

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

GSSAS

Ph.D. Student Handbook



USEFUL WEB SITES

GSAS *Ph.D. Student Handbook* and *GSAS Rules and Regulations* are available at <http://www.columbia.edu/cu/gsas/>.

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

Review of academic, financial, and other matters may lead to changes in policies, and while every effort has been made to ensure that *GSAS Ph.D. Handbook* is accurate and up to date, it may include errors due to changes that have been implemented after publication. To verify any of the information contained in the *Handbook*, contact the Dean's Office of the Graduate School of Arts and Sciences at 212-854-2861 or gsas_dean@columbia.edu.

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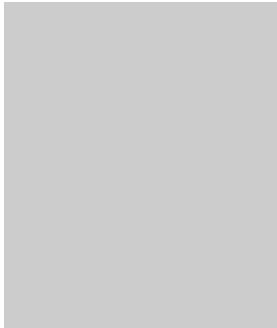
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I. INTRODUCTION

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 most 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 the excellence in training for graduate students at Columbia. While a significant number of Columbia Ph.D.s enter academia, the education offered here is also applicable to a wide range of careers outside the academy. In order to prepare students 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 educational missions of the University. Toward 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 establishes policies and standards that define best practices in these programs. To this end, I meet annually with the chair and director of graduate studies (DGS) in each of the 31 Ph.D. programs in the Arts and Sciences and organize periodic external reviews of all 61 Ph.D. 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.

GSAS is the chief advocate for the Ph.D. students' needs *qua* students, so that any service roles they hold are treated as secondary to their need to have the time and resources to engage in Ph.D. study. Thus, I lobby hard for the resources, both financial and intellectual, required to assist students in the successful and timely completion of their degree programs.

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.

Through the GSAS Teaching Center, GSAS recognizes its role in training the future professoriate and, through its support of the Center for Career Education, it recognizes that academic jobs are not the only career outcomes for many Ph.D. recipients.

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

*Ph.D. Student Handbook*¹ provides Ph.D. students with a description of the organization, policies, and resources of the Graduate School of Arts and Sciences (GSAS). For the purposes of the *Handbook*, it is important to distinguish between Ph.D. programs that are inside and those that are outside the Arts and Sciences. A listing of both is given in *section I.E.* below. While primarily designed as a guide for Ph.D. students, the *Handbook* can also serve as a resource for directors of graduate studies (DGSs), directors of Ph.D. student teaching, departmental administrators (DAs), and others who counsel or oversee Ph.D. students. Individual Ph.D. programs outside the 31 Arts and Sciences programs may have additional guidelines, and students should refer to their own programs for this information. Information on individual Ph.D. programs and a listing of the Ph.D. dissertation sponsors in each program are available in *GSAS Rules and Regulations*, and lists of instructional faculty and their research interests are contained in admissions information for each program at the following Web site: <http://www.columbia.edu/cu/gsas/>.

The *Handbook* is designed for use by Ph.D. students only. Since many aspects of funding, fees, academic requirements, and resources differ between Ph.D. and free-standing M.A. programs, students pursuing the master's as an end in itself (called a *free-standing M.A.*) should consult the Office of M.A. Programs for information about the rules and resources that pertain to them.

While all Columbia University Ph.D.s are granted by GSAS, GSAS has administrative and budgetary control only over Ph.D. programs in the Arts and Sciences, not over Ph.D. programs housed in other schools. Ph.D. programs in the **Schools of Architecture, Business, Engineering, Journalism, Public Health, Social Work, College of Physicians and Surgeons, and Teachers College** are administered and funded through the Dean's offices of each respective school. Ph.D. 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 Ph.D. students are responsible for familiarizing themselves and complying with the regulations of both the Graduate School as described in *GSAS Rules and Regulations* and their individual pro-

grams of study. Students are also urged to seek out any additional resources and opportunities, available both through the University and external sources, which might assist their graduate 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. The *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 book will direct you to sources of additional information, where appropriate. In general, the *Handbook* should be read in conjunction with *GSAS Rules and Regulations* at <http://www.columbia.edu/cu/gsas/>.

In addition to academic and financial guidelines, the *Handbook* also contains useful information about housing, health-care, and other University resources available to graduate students. This information should be supplemented by the University's student handbook, *Facts About Columbia Essential To Students (FACETS)*, which provides a complete description of University policies and resources (<http://www.columbia.edu/cu/facets/>) 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 or programs. Thus, students should understand the roles and responsibilities of both their director of graduate studies and departmental administrator described in the two sections below.

2. DIRECTOR OF GRADUATE STUDIES (DGS)

Students should consult their director of graduate studies (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

¹For the purposes of this handbook, the Doctor of Musical Arts (D.M.A.) degree is counted as a Ph.D. degree.

or the program director for a specified term of service.

The DGS's chief responsibilities 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 degree requirements for the M.A., M.Phil., and Ph.D.
- 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

3. DEPARTMENTAL ADMINISTRATOR (DA)

While the DA handles many administrative aspects of a department's graduate program, it is important that students understand that the DGS, not the DA, allocates financial aid awards and 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, such decisions.

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 graduate students include:

- Overseeing financial aid allocation and working closely with GSAS and Student Financial Services (SFS) in processing the allocation and financial aid to graduate students
- Processing graduate student teaching and research appointments
- Hiring and approving payroll for work-study students
- Overseeing and acting as a resource for all aspects of admis-

sions and fellowship/assistantship awards for prospective and continuing graduate students

- Advising and acting as an information resource for all students with regard to University and departmental procedures
- Maintaining graduate student records

Please note that a large department or program may also have a graduate secretary, who is responsible for some or all of these duties under the supervision of the DA.

C. GSAS HISTORY

Columbia University was first 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 early student radical Alexander Hamilton 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 Ph.D. 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. Thirty-one Ph.D. programs are offered in the Faculty of Arts and Sciences, and an additional 30 interdepartmental and interschool Ph.D. programs link the Graduate School with the University's schools in architecture, business, engineering, journalism, law, physicians and surgeons, public health, social work, and with Teachers College.

D. IMPORTANT CONTACT INFORMATION

1. GRADUATE SCHOOL OF ARTS AND SCIENCES

Graduate School of Arts and Sciences Office: 535 West 116th Street, Mail Code 4304, 107 Low Memorial Library, Columbia University, New York 10027; 212-854-2861 fax: 212-854-2863; <http://www.columbia.edu/cu/gsas/>

Admissions, Office of: 107 Low Memorial Library; telephone: 212-854-4737; fax: 212-854-2863; gsas-admit@columbia.edu

Center for Career Education: East Campus, lower level; telephone: 212-854-3562; <http://www.cce.columbia.edu/>

Dean, Office of the: Dean of the Faculty of the Graduate School of Arts and Sciences, 109 Low Memorial Library; telephone: 212-854-2861; fax: 212-854-4912

Financial Aid, Office of: 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/cs/fin-aid/pages/Financial-Aid-Documents/index.html>

Minority Affairs, Office of: 102 Low Memorial Library; telephone: 212-854-3791

Student Affairs: 107 Low Memorial Library; telephone: 212-854-3923; fax: 212-854-2863

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

GSAS Teaching Center: 302 Philosophy Hall; 212-854-1066; fax: 212-854-4912

2. HEALTH SERVICES AND STUDENT HEALTH (MEDICAL) INSURANCE

a) Morningside Campus

John Jay Hall—Student Health Service

General Information: 212-854-2284

Emergency: CAVA Ambulance: 212-854-5555

Medical Appointments: 212-854-2284

Student Medical Insurance Plan: 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, September 1–May 31): 212-415-0120

Rape Crisis/Anti-Violence Support Center:

212-854-WALK (24 hours); 100 Brooks Hall, in the Barnard Quad; 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 an appointment or for more information:

All medical/clinic appointments: 212-854-2284

All Student Medical Insurance Plan questions (including claims): 800-859-8471

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

The Gay Health Advocacy Project (GHAP), on the fourth floor of John Jay Hall (212-854-7970)

Health Service eligibility and fees: 212-854-7210

HIV Concerns and Counseling. Information and Walk-in hours: 212-854-7970. To discuss what is currently known about AIDS, what may be done to prevent infection, and the HIV antibody test or to arrange mandatory counseling before testing, students should call GHAP (212-854-7970).

Counseling and Psychological Services: 212-854-2468

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

b) Columbia University Medical Center

Student Health Service

60 Haven Avenue, Tower 1, lobby level, 212-305-3400;

fax: 212-342-3955, MMR/Enrollment; fax: 212-795-9628

<http://www.columbiahealth.info>

Student Medical Insurance

60 Haven Avenue, Tower 1, Apartment 3D, 212-342-3946;

fax: 212-342-3947; <http://www.columbia.health.info>

3. REGISTRATION AND TRANSCRIPTS

Student Administrative Services

205 Kent Hall

Transcripts and Enrollment Certification: 212-854-4330

See *Student Services Online* for address changes, grades, holds, and transcript orders, at <http://www.columbia.edu/cu/students/>.

4. FEES AND FINANCES

Student Financial Services for Columbia University

Morningside Campus

210 Kent Hall, 212-854-4206; e-mail:

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

Student Accounts Billing/Refunds: 212-854-4206

Cashiering Stipend/Loan Checks: 212-854-1518

Loan Collections Bills in Collection: 212-854-4206

Columbia Loans and 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: 800-4-FED AID (433-3243) OR online at <http://www.fafsa.ed.gov>; FAFSA forms also available in 107 Low Library.

