semester that encourage communication and understanding between diverse populations and support the learning experience of students and others in the University community.

## **P. Safety and Security**

Department of Public Safety, 111 Low Library  
General Information: 212-854-2796, Emergency: 99  
<http://www.columbia.edu/cu/publicsafety/operationsmain.htm>

At Columbia University, the safety and well-being of our students, faculty, and staff are an important priority. Columbia's campuses and their environs are safe and have a relatively low crime rate for an urban university.

The University is required by federal law to publish an annual security report containing information about campus security policies and statistics on the incidence of certain crimes on and around our campuses. This information is available in *Facts About Columbia Essential to Students (FACETS)*, the University student handbook (<http://www.columbia.edu/cu/facets/>), and on the United States Department of Education Web site (<http://ope.ed.gov/Security/instDetail.asp?UNITID=190150/>), or by requesting a copy of the report from: Campus Crime Report, Department of Public Safety, Columbia University, 111 Low Library, Mail Code 4301, 535 West 116th Street, New York, NY 10027.

## **Q. Student Financial Services**

210 Kent Hall  
212-854-4206  
[sfs@columbia.edu](mailto:sfs@columbia.edu)  
<http://www.columbia.edu/cu/sfs/>

Student Financial Services sends out and collects on each student's bill (Student Account Statement), administers work-study payments, receives many federal aid checks and distributes them to students, and helps students find out if they are eligible for aid.

## R. Transportation and Parking

For maps and schedules, please refer to *Facts About Columbia Essential to Students (FACETS)*, the University student handbook (<http://www.columbia.edu/cu/facets/>).

### 1. Intercampus Shuttle Bus

#### MORNINGSIDE CAMPUS

Schedule information: 212-854-2796 (press 2, then 1)

#### MEDICAL CENTER 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 Medical Center 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 Medical Center campus; 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). 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, Martin Luther King Jr. Day, Memorial Day (observed), Independence Day, Labor Day, Thanksgiving, or Christmas Day. The shuttle makes scheduled stops between 7:00 A.M. and 11:00 P.M. and is available for on-call service between 11:00 P.M. and 2:00 A.M. The last scheduled shuttle run leaves stop #1 at 10:30 P.M. For schedule and location of stops, see <http://www.cumc.columbia.edu/about/guide/transportation.html#shuttle> . All scheduled departure times are approximate; please allow two to three minutes' variance. Travel time between points is about 15 minutes.

### 2. Morningside Heights Shuttle Bus

A safe way to get around the Morningside Heights area **between 7:00 P.M. and 11:00 P.M.** is to use the Columbia University Morningside Heights Shuttle Service. Available throughout the academic school year (not including summer session and certain holidays: Election Day, the Friday after Thanksgiving, and the two University holidays in December and January), the 15-passenger van is driven by a uniformed driver. For a schedule, see <http://www.columbia.edu/cu/facets/> . The schedule is subject to change without notice. The driver will alert passengers as such changes occur.

To obtain door-to-door service **between 11:00 P.M. and 2:00 A.M.** within Morningside Heights and in Manhattan Valley north of 103rd Street, call 212-854-SAFE (212-854-7233).

### **3. 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 Morningside campus or on the bus. Undergraduates taking a class at Lamont ride for free; Earth and Environmental Sciences graduate students pay \$0.75; others with Columbia Card, \$3.00; visitors and commuters, \$4.50.

### **4. Parking**

212-854-5508

<http://www.columbia.edu/cu/ire> and click on 'Parking' at left

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. Limited parking is available evenings after 6:00 P.M. In addition, parking may be available daily during June, July, and August.