Columbia University Medical Center

1-141 Black Building, 212-305-3633; fax: 212-305-1590

<http://cpmnet.columbia.edu/student/admin/>

5. HOUSING SERVICES

Morningside Campus

University Apartment Housing: 212-854-9300

400 West 119th Street; <http://www.columbia.edu/cu/ire>

Off-Campus Housing Assistance Office: 212-854-5333

419 West 119th Street

Columbia University Medical Center

Bard Hall, 50 Haven Avenue 212-304 7000; fax: 212-544-1900

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

6. INTERNATIONAL STUDENTS

International Students and Scholars Office

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

Courier Address: 524 Riverside Drive (at 120th Street), New York, NY 10027

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

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

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/>

Sexual Violence Prevention and Response Program: 212-854-3500;

fax: 212-854-8830; <http://www.health.columbia.edu/svpr/>

Ombuds Office: ombuds@columbia.edu;

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

E. PH.D. PROGRAMS INCLUDING PROGRAMS INSIDE AND OUTSIDE THE ARTS AND SCIENCES

1. THE 31 ARTS AND SCIENCES PH.D. PROGRAMS

The table below contains a complete list of the 31 Arts and Sciences Ph.D. programs:

Anthropology	History
Art History and Archaeology	Italian
Astronomy	Mathematics
Biological Sciences	Middle East and Asian Languages and Cultures
Chemical Physics	Music
Chemistry	Philosophy
Classical Studies	Physics
Classics	Political Science
Earth and Environmental Sciences	Psychology
East Asian Languages and Cultures	Religion
Ecology, Evolution and Environmental Biology	Slavic Languages
Economics	Sociology
English and Comparative Literature	Spanish and Portuguese
French and Romance Philology	Statistics
Germanic Languages	Sustainable Development
	Theatre

2. THE 30 PH.D. PROGRAMS OUTSIDE THE ARTS AND SCIENCES

The list below includes 30 Ph.D. programs outside the Arts and Sciences:

Graduate School of Architecture, Planning and Historic Preservation: Architecture; Urban Planning

Graduate School of Business: Business

The Fu Foundation School of Engineering and Applied Science:

Applied Physics and Applied Mathematics; Biomedical Engineering; Chemical Engineering; Civil Engineering and Engineering Mechanics; Computer Science; Earth and Environmental Engineering; Materials Science (Henry Krumb School of Mines); Electrical Engineering; Industrial Engineering and Operations Research; Mechanical Engineering

Graduate School of Journalism: Communications

College of Physicians and Surgeons: Biochemistry and Molecular Biophysics; Biomedical Informatics; Cellular, Molecular, and Biophysical Studies; Genetics and Development; Microbiology; Neurobiology and Behavior; Nutrition, Pathology and Cell Biology (Cell Biology and Pathobiology); Pharmacology; Physiology and Cellular Biophysics

Mailman School of Public Health: Biostatistics; Environmental Health Sciences; Epidemiology; Sociomedical Sciences

School of Social Work: Social Work

Teachers College: Education

3. PROGRAMS OFFERED IN COLLABORATION WITH OTHER SCHOOLS

a) Dual Degree Programs

J.D.-Ph.D. Program (participating departments: Economics, History, Philosophy, Political Science, Psychology, Sociology)

M.D.-Ph.D. Program (participating departments: Biochemistry and Molecular Biophysics, Biological Sciences, Biomedical Informatics, Chemistry, Epidemiology, Genetics and Development, Integrated Program in Cellular, Molecular, and Biophysical Studies, Microbiology, Neurobiology and Behavior, Nutrition, Pathology and Cell Biology [Ph.D. Program in Cell Biology and Pathobiology], Pharmacology, Physiology and Cellular Biophysics, Psychology, and Statistics)

b) Nondegree Areas of Interdisciplinary Studies

Applied Mathematics (participating departments: Applied Physics and Applied Mathematics, Astronomy, Chemistry, Earth and Environmental Sciences, Mathematics, and Physics)

Atmospheric and Planetary Science (participating departments: Astronomy, Earth and Environmental Sciences, Physics)

Buddhist Studies (participating departments: Religion, East Asian Languages and Cultures, and Middle East and Asian Languages and Cultures)

Chemical Biology (participating departments: Biological Sciences and Chemistry)

Comparative Literature and Society (participating departments: Anthropology, Architecture, Art History and Archaeology, Classics, East Asian Languages and Cultures, English and Comparative Literature, French and Romance Philology,

Germanic Languages, History, Italian, Middle East and Asian Languages and Cultures, Music, Philosophy, Political Science, Religion, Slavic Languages, Sociology, and Spanish and Portuguese; participating school: Law)

Human Rights (participating departments: Philosophy, Political Science, History, and Sociology; participating schools: International and Public Affairs, Law, and Social Work)

Jewish Studies (participating departments: History, Middle East and Asian Languages and Cultures, Germanic Languages, and Religion)

Mathematical Structures for Environmental and Social Sciences (participating departments: Applied Physics and Applied Mathematics, Astronomy, Computer Science, Earth and Environmental Sciences, Economics, Psychology, and Statistics; participating schools: Business and Law)

Medieval and Renaissance Studies (participating departments: Art History and Archaeology, Classics, English and Comparative Literature, French and Romance Philology, History, Italian, Middle East and Asian Languages and Cultures, Music, Political Science, Religion, and Spanish and Portuguese)

Operations Research (participating departments: Business, Industrial Engineering and Operations Research, and Statistics)

Yiddish Studies (participating departments: Germanic Languages, History, Middle East and Asian Languages and Cultures, and Religion)

II. FINANCIAL MATTERS: POLICIES AND RESOURCES FOR STUDENTS IN ALL PH.D. 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.D. 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 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 Office of Financial Aid. 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, NJ 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 Office of Financial Aid. Fellowships are 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 be requested at the University's Student Financial Services Desk at 210 Kent Hall, or at its Web site at <http://www.columbia.edu/cu/students/>. Refunds may be 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

Payment of the health service fee is compulsory for all full-time students (see definition of full-time in *section VI in GSAS Rules and Regulations*). In addition, students are automatically enrolled in Columbia's student health insurance program (offered through Chickering Benefit Planning Insurance Agency, Inc.) and are billed each term for the health insurance premium. Students may waive participation in student insurance programs by showing proof of alternative coverage. Students registered for the registration category of Matriculation and Facilities (M&F) can also waive coverage. For Health Service fees and Medical insurance costs, see <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.5. in GSAS Rules and Regulations*) according to the schedule below: Based on the week of withdrawal, the refund percentage is as follows:

Week of the Term	Refund
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 AWARDS

Any student who has been a legal resident of New York State for 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. Students holding a fellowship in one of the Arts and Sciences programs must apply for a TAP award and should refer to *New York State Tuition Assistance Program, section III.A.6.* below. 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 noncitizen 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 having to make 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 year of award. 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 Office of Financial Aid, 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 to the student account directly, once registration has been verified, and do not require student signature. Electronic funds also come in two equal disbursements, typically at the beginning of each term. For more information on loan disbursement, please contact the Office of Financial Aid.

a) Applying for Loans

Completion of the FAFSA (or Renewal 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, postsecondary schools, and local libraries across the United States.

The GSAS federal school code is **E00113**.

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.

(1) Student Aid Report

Students should receive a student aid report (SAR) approximately two to four weeks after filing a FAFSA from the U.S. Department of Education, which summarizes the information reported on the FAFSA. Students should review the SAR and make any necessary corrections per the instructions on the SAR.

(2) Submission of Loan Documents

The GSAS Office of Financial Aid receives electronic student aid reports (ESARs) from the federal processor approximately two to four weeks after students send their applications. Students who are applying for federal funds should submit the following documents to the GSAS Office of Financial Aid:

- The Columbia University Application for Loans and/or Work-Study
- 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 an MPN for the Stafford Loans to borrow Federal Stafford Loans (see *section II.F.2.d.* below). Application for Stafford Loans are made through a participating lender but must be certified by the Office of Financial Aid. Students must enter a lender's name on line 8 of the 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 may be obtained from the Office of Financial Aid.

- Entrance Interview Form

b) Entrance and Exit Interviews

The 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 they complete an Entrance Interview. The Entrance Interview can be completed during Orientation Week or online at <http://www.columbia.edu/cu/sfs/>. Federal regulations require that students with loans complete an Exit Interview prior to graduation or if their registration drops to less than half time (see *section VII* in *GSAS Rules and Regulations*). The Exit Interview can also be completed online at <http://www.columbia.edu/cu/sfs/>.

c) Verification

Some students who apply for federal loans or work-study may be selected for verification of their financial status. Students who have been selected 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>.

d) Available Federal Loans

(1) 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 until after the student ceases at least half-time registration. 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 Office of Financial Aid.

(2) 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 the student is enrolled at least half time). 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 Office of Financial Aid.

(3) Federal Perkins Loans are institutionally administered federal funds 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 Office of Financial Aid.

e) 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 are 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 following 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 Office of Financial Aid.

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/>. Students in Ph.D. Programs in the Arts and Sciences should fully understand the Graduate School's External Employment Policy described in *Fellowships from Outside Sources—External Employment Policy*, section III.E. below, before accepting any offer of employment.

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.

When fellows hold teaching and research appointments, a portion of the total stipend is subject to federal taxes and a W-2 form is issued from the University. The W-2 reflects only the monthly payments issued based on the instructional or research appointment earned during the tax year. It does include any other stipend payments issued to the student.

For international students, fellowships awarded are subject to

taxation and 14 percent 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, 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.

Note: 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 every year in March. A representative from H&R Block is invited to answer questions students might have about completing their tax returns. Check the GSAC Web page at <http://www.columbia.edu/cu/gsac/> for further information. The ISSO offers workshops on international taxation, presented by certified public accountants. Contact ISSO at isso@columbia.edu or 212-854-3587.

Some students who pay for their own tuition may be eligible for the Lifetime Learning Tax Credit. To check your eligibility, consult IRS Publication #970 *Tax Benefits for Higher Education* available on the IRS' Web page, <http://www.irs.gov/>.

III. OVERVIEW OF GSAS MULTI-YEAR FELLOWSHIP SUPPORT IN THE 31 ARTS AND SCIENCES PH.D. PROGRAMS

All of **Section III** applies only to the 31 Arts and Sciences Ph.D. programs. Ph.D. programs in the Schools of Architecture, Business, Engineering, Journalism, Public Health, Social Work, College of Physicians and Surgeons, and Teachers College are administered and funded through the Dean's Offices of each respective school. Ph.D. students in these programs should consult the Dean's Offices of their individual schools to learn about the policies and resources that apply to them.

The Graduate School places a very high priority on providing its Ph.D. students with adequate support. Ninety-nine percent of students in years one through five, the years covered by multi-year support, receive full funding from a variety of sources. Full funding consists of a full-tuition fellowship, coverage by the University of the health service fee and the basic medical insurance offered through Columbia, and a nine-month stipend at or above an amount known as the *standard stipend*. The Graduate School has substantially enhanced University funding of graduate students. Over the past decade, stipends have increased 74 percent (36% over the rate of inflation). In 2004–2005 the standard stipend was \$18,000; in 2005–2006 it is \$19,000.

On average, 95 percent of entering students receive five-year *multi-year awards* or, if they are awarded advanced standing, four-year multi-year awards. While funds are not sufficient to provide fellowships to all entering students, the remaining 5 percent of entering students are guaranteed four years of support beginning in the second year of their programs or, if they are awarded advanced standing, three-year multi-year awards. Each year, top graduate students receive prestigious national awards such as the Javits or National Science Foundation (NSF) Fellowships in addition to support from a significant number of research training grants and national research grants administered by individual faculty.

The Office of Financial Aid, located in 107 Low Library, is available to assist students in meeting the costs of graduate education. The Office of Financial Aid is open daily 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, issuing stipend checks, authorizing teaching appointments, certifying loan applications, and allocating Federal College Work-Study to GSAS students. In addition, the Office adminis-

ters 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.

Admission to an Arts and Sciences Ph.D. program carries with it a commitment of multi-year support as indicated in the official letter of admission from the dean. This multi-year support is composed of some combination of fellowships and assistantships and placement in University housing.

All departments provide at least the nine-month standard stipend, the level of which is established each spring for the following academic year. Natural sciences departments may supplement the stipend and/or provide summer research appointments. Humanities and social sciences departments may provide summer fellowships. Fellowships are awarded by the Graduate School of Arts and Sciences, through individual departments, solely on the basis of demonstrated academic merit in recognition of academic achievement and in expectation of scholarly success.

Continuing support is contingent upon making a good faith effort to obtain outside funding and making satisfactory academic progress. Satisfactory progress is assessed annually on the basis of academic performance and also performance in required research and teaching apprenticeships. Please see *GSAS Degree Requirements—Satisfactory Academic Progress* in section VII.A. in *GSAS Rules and Regulations* for additional information. A fellowship may be terminated at any time for failure to maintain a high standard of academic excellence or to comply with the terms of the award. Upon completing the multi-year package, students still within their seventh year of study may be eligible for limited additional support that is awarded on a competitive basis.

In signifying acceptance of a Columbia University award, a student acknowledges his or her understanding of the regulations stated below.

A. FELLOWSHIP REGULATIONS

1. REGISTRATION REQUIREMENT

All GSAS fellows, except those with specific research fellowships that require them to be away from campus, must register during the registration period indicated in the Academic Calendar published in *GSAS Rules and Regulations* and must reside in New York

City or its vicinity during the term of their award in order to devote full time to academic studies. Any interruption of study during the year, except for regular University vacations or approved leaves, will terminate an award. Should a fellow resign his or her fellowship during the year of the award, a prorated portion (the amount to be determined by the Office of Financial Aid) must be returned to the University.

2. OUTSIDE FELLOWSHIPS

Graduate School funds are used to provide fellowships to as many worthy students as possible. For this reason, all fellows who receive funds from an outside source, e.g., an NSF or Javits Fellowship, are required to accept that award. Fellowship students who win external funding retain a combination of external and GSAS funds up to a specified cap determined by the Graduate School. Please see *Fellowships from Outside Sources* in *Section III.D.* below, for a full description of the policies related to outside fellowships and the calculation for determining the cap. It is the responsibility of the fellow to report outside awards to the Graduate School.

3. RENEWALS OF MULTI-YEAR FELLOWSHIPS

Although it is the Graduate School's intention to guarantee multi-year fellowships for the designated period, this guarantee is not unconditional; continuation from year to year is contingent on meeting the standards for performance and progress established by the program and GSAS. These standards are set at a level commensurate with the high academic promise that led to the student's original selection as a fellow. Therefore, programs review the academic progress of fellows each year to ascertain that these standards are met. Since each department has its own procedure for reviewing academic progress and renewing fellowships, fellows should contact their departments for additional details. Note also that since the Graduate School considers funding to be a cooperative venture between students, departments, and the Graduate School, fellows are expected to take advantage of all opportunities to obtain funding from external sources such as private foundations and government agencies.

As part of an application for renewal, every fellow in the Arts and Sciences Ph.D. programs is required to submit evidence to the director of graduate studies (DGS) of their department of at least one good faith effort to obtain funding from a funding source external to the University. Students should consult with the DGS to determine what constitutes a good faith effort for a particular field and stage in the program. The DGS will supply this information to the dean of GSAS.

4. RELATIONSHIP BETWEEN THE SEVEN-YEAR RULE AND FINANCIAL AID REGULATIONS

All work for the Ph.D. must be completed within seven years of full-time registration, less any advanced standing granted, as noted in *GSAS Rules and Regulations, section VII.A.* Upon receiving their full multi-year commitment, students may be eligible for, but are not entitled to, additional support. However, students are not eligible to receive GSAS fellowships after their seventh year. Exceptions are made only for students who receive major outside fellowships that require GSAS to cover the cost of tuition and health fees. The Graduate School's funding restrictions do not affect a student's ability to apply for outside grants or Title IV funding (Federal Perkins Loans, Ford Federal Subsidized and Unsubsidized Loans, and Federal Work-Study).

5. WORK-STUDY APPLICATION REQUIREMENT

A significant part of the GSAS fellowship budget is a federal work-study allocation that is used for eligible students who have an instructional component in their fellowship award. A portion of the stipend for these students is funded from federal work-study accounts. Therefore, all students awarded teaching or research fellowships and who are U.S. citizens or permanent residents are required to submit financial aid forms. These forms are the Columbia University Application for loans and/or work-study and the FAFSA mentioned in *section II.F.2.a)(2)* above.

The application for loans and/or work-study is available from the Financial Aid Web site at: <http://www.columbia.edu/cu/gsas/cs/fin-aid/pages/Financial-Aid-Documents/index.html/>. Teaching appointments funded by federal work-study money are not considered individual work-study jobs, which are described in *Federal College Work-Study Program, section II.F.2.e)* above.

6. NEW YORK STATE TUITION ASSISTANCE PROGRAM APPLICATION REQUIREMENT

Another part of the GSAS fellowship budget comes from the New York State Tuition Assistance Program (TAP). Therefore, all fellows who are legal residents of New York State must apply for the NYS TAP award. The tuition portion of all fellowships of legal residents of New York State will be reduced by the amount of the TAP award. TAP provides funding up to \$550 per year depending on need, as determined by the state.

7. FELLOWSHIPS FROM ENDOWMENT

The GSAS fellowship budget also includes a significant amount of endowment and gift funds. Multi-year fellowships for some students are supported by endowment and gift funds. Students are nominated for these fellowships only on the recommendation of their departments based on criteria specified by the donor and also on exceptional academic performance. Many of these fellowships

require that certain obligations toward their benefactors be met. Thus, students named to endowments may be asked to attend an annual reception as well as write letters to the benefactors of the Graduate School.

B. FELLOWSHIPS

1. GSAS CATEGORIES

Below are listed the types of fellowships offered by GSAS:

a) Faculty Fellow (FF)

Faculty fellowships are awarded to entering students and entail no service obligation, beyond satisfactory progress in study and research. Faculty fellows are restricted from holding instructional appointments.

b) Teaching Fellow (TF)

A teaching fellowship is awarded to students who, as part of their academic requirement and training, perform duties ranging from reading and grading assignments to running discussion sections or labs, or teaching sections of undergraduate courses excluding Literature Humanities and Contemporary Civilization, the required Core Curriculum for undergraduate students at Columbia. The expected time commitment for these duties is roughly 15 to 20 hours per week on average.

(1) Teaching Guidelines

The appointment and training of teaching fellows are governed by University-wide guidelines, which are supplemented by teaching guidelines specific for each department. These teaching guidelines outline the Graduate School's recommendations for administering departmental teaching programs and selecting and providing training to teaching fellows. For more information see: <http://www.columbia.edu/cu/tat/guidelines.html/>. For details specific to individual departments and programs, teaching fellows should consult their department's teaching guidelines. The GSAS Teaching Center provides supplemental training services for teaching fellows on the Morningside campus, which include workshops and individual support.

(2) International Students

In order to hold a teaching appointment, all nonnative English speakers must sit for the SPEAK test of spoken English, administered by the American Language Program. Based on the test results, students may be exempted from or placed into a special course for international teaching fellows offered each fall, *English Z0850. International Teaching Fellows Training*, which provides language, pedagogical, and cultural training. For more information, students should contact their departmental administrators.

c) Preceptor (PR)

A preceptorship is awarded to students appointed to teach a section of Literature Humanities or Contemporary Civilization (these are both full-year courses in the Columbia Core Curriculum). This appointment is renewable for one year, but appointment to teach in the second year is contingent on satisfactory performance in the first year. Students may only apply to be a preceptor if they have or expect to have the M.Phil. by the May prior to being appointed as a preceptor, and if they will be in no more than their sixth year of registration during the first year of the preceptorship. Students may not hold preceptor appointments after year seven. For additional information concerning the Columbia Core Curriculum, please see <http://www.college.columbia.edu/students/academics/core/>.

d) Research Fellow (RF)

A research fellowship is awarded to students who, as part of their academic requirement and training, perform work on a faculty research project not necessarily related to the student's dissertation and not supported from external grants and contracts. The duties associated with research fellowships average 15 to 20 hours per week. Research fellowships are most common in the natural and social sciences.

e) Graduate Research Assistant (GRA)

A graduate research assistantship is awarded to students supported for the most part by an external research grant, but requiring some support, mainly in tuition and health fees, from GSAS. These assistantships are awarded, for the most part, by the natural sciences departments.

f) Dissertation Fellow (DF)

Dissertation fellowships are awarded to students engaged in researching or writing their dissertations. Usually only students who have successfully defended the dissertation prospectus and demonstrated that they have made a good faith effort to obtain external funding are eligible to receive dissertation fellowships. Dissertation fellowships are most common in the humanities and social sciences. Dissertation fellows are not permitted to hold teaching appointments.

g) Summer Fellow (SF)

Summer fellowships are awarded to students prepared to embark on some special training or on some aspect of their dissertation such as defining its subject. Students may retain GSAS funding in combination with non-GSAS awards up to a specified cap.

Questions about the availability of all GSAS awards should be directed to the director of graduate studies of the student's program.

2. REQUIRED PAPERWORK FOR STUDENTS ON TEACHING OR RESEARCH APPOINTMENTS

All teaching or research fellows listed above with the exception of GRAs who are U.S. citizens or permanent residents are required to submit financial aid forms noted below. Students with dissertation or travel fellowships are not required to submit financial aid forms. Additionally, international students (F-1 or J-1 visa holders) are not eligible for federal work-study and are not required to provide financial aid information.

a) Free Application for Federal Student Aid (FAFSA)

Students are encouraged to file this application on the Internet at <http://www.fafsa.edu.gov/>. The GSAS Title IV school code is E00113 and must be included on the form. Students should submit any paper responses from FAFSA to the Office of Financial Aid.

b) Columbia University Application for Loans and/or Work-Study

This two-sided form available on the financial aid Web site or from the Office of Financial Aid also requires departmental certification of academic progress.

Students may be selected by the United States Department of Education for verification after completing the FAFSA. Students who are selected for verification will be sent additional information at that time.

Note: These are the same forms required for application for federal student loans or work-study. Students who have already submitted these forms for the academic year for the purpose of obtaining federal loans or work-study need not submit them again.

Every student on a teaching or research fellowship or a graduate research assistantship is required to have the following payroll forms on file. These documents should be submitted to the department:

- I-9 form verifying eligibility to work in the United States
- W-4 form indicating amount to withhold
- IT-2104 NYS form to indicate amount to withhold for New York State taxes

All financial aid forms should be submitted to the Financial Aid Office by August 31 prior to the academic year, and all payroll forms should be submitted to the departmental administrator by the end of August prior to the academic year.

3. PROCESSING OF FELLOWSHIPS IN THE ARTS AND SCIENCES PROGRAMS

The Office of Financial Aid is responsible for processing all GSAS Fellowships in the 31 Arts and Sciences Ph.D. programs listed in section I.E. above, as well as some external sources of fellowships. Such GSAS Fellowships provide for tuition, the health service

fee, and the basic medical insurance for the academic year. 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. Fellowship students are responsible for all other fees such as the student activity fee and University facilities fee.

Fellowship stipends are paid as follows:

a) Stipend Checks

Stipend checks may be picked up at the Student Financial Services Cashier's Window at 210 Kent Hall four times during the academic year: at the beginning of each term in September and January and at the start of November and March. If the fellowship does not include a teaching or research appointment, the total award is disbursed in four stipend checks to be picked up from 210 Kent Hall. If a student's fellowship includes a teaching or research appointment, 2/3 of the total award is disbursed in four stipend checks to be picked up from 210 Kent Hall. Students may choose to have stipends deposited directly. To arrange for direct deposit, please contact Student Financial Services at 212-854-4206 or <http://www.columbia.edu/cu/sfs/>.

b) Monthly Checks

Monthly checks are issued at the end of each month during the academic year for students who hold teaching or research appointments, and they can be picked up from the student's departmental administrator. The total of the nine checks (Sept.–May) is approximately 1/3 of the award. The entire GRA stipend is issued as monthly checks. Monthly checks may also be deposited directly; please see the departmental administrator.

C. TRAINING GRANTS

In addition to general University funds, some funds are provided by training grants such as the Foreign Language Area Studies Fellowships (FLAS), the National Science Foundation Integrative Graduate Education and Research Traineeship (IGERT), and others. As part of the multi-year award, a student who meets the eligibility requirements of these grants may be funded from one of these sources. In order to devote full-time study to the training requirements required of these awards, students are usually exempted from departmental teaching for the duration of the award. See *Outside Fellowships and Teaching, section III.D.1.b.*, for the policy in the 31 Arts and Sciences programs.

1. FOREIGN LANGUAGE AND AREA STUDIES FELLOWSHIPS (FLAS)

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 U.S. 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.

Questions about the availability of University training awards other than the FLAS should be directed to the director of graduate studies for each department.

Since training grants do not include a teaching or research component, the stipends are issued in four stipend checks to be picked up from 210 Kent Hall.

D. FELLOWSHIPS FROM OUTSIDE SOURCES

1. OUTSIDE AWARD POLICY

Most of the policies described in this section concern Ph.D. students receiving multi-year fellowship funding.

a) *The Basic Policy*

As noted above in *Renewals of Multi-year Fellowships*, section III.A.3., since GSAS considers funding to be a cooperative venture between the student, the department, and the Graduate School, every fellow is required to submit evidence each year of at least one good faith effort to obtain funding from a funding source external to the University. It is the expectation that outside awards will displace GSAS funding. In addition to providing greater stipends, outside fellowships also offer students opportunities to hone grant-writing skills, enhance their curriculum vitae, and make invaluable academic contacts for the future.

In order to encourage students to compete for outside funding, GSAS allows students to retain a combination of external and GSAS funds up to a specified cap that is higher than the standard stipend. This policy, known as the GSAS *topping-off policy*, applies when the following conditions are met:

- The source of the funding comes from outside Columbia University and the funding was obtained on the basis of a competitive application
- The student would have otherwise received a year of his or her multi-year fellowship according to departmental policies
- The student is supported by GSAS funds. In most departments in the natural sciences, this policy generally applies to students in the first two years, since more advanced students are supported on departmental grants as GRAs. Departments are free to extend these policies to students who would normally be GRAs if they so chose.

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

Examples of external funding sources that fall under this policy are AAUW, AIIS, Alexander Von Humboldt, American Academy in Rome, American Museum of Natural History, BAEF, CAORC, Charlotte W. Newcombe Dissertation, Chateaubriand, DAAD, Delores Zohrab Liebmann, Eisenhower, EPA/Star, Fulbright-Hays, Fulbright IIE, German Marshall, Global Change Education Program/Department of Energy, Howard Hughes Medical Institute, Japan Foundation, Jacob K. Javits, Josephine De Karman, Krell Institute, Lucent Technologies, Mellon, Merck Pharmaceuticals, Miller Center of Public Affairs, NASA, NIH, NSEP/Boren, NSERC, NSF, Olin, Soros Foundation for New Americans, Space Telescope, SSRC, U.S. Department of Defense, Wenner-Gren, and Wexner.

Students may receive awards from areas of the University other than GSAS. This outside award policy therefore does not apply to these awards. Such areas include but are not limited to the Medical Center and institutes and centers in the School of International and Public Affairs (e.g., Harriman, Weatherhead). Examples of awards from these areas include FLAS, CHSS Junior Fellows, Medieval Japanese Studies Fellowship, SWAMOS Fellowship, Pepsico Fellowship, Harriman Junior Fellows, C. Martin Wilbur Fellowship, Y. F. and L.C.C. Wu Fellowship, Julie How Fellowship, V. K. Wellington Koo Fellowship, Junior Fellowship in Japan Studies, Sylff Fellowship, and CIJS Fellowship.

The table below shows the combination of outside awards and GSAS stipends retained under the outside award policy. In this table, *Stipend* stands for the prevailing departmental stipend. The GSAS *award* is the portion of the stipend kept by the student sufficient to bring the total amount to the level indicated.

Amount of Outside Award	Total Amount Received by Student
Outside award less than or equal to \$5,000	Outside award + Stipend
Outside award of more than \$5,000 but less than or equal to (Stipend + \$3,000)	Outside award + GSAS award to bring total amount to (Stipend + \$5,000)
Outside award of more than (Stipend + \$3,000) but less than or equal to (Stipend + \$5,000)	Outside award + \$2,000
Outside award more than (Stipend + \$5,000) but less than or equal to (Stipend + \$7,000)	Outside award + GSAS award to bring total amount to (Stipend + \$7,000)
Outside award greater than (Stipend + \$7,000)	Outside award only

Students whose total combined award is in excess of (Stipend+\$5,000) are not eligible for GSAS summer fellowships. This also applies to minority fellows who receive a summer minority fellowship. Students whose total combined award is more than (Stipend+\$2,000) but less than (Stipend+\$5,000) are eligible for a prorated GSAS summer fellowship only.

Examples: If a fellowship student in a humanities department (Stipend = \$19,000) wins an outside award that provides a stipend of \$3,000, the student retains the entire GSAS stipend of \$19,000 for a total combined stipend of \$22,000. If the outside award is \$8,000, the total combined stipend rises to the \$24,000 cap. If the outside award is \$23,500, the total award rises to \$25,500.

b) Outside Fellowships and Teaching

Students on major outside awards (awards where the GSAS contribution to the stipend according to the formula in (a) is \$6,000 or less) are usually exempted from teaching. However, a student on an outside award may be required to teach because of the GSAS teaching requirement. Students with external awards can only be required to teach if the year or semester of the award is the student's last opportunity to complete the teaching requirement, as per the *GSAS Rules and Regulations, GSAS Degree Requirements—Instructional Requirement, section VII.A*. If this is the case, the topping-off rule is modified as follows:

The GSAS component of the student's award computed in (1) must be at least \$3,000 per semester taught (paid during the semester of teaching).

Example: A humanities student wins an outside award that pays \$23,000 for the year. The standard stipend for the year is \$19,000. According to the rule in (1), the student would receive \$2,000 from GSAS for a total stipend of \$25,000. However, the student is required to teach for one semester during the year in order to fulfill the GSAS teaching requirement. Since the GSAS component of the total stipend is only \$2,000, the student should receive an additional \$1,000 from GSAS during the semester she teaches for a total stipend of \$26,000. If the student is required to teach both semesters, the stipend rises to \$29,000.

While FLAS fellowships (see *Overview of GSAS Multi-year Fellowships in section III.C.*) are not topped off because they are considered internal, students who win FLAS awards are exempted from teaching in the terms during which they hold the FLAS. If FLAS fellows are required to teach, they receive an additional \$3,000 per semester taught.

By GSAS regulations the minimum teaching requirement for any Ph.D. candidate in an Arts and Sciences program (see *section I.E.1.*) is one full year of teaching, so that even students who are entirely supported on external funds must teach for at least one year. Students supported on internal funds are usually required to teach more than one year as a condition of their fellowship package.

c) Deferring Multi-year Fellowships

In certain circumstances a student may wish to defer a year of his or her multi-year fellowship. This is not allowed, unless the deferral stems from the student's need to do research or language training away from the Columbia campus, in which case the research is often supported by an outside award. All deferrals of GSAS fellowships require the permission of the department and GSAS. Students must take the final year of GSAS fellowship no later than the seventh year of registration.

d) Dissertation Fellowships

The policies on dissertation fellowships vary from department to department. The Graduate School expects departments to require that the dissertation prospectus be approved and that students have applied for outside funding before approving the award of a departmental dissertation fellowship. This may delay the dissertation fellowship, even if it is part of a multi-year fellowship award.

Several awards, such as the Fulbright-Hays, ACLS, and Newcombe, require, as a condition of the award, that Columbia provide tuition and health fees. In such cases, GSAS makes an exception to the seven-year rule and provides tuition and health fees even if the student is beyond the seventh year.

e) Additional Support for Students Not on Fellowship

In order to assist Ph.D. students in the first seven years of residence who are not covered by fellowships, GSAS supplements the award of any Ph.D. student who wins a significant competitive outside award, so that the award fully covers tuition and health fees. An award is considered significant if the award stipend is at least equal to the Columbia standard stipend for students who are still doing their course work or at least half of the standard stipend for students registered for the registration category of Matriculations and Facilities.

If an entering Ph.D. student who is not funded in the first year receives a FLAS, GSAS covers the student's tuition and health fees as if the student were funded, even though the FLAS is not considered an outside award.

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 major fellowships are given below. Students may contact the Office of Financial Aid in 107 Low Library for information about other fellowships from outside sources, including national competitions and GSAS-administered competitions.

Jacob Javits Fellowship Program: The program offers generous financial assistance to beginning graduate students (U.S. citizens) in the arts, humanities, and social sciences for up to 48 months. For information, write or call Javits Fellowship Program,

United States Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5247; 202-260-3574; <http://www.ed.gov/programs/iegpsjavits/index.html>.

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. Fellowships are renewable for up to three years. Students must be under age 26 at date of application. Applications must be submitted through 107 Low Library. For more information, please contact the Office of Financial Aid at 212-854-3808.

The National Defense Science and Engineering Graduate Fellowship Program (NDSEG): Three-year graduate fellowships for beginning graduate students who are U.S. citizens are offered for study and research leading to Ph.D. degrees in mathematical, physical, biological, marine, and engineering sciences. Applications are available from the NDSEG Fellowship Program, c/o American Society for Engineering Education, 1818 N Street, NW, Suite 600, Washington, DC 20036; 202-331-3516; <http://www.asee.org/asee/>.

National Physical Science Consortium Fellowships (NPSC): Fellowships with a maximum possible length of six years are available to beginning graduate students for the study of astronomy, chemistry, computer science, geology, material science, mathematics, or physics. The program targets underrepresented minorities: African-American, Hispanic-American, Native American Indian, Eskimo, Aleut, Pacific Islander (Polynesian), and/or women, but all U.S. citizens with at least a 3.0 GPA in a 4.0 system are eligible to apply. For more information, contact National Physical Science Consortium, University Village, Suite E212, 3375 South Hoover Street, Los Angeles, CA 90007; 800-854-NPSC or 213-821-2409; <http://www.npsc.org/>.

National Science Foundation Graduate Fellowships: Annual pre-Ph.D. fellowships are available to beginning graduate students who are U.S. citizens or nationals, or permanent resident aliens of the United States for study in engineering, the natural sciences, and the social sciences. Students are eligible to apply during the first year of graduate school and at the beginning of the second year of graduate school. Applications are available from the National Science Foundation, 4201 Wilson Boulevard, Arlington, VA 22230; 866-353-0905 (toll free for the U.S. and Canada) and 865-241-4300 (international callers); <http://www.nsf.gov/od/lpa/forum/colwell/rc02budget/sld009.htm>

3. FELLOWSHIPS FOR TRADITIONALLY UNDERREPRESENTED STUDENT GROUPS

Membership in a student group that has been traditionally and severely underrepresented in academia is viewed as a favorable factor in the selection process of many of the fellowships listed below.

Ford Foundation Pre-Ph.D. Fellowship for Minorities Fellowship Office:

GR 346A
National Research Council of the National Academies
550 Fifth Street NW, Washington, DC 20418
202-334-2872
<http://national-academies.org/fellowships/>

Graduate Education for Minorities (GEM) Ph.D. in Science Program:

GEM Consortium
P.O. Box 537
Notre Dame, IN 46556
574-631-7771
http://was.nd.edu/gem/gemwebapp/gem_00_000.htm/.

National Institutes of Health Initiatives for Underrepresented Minority Investigators:

National Institutes of Health (NIH)
9000 Rockville Pike
Bethesda, MD 20892
<http://grants2.nih.gov/grants/policy/emprograms/overview/minority.htm>

4. THE FELLOWSHIP DATABASE

<http://www.columbia.edu/cu/gsas/ps/fin-aid/pages/fellowship-sch/index.html>

The Fellowship Database primarily lists fellowships from non-Columbia sources. Students are advised to consult the database early on in their programs to ascertain which outside awards are available to them in the different stages of their programs. Most inquiries regarding fellowships listed in the database should be directed to the sponsoring organization, rather than the Financial Aid Office. The database also contains information about internally-administered external grant programs and a limited number of internal awards offered on a competitive basis. These awards include traveling fellowships and dissertation write-up fellowships. Inquiries regarding these fellowships should be directed to the Office of Financial Aid.

The Financial Aid Office maintains a notebook of past successful external fellowship applications for GSAS students to use as a resource. Please stop by 107 Low Library for more information.

E. EXTERNAL EMPLOYMENT POLICY

Time spent engaged in external employment may have a detrimental effect on a student's academic progress, a condition of both continuation in the program and fellowship support. Therefore, the Graduate School strongly recommends that students who receive fellowship funds administered by the Graduate School as teaching, research, or dissertation fellows not accept offers of external employment unless the position significantly enhances

their professional development. Students are urged to consult with the director of graduate studies of their Ph.D. program before engaging in outside employment. Students who hold fellowships from an outside source, whether or not administered by GSAS, may be subject to more restrictive policies. Students who hold fellowships from an outside source should fully understand the terms of their awards before making plans for other employment.

International Students: International students should fully understand the regulations concerning permissible employment under their visas before making plans for employment in the United States. For this reason, they should consult the International Students and Scholars Office on eligibility for such employment at <http://www.columbia.edu/cu/isso>.

For further clarification in particular cases, students should speak to the appropriate financial aid officer.

IV. RESEARCH, TEACHER TRAINING, AND OTHER PROFESSIONAL DEVELOPMENT RESOURCES

A. GSAS RESOURCE CENTER

<http://www.columbia.edu/cu/gsas/cs/std-ser/pages/office/index.html>
301 Philosophy Hall, weekdays from 10:00 a.m. to 6:00 p.m., 212-854-2889

1. STUDY OR RESEARCH OUTSIDE COLUMBIA

Ph.D. candidates in the 31 Arts and Sciences programs listed in *section I.E.1.* who have completed one full year of study are eligible to take courses outside Columbia through the Exchange Scholar Program or the Inter-University Doctoral Consortium. Students in non-Arts and Sciences programs are not eligible. Participation requires the prior written permission of the department and the assistant dean for student affairs. Further information about either of these programs may be obtained from the GSAS Resource Center in 301 Philosophy or by calling 212-854-2889.

a) Exchange Scholar Program for Ph.D. Students in Arts and Sciences Departments

<http://www.columbia.edu/cu/gsas/cs/std-ser/pages/office/sec/ex-scholar-prg.html/>
<http://www.columbia.edu/cu/gsas/pdf/files/ExchangeScholarApp.pdf>

The Exchange Scholar Program enables a graduate student enrolled in a Ph.D. program in Arts and Sciences at Columbia to study at one of the following graduate schools for a limited period of time in order to take advantage of particular educational opportunities not available at Columbia: the University of California at Berkeley, Brown University, University of Chicago, Cornell University, Harvard University, Massachusetts Institute of Technology, University of Pennsylvania, Princeton University, Stanford University, and Yale University.

A minimum of one term of study and a maximum of one academic year are permitted in the program.

b) Inter-University Doctoral Consortium for Ph.D. Students

<http://www.columbia.edu/cu/gsas/cs/std-ser/pages/office/sec/inter-univ-doc.html/>

The Graduate School is a member of the Inter-University Doctoral Consortium (IUDC), which provides for cross-registration among member institutions. Participating schools are CUNY Graduate Center, Fordham University, New School for Social

Research, New York University (including the Institute of Fine Arts), Princeton University, Rutgers University, and Stony Brook University. Teachers College (TC) is also a member of the IUDC, but Columbia students interested in TC classes should cross-register within Columbia rather than use the IUDC.

Students register at Columbia for the course(s) they plan to take at the visiting institution by using an IUDC form available at the GSAS Resource Center in 301 Philosophy Hall. It is possible that the host institution will also require students to register there. Tuition is paid to the Graduate School. Classes may be taken for a grade or for audit and will appear on the Columbia transcript. Students will receive a letter or ID card allowing them library reading privileges at the host institution. Columbia students going to New York University may use their CUID card.

Information, application forms and course listings are available in 301 Philosophy Hall.

Students should familiarize themselves with the academic regulations of the host university, including its location, grading system, applicable deadlines, and calendar. Below are telephone numbers of schools in the consortium:

Columbia University, 212-854-2889
CUNY Graduate Center, 212-642-2107
Fordham University, 718-817-4406
New School for Social Research, 212-229-5712
New York University, 212-998-8030
Princeton University, 609-258-3030
Rutgers University, 732-932-7034
Stony Brook University, 631-632-7046
Teachers College 212-687-3052

2. BLUE SEAL LETTERS

Blue Seal Letters are issued by the GSAS dean to a Ph.D. student who, for dissertation research, needs introductions to libraries, archives, museums, and other such institutions of research. Any Ph.D. candidate is eligible to receive such a letter. The letters come in five languages: English, French, German, Italian, and Spanish. Students who need a letter in any language other than English are asked to provide a translation of the name of the home department and of the dissertation topic.

The application is available in the GSAS Resource Center or online through a link on the Resource Center's Web page: <http://www.columbia.edu/cu/gsas/cs/std-ser/pages/office/>

index.html#N10091/. Please allow at least four business days for the preparation of these letters.

3. TRAVEL GRANTS FOR POST-M.PHIL. STUDENTS

<http://www.columbia.edu/cu/gsas/cs/std-ser/pages/trv-grts/index.html/>

Ph.D. students in the 31 Arts and Sciences programs listed in *section I.E.1.* who have received the M.Phil. and who are within seven years of their first registration may submit a request for reimbursement for conference travel expenses. Please note that this award covers travel expenses only. To be eligible for a travel grant, students must present at the conference. They must also have a financial commitment from their department to match the GSAS award. There is a limit of one travel grant per academic year. The assistant dean for student affairs reviews the application and makes a request to the dean for approval. The award is not guaranteed, and requests are considered on a first-come, first-served basis.

B. LIBRARIES

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

The Columbia University Libraries system is among the nation's ten largest academic library systems, with holdings of 8.6 million volumes plus archives, manuscripts, serials, microforms, and other nonprint formats. The collections are organized into 25 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 a week, well into the evening, and there are 24-hour reading rooms on the second, third, and fourth floors of Butler available during the fall and spring semesters. Graduate students and faculty have semester loan 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 more than

- 40,000 online journals
- 30,000 *eBooks*
- 27,000 digital images
- 500 scholarly databases

b) Ask a librarian: Columbia's collections are rich but complex. To simplify access to them, reference librarians and subject specialists are ready to work with students through one of the following methods:

- Reference desks
- Over the phone
- Through e-mail
- Online chat session
- By appointment

For a list of library subject specialists, see <http://www.columbia.edu/cu/lweb/services/colldev/liaisons.html/>.

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

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) Learn the basics of database searching: At first glance, the array of online sources can seem bewilderingly diverse, but if students learn a few basic principles, they quickly become easier to use. Effective searching skills can be mastered painlessly by taking advantage of library classes or workshops through <http://www.columbia.edu/cu/lweb/services/workshops.html/>.

d) Start with CLIO: Columbia's online catalog, *CLIO*, represents about 96 percent 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 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 only a click away from the Libraries' Web site at <http://www.columbia.edu/cu/lweb/eresources/catalogs/>.

e) Special collections: Students find primary source materials for advanced research among the unique treasures in the Libraries' special collections housed in one of the following:

- The Rare Book and Manuscript Library
- Oral History Research Office
- Starr East Asian Library
- Avery Architectural and Fine Arts Library
- University Archives and Columbiana
- Health Sciences Library
- Law Library

f) Consultations: In-depth, individualized assistance to discuss research strategies and library resources on specific topics is available when needed. Please schedule an appointment for a consultation to help with major research projects. See <http://www.columbia.edu/cu/lweb/services/reference/consult.html/>.

g) Document delivery to reach 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); *Science Fast Track* provides articles from scientific and technical journals not held here; and *Interlibrary Loan* offers an even broader range of speedy borrowing services from libraries across the country or around the world at <http://www.columbia.edu/cu/lweb/requestit/>.

h) Access to library materials online: (1) Use CLIO's *My Library Account* to check circulation records, renew books, or place holds and recalls. (2) Use *My CLIO* to customize searching and display options or save records into EndNote; see <http://www.columbia.edu/cu/lweb/eresources/cliio.html/>. (3) Use *Request It Online* to request an "on order/in process" item, recommend books for purchase, and access other services; see <http://www.columbia.edu/cu/lweb/requestit/>. (4) Use the Special-Format Services of the EDS, ETS, Butler Media, the Music Library, and Microforms.

Electronic Data Service (EDS): EDS supports instructions 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 who are ready to assist students at <http://www.columbia.edu/acis/eds/>.

Electronic Text Service (ETS): ETS includes an extensive collection of electronic source texts, scanning facilities, and software tools for text creation and analysis, and offers individual assistance and workshop training sessions at <http://www.columbia.edu/cu/lweb/indiv/ets/>.

The *Butler Media Center* supports the 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 multimedia projects at <http://www.columbia.edu/cu/lweb/indiv/bmc/>.

The *Music Library* includes extensive holdings of recorded music with facilities for listening and studying at <http://www.columbia.edu/cu/lweb/indiv/music/index.html/>.

A wealth of published and primary-source material can be accessed in the Libraries' extensive *microform* collections, divided among the various libraries.

i) EndNote, RefWorks, NVIVO: Students manage citations or textual data with EndNote, RefWorks, or NVIVO. These powerful tools support downloading bibliographic citations, managing them in a personal database, inserting citations in writing, producing bibliographies in a variety of styles, or tracking themes or pat-

terns in textual data. Training workshops are available free of charge at <http://www.columbia.edu/cu/lweb/services/workshops.html/>.

2. INDIVIDUAL LIBRARIES

Area Studies, 304 International Affairs, 212-854-8046. Region-specific collections, services, and resources are organized into five Area Studies strengths, with 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, 300 Avery, 212-854-3501. Avery houses collections on architecture, historic preservation, art history, painting, sculpture, graphic arts, decorative arts, city planning, real estate, and archaeology.

Biological Sciences Library, 601 Fairchild, 212-854-4715. Collections include molecular biology, biochemistry, cell biology, neurobiology, population and evolutionary biology, and plant physiology.

Burke Library at Union Theological Seminary, 3041 Broadway at West 121st Street, 212-280-1500. Subject strengths include biblical studies, canon law, church history, comparative religion, early church history and literature, ecumenics, hymnology, general theology, missiology, and sacred music.

Business and Economics Library, 130 Uris, 212-854-7804. 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, 212-854-2271. For key services located in Butler, see *Libraries* in section IV.B.1. above. The Butler collection, shelved in book stacks in the vertical center 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, 212-854-4709. The library contains holdings in organic, inorganic, physical, theoretical, heterocyclic, colloid, and surface chemistry; spectrometry; biochemistry; electrochemistry; and photochemistry.

Engineering Library, 422 S. W. Mudd, 212-854-2976. The library includes resources in civil, mechanical, electrical, and chemical engineering; computer science; metallurgy; mining; operations research; applied physics and mathematics; nuclear engineering; and houses the Technical Reports Center.

Geology Library, 601 Schermerhorn, 212-854-4713. There are collections of state and foreign geological surveys and societies since the eighteenth century and on mineralogy, petrology, sedimentology, hydrology, stratigraphy, and paleontology.

Geoscience Library, Lamont-Doherty Earth Observatory, Palisades, N.Y., 845-365-8808. It features collections in marine biology, physical geography, climatology, rock mechanics, geochemistry, geophysics, and paleomagnetism.

Health Sciences Library, 701 West 168th Street, 212-305-3605. 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 frequently throughout the year on the use of electronic materials and the Internet. A full-service photocopy center provides high-volume color copying, and the CAIT (Center for Academic Information and Technology) offers self-scanning and has more than 4,000 CD-ROMs. The library's Archives and Special Collections hold unique and rare materials documenting the history of medicine and the Columbia University 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 schools of Medicine, Dentistry, Nursing, and Public Health; the Presbyterian Hospital; and other health care, instructional, and research programs in the Columbia University Medical Center.

Journalism Library, 203 Journalism, 212-854-0390. The library features a small, print-based collection of reference materials, circulating books, current magazines and newspapers, and course reserves, as well as the last five years of master's projects completed by graduates of the School.

Law Library, 300 Greene, 212-854-3922. The Arthur W. Diamond Law Library houses collections of the primary and secondary materials in U.S. 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, 300 International Affairs, 212-854-4170. 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, 212-854-4712. Two distinct and separately maintained collections are housed here. 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 multi-disciplinary materials, including the history and philosophy of science and engineering.

The Milstein Family College Library, 208A Butler Library, 212-854-5327. 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. 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, 212-854-4711. 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 18th- and 19th-century operas, and works by 375 contemporary composers.

Oral History Research Office Collection and Program, 655 Butler Library, 212-854-7083. The Columbia University Oral History Research Office is the oldest and largest university-based oral history program in the world that is open to the public. 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, 212-854-3943. 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, 212-854-4714. 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, 212-854-5153. Collections are 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, 1255 Amsterdam Avenue, 2nd floor, 212-851-2194. 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.

Starr East Asian Library, 300 Kent, 212-854-4318. 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.

University Archives and Columbian Library, 210 Low, 212-854-3786. Published and unpublished materials on Columbia University's history are available.

3. AFFILIATED INSTITUTIONS

Barnard College, Barnard College Library, Lehman Hall, 212-854-3953. The library supports undergraduate curricular requirements 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.

Jewish Theological Seminary of America Library (JTS), 3080 Broadway (at 122nd Street), 212-678-8082. 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.

Teachers College, Gottesman Libraries, Russell Hall, 212-678-3494. Collections are in American elementary and secondary education, educational and developmental psychology, history and philosophy of education, and many other education and health-related fields.

New York State Psychiatric Institute, 1051 Riverside Drive, 212-543-5675. This is a major resource for psychiatry, psychoanalysis, and clinical psychology, as well as housing 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.

New York Public Library (NYPL), <http://www.nypl.org/index.html>. 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. There is a Morningside Heights branch of the NYPL 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.

C. 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

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.

Academic Information Systems (AcIS) is the central organization supporting academic use of technology at Columbia University. It is a service organization whose mission is to improve the quality of instruction and research at the University through the strategic use of computing and communications technologies. AcIS 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.

High-speed Internet access is available to every student, faculty, and staff member on campus. With these connections, students can send e-mail, log in to Columbia computers, print to laser printers, consult library information, create their own Web pages, and access the Internet. Students, faculty, and staff 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 AcIS computer labs, and printing on AcIS printers. All Columbia students are eligible for an account. For complete details, see <http://www.columbia.edu/acis/accounts/>.

Extended AcIS accounts: Students may upgrade a basic computing account to an extended one. A fee of \$35 per semester expands students' 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/>. *Note:* GSAS students are

eligible for a free upgrade to an extended account while teaching courses at Columbia or serving as teaching fellows for courses taught by Columbia faculty. More information is at http://www.columbia.edu/acis/accounts/Student_Accounts.html#extended.

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 AcIS 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. AcIS 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/>.

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

1. ADDITIONAL MEDICAL CENTER COMPUTING SERVICES

Computing Facilities

<http://www.cubhis.org/IC/index.html>

The **Information Commons (IC)** provides a single contact point for information technology and related support for the Columbia University Medical Center community via phone, e-mail, or walk-in. The IC support center is housed on the second floor of the Hammer Health Sciences Center, 701 West 168th Street. The IC support center provides services and support for computer classrooms and labs, student computing, media support, e-mail, and network issues.

There are several avenues to report computer problems, or request computer assistance (including general information about a computer, how to questions, advice on technology, etc.); students can call the IC Helpdesk at extension 5-Help (212-305-HELP from off-campus). Students can fill out and submit a request online using http://www.cubhis.org/5_HELP/5HELP-form.html, send a request via e-mail at 5help@columbia.edu, or visit the walk-in desk on the second floor of the Hammer Health Sciences Library, Room 200.

Public-Access Computer Labs

The IC operates public computer clusters at several Medical Center Campus locations: Hammer lobby, Hammer, second floor, and PH17. All locations have Power Mac G5 and Windows 2000/XP PCs. Software is provided for word processing, analyzing data, creating charts, graphics, curriculum support, and other applications. The computers can also access network-base resources such as electronic mail and the World Wide Web. High-quality printing capabilities are available at all locations. Color printing is available on Hammer, 2nd floor.

PH 17: There are two computer rooms, with 36 Windows XP computers, in the Student Learning Center on the 17th floor of the Presbyterian Hospital Building. Open hours are currently Monday–Sunday, 8 a.m.–2 a.m. Extended hours are available during exam periods.

E-Lounge: The IC offers network plug-in ports on the second floor in the Hammer Health Sciences building in the E-Lounge. The E-Lounge allows students to bring their own laptop and connect to Columbia's high-speed network services. For information on getting connected, call the Help Desk at 212-305-HELP (ext. 5-HELP) or go to <http://library.cpmc.columbia.edu/cait/wireless.html> for more details.

Wireless Access at Hammer Health Sciences

Wireless access is available on the second floor, Lobby, and Lower Level I of the Hammer Health Sciences Library, the third and fourth floors of the Hammer building, and for the seating areas outside the IC Support Center and the front entrance to the library. Students use their computers on the wireless network by activating their University Network ID UNI, registering the wireless network card, and installing the campus VPN client for access. For more information, go to http://www.cubhis.org/IC/support_center/forms/ipadmin.html.

Other wireless access points are available across the campus in classrooms and public areas. For information on locations and connection, go to <http://library.cpmc.columbia.edu/cait/wireless.html>.

User Services

The IC provides Help Desk services and support for computers, software, residential hall network connection, and audio-visual hardware in the center's computer labs. The IC support center distributes various site-licensed software (there is usually a fee), including Norton Antivirus, Microsoft Office, and current Windows and Macintosh versions of SAS and SPSS statistics program. Go to http://www.cubhis.org/IC/support_center/online_support.html for details. Several units at Columbia, including the IC support center, offer technology workshops. Schedules of workshops are available online at <http://library.cpmc.columbia.edu/hsl/classes/classes.cfm/>.

Instructional Technology and Support

Computer classrooms may be reserved through the IC. Computer classrooms are located on Hammer, 2nd floor, and Presbyterian Hospital, 17th floor. There are Windows and Macintosh classrooms, containing 18 to 20 computers and large-display projectors. The primary use is for support of Medical Center education; other uses are subject to rental fees. Students can reserve a classroom by filling out a request online at <http://library.cpmc.columbia.edu/ost/reservations/reservations.cfm/>. All forms must be submitted well in advance to guarantee availability. For further information on using the computer classrooms contact the Information Commons, 212-305-Help (x5-HELP).

D. TEACHING GUIDELINES AND GSAS TEACHING CENTER

1. TEACHING GUIDELINES

<http://www.columbia.edu/cu/tat/guidelines.html>

The appointment and training of teaching fellows are governed by University-wide guidelines, which are supplemented by teaching guidelines specific for each department.

2. GSAS TEACHING CENTER

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

The GSAS Teaching Center offers programs and workshops to guide graduate students in their roles in the classroom and to help lay the foundation for their professional lives after graduation. Specific events vary each semester, so students should make sure to check their Columbia e-mail account for the latest messages sent to the GSAS Ph.D. student listserv.

All graduate students are offered some training before they embark on their teaching responsibilities. The GSAS Teaching Center organizes a central Orientation for New Teaching Fellows each fall, and many of the departments and programs where TFs teach offer their own discipline-specific workshops or courses.

However, learning to teach is a gradual progress, and questions inevitably arise as the semester progresses. The GSAS Teaching Center offers a variety of workshops throughout the year, where graduate students can benefit from the experience of faculty, advanced graduate students, and guest speakers with expertise in particular aspects of undergraduate education.

More personalized, one-on-one, advice is also available. GSAS Teaching Center consultants are available for confidential meetings to discuss particular problems or general teaching issues. Depending on the situation, the GSAS Teaching Center may provide ideas for students to try out when teaching, give them something to read on the topic, visit the classroom to observe students teaching, or videotape a class so that students can see someone else's view of their teaching. Students are also invited to e-mail their questions to the GSAS Teaching Center at jrg43@columbia.edu

The GSAS Teaching Center has a small library of books, videos, and journals related to teaching and academic careers, which is available for browsing and borrowing. There are also extensive readings and links on the GSAS Teaching Center Web site, including an online Teaching Manual.

The GSAS Teaching Center works together with the Center for Career Education (see *section IV.G.*) to help graduate students prepare for careers in and out of academia. Topics that may be addressed include teaching portfolios, grantsmanship, and writing and presentation skills.

E. MENTORING OF PH.D. STUDENTS

<http://www.columbia.edu/cu/gsas/cs/diss-office/pages/best-practices/index.html>

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 Ph.D. 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 not designed to be exhaustive or 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 stresses certain points 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, statistics, and oral presentation
- Pay attention to the development of teaching skills; provide advice and support to their advisees as they begin teaching undergraduates
- Help students think about the ethical implications of their

research; make sure they receive and understand appropriate professional, federal, and University guidelines

- Clarify collaborative issues 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 apprentice researchers, teachers, and 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 dissertation topics
- Create appropriate dissertation committees for their students
- Provide timely, thoughtful, and specific letters of recommendation for students
- Provide encouragement and active support for students seeking positions when they complete their degrees
- Bear in mind that the Ph.D. is a research degree and 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
- Maintain a positive attitude toward the diverse range of career opportunities open to new Ph.D.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.

F. RESEARCH CENTERS, CONSORTIA, INSTITUTES, AND RELATED SCHOOLS

1. RESEARCH CENTERS, CONSORTIA, AND INSTITUTES

For information about research centers, consortia, and institutes, see http://www.columbia.edu/research/research_institutes.html/.

2. RELATED SCHOOLS

a) Graduate School of Architecture, Planning and Preservation

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

b) School of the Arts

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

c) Barnard College

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

d) Graduate School of Business

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

e) Columbia College

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

f) School of Continuing Education Summer Session

For information about the Summer Session, refer to *GSAS Rules and Regulations*, *GSAS Academic Policies*, section VI.G.

g) The Fu Foundation School of Engineering

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

h) School of General Studies

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

i) School of International and Public Affairs

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

j) 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 that the Seminary places on a restricted list each year. They may 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, Columbia students note the course on their 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 students' transcripts. Four-week borrowing privileges at the Seminary library are extended to graduate degree candidates, regardless of course registration status. Further information regarding registration for the program is available in 205 Kent Hall.

k) School of Journalism

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

l) School of Law

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

m) Mailman School of Public Health

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

n) College of Physicians and Surgeons

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

o) School of Social Work

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

p) Teachers College

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

q) 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 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 students' transcripts. Further information regarding registration for the program is available in the Office of the Registrar, 205 Kent Hall.

G. CAREER EDUCATION (ACADEMIC AND NONACADEMIC)

Center for Career Education (CCE)

East Campus, Lower Level, 212-854-5609

e-mail: cce@columbia.edu

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

Graduate Student Career Development

Graduate Student Career Development (GSCD), which is part of the Center for Career Education, provides programming, counseling, and career resources specifically geared to students and alumni/ae 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 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. GSCD and Career Education can help students acquire the knowledge, tools, and skills necessary for success. 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 issues, 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 *curriculum vitae* (CV) and résumé and cover letter critiques. Phone and e-mail counseling sessions are also available to students no longer based in New York City.

2. THE CAREER RESOURCE CENTER

Career Resource Center staff assists students with their career research. The Resource Center is located within 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, negotiating salaries, graduate schools, fellowships, financial aid, and other programs.

3. REGISTER WITH THE CENTER FOR CAREER EDUCATION

When students register online to use the programs and services at 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; *curriculum vitae*, résumé, and cover letter writing; and marketing graduate degrees.

5. SPECIAL PROGRAMS

The Center for Career Education also offers a variety of specialized programming, including practice interview and job talk sessions, which may be videoed for students to experience the interview and presentation process and receive feedback. GSCD also offers specialized workshops (the Academic Job Search, the Nonacademic Job Search, Marketing Your Master's or Ph.D. Degree, Academic Interviewing, and Graduate Degree Timelines) targeted at the specialized needs of graduate students.

6. ANNUAL JOB FAIRS

The Center for Career Education also offers 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. Consult CCE's Web site for career fairs, workshops, panels, and other important dates, at <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/ae may access many full- and part-time opportunities listed online in ColumbiaTrak.

9. INTERVIEWTRAK (CAMPUS RECRUITING PROGRAM)

Employers looking for advanced degree candidates 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/ae 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 with an employer. Information sessions provide students and alumni/ae who are interviewing with an employer to learn more specific and detailed information about an employer and the position they are interviewing for. In general, information sessions are restricted to interviewees only, while employer presentations are usually open to all students and alumni/ae. Employer presentations and information

sessions are usually held in the early evening. Scheduled events are on the Center for Career Education Web site.

11. EXPERIENTIAL EDUCATION

a) Internships

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

b) Temporary Positions

To receive e-mails with opportunities of temporary jobs, including positions as tutors, babysitters, Web site designers, party helpers, movers, and other opportunities, check *Temp Time* when registering with CCE. The positions vary in length—anywhere from commitments of one day to a couple of months.

c) Student Enterprises

Columbia Student Enterprises offers a unique educational experience by providing students with the opportunity to gain hands-on experience running an existing business or creating a new one. More than 200 part-time positions within the agencies are available in areas such as bartending, tutoring, translating, layout, writing, and advertising sales. Contact the Student Enterprises office in the Center for Career Education for more information.

H. RESPONSIBLE CONDUCT OF RESEARCH

1. TRAINING RESOURCES

<http://www.ccnmtl.columbia.edu/projects/rcr/index.html/>

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:

- Conflicts of interest
- Mentoring
- Responsible authorship and peer review
- Research misconduct
- Collaborative science
- Data acquisition and management

The tutorial is available at the following Web site:
<http://www.ccnmtl.columbia.edu/projects/rcr/index.html/>.

2. COURSE TAUGHT AT THE COLLEGE OF PHYSICIANS AND SURGEONS

Medical Center Campus

<http://www.cumc.columbia.edu/research/rcr-crse.htm/>

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

- Authorship practices in scientific publications
- Human subjects and scientific research
- Scientists as citizens
- Scientific misconduct
- Data sharing and data secrecy
- Intellectual property and technology transfer
- Social and ethical implications of genetic technologies
- The use of laboratory animals in scientific research
- Conflicts of interest arising from scientists acting as policy consultants and experts
- Mentoring

For more information about the course, go to

<http://www.cumc.columbia.edu/research/rcr-crse.htm/>.

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

3. 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 explores issues in biomedical ethics, promoting research, offering education, and providing services to diverse communities.

4. RESEARCH WITH HUMAN SUBJECTS—INSTITUTIONAL REVIEW BOARD (IRB)

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

Human subjects training information:

<http://www.columbia.edu/cu/irb/documents/training.pdf>

How to apply for IRB approval: <http://www.columbia.edu/cu/irb/documents/how-to.pdf>

Research Administration System (RASCAL): <https://www.rascal.columbia.edu/>; help line: 212-870-3480

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 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 approval and training are required, please see *Research with Human Subjects—IRB* in *GSAS Rules and Regulations*, section IX.I.1.

RESEARCH WITH ANIMAL SUBJECTS—IACUC

http://cumc.columbia.edu/research/manual/ogcm3_5_10.htm/

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.1.

WORKING WITH HAZARDOUS SUBSTANCES AND EQUIPMENT

Conducting research with hazardous substances and equipment is handled by the following two offices of environmental health at Columbia:

Morningside Campus

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

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 listed above.

Columbia University Medical Center

<http://cumc.columbia.edu/dept/ehs/>

The Office of Environmental Health and Safety provides a broad range of services to promote the health and safety of Columbia students, faculty, and staff at the Medical Center. For a full list of relevant laws, regulations, and policies, please refer to the Web site given above.

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 to all these services, Columbia University's ID card, the Columbia Card, can function as a Citibank ATM card. Students may bank online from their computer using Citibank's free PC banking service, Direct Access, and have a private line to all account information from any telephone with CitiPhone Banking. Students also have the convenience of 24-hour banking with the two Citibank ATMs located in Lerner Hall on the Morningside campus, a Citibank ATM in Barnard Hall, a Citibank ATM in SIPA, and a Citibank ATM in Bard Hall at the Columbia University Medical Center. 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 field of membership includes all students, alumni/ae, faculty, administration, and staff (including their respective 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 a Bethex account holder, students are members/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 4:00 p.m.; it is closed from 1:30 to 2:15 p.m. for lunch. It has a 24-hour drop box for check deposits.

B. CHILD CARE

Day Care Programs and Child Care Centers

A complete guide to child care at Columbia University is prepared and published by the Office of Public Affairs, 212-854-4469. For additional information, see <http://neighbors.columbia.edu/general/articleDetails.php?ID=52.0&aType=record=community>.

1. MORNINGSIDE CAMPUS

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

2. COLUMBIA UNIVERSITY MEDICAL CENTER

Medical Center Nursery School, 60 Haven Avenue (168th Street); 212-304-7040; half-day and full-day programs for children ages 2 years through 6 years

Presbyterian Hospital Infant and Child Care Center, 61 Haven Avenue; 212-927-2723; programs for children ages 2 months to 5 years from 6:30 a.m. to 6:00 p.m.

Washington Heights Child Care Center, 610-14 West 175th Street; 212-781-2472; fax: 212-781-2472; prekindergarten pro-

gram for children nearly 3 years old through 5 years

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 the Harlem, Washington Heights, and Morningside Heights communities with high-quality programs. CI strives to advance the public good and foster meaningful volunteer opportunities for students, faculty, and staff of Columbia. CI provides food, clothing, shelter, education, job training, and companionship for residents in its surrounding communities. CI 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

Office of the Director, 103 Wien Hall; 212-854-4494; fax: 212-222-3996

Student comments: 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 site listed above.

Morningside Campus

Faculty House

400 West 117th Street, New York, NY 10027

212-854-1200; fax: 212-854-3062; 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/ae, 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 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: Accounts must be secured via Visa/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

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

Columbia is committed to serving the needs of students with disabilities. The University Office of Disability Services coordinates services for students with permanent or temporary disabilities in order to assist these students in realizing and maximizing their academic and personal potential. Disability Services works in conjunction with each of Columbia's schools to support their individual academic programs and standards. Each school designates a liaison officer for Disability Services. The GSAS disabilities liaison is the assistant dean for student affairs.

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 learning disabilities, 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 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 contacts 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 INFORMATION

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.

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. Graduate student 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: GSAC creates a network of resources for GSAS students within Columbia. GSAC also helps arrange orientation activities for new GSAS students and provides awards each year to Columbia faculty members who excel in the mentoring of Ph.D. students.

G. GRADUATE STUDENT LOUNGE

<http://www.columbia.edu/cu/gsas/cs/std-ser/pages/grad-lng/index.html/>

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, Meade and White–designed Philosophy Hall opened in 1912 to house the Graduate Faculty of Philosophy, this spacious two-story-tall 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 p.m.

H. GYM AND ATHLETIC FACILITIES

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

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

Morningside Campus

Marcellus Hartley Dodge Physical Fitness Center

Dodge Front Desk: 212-854-7149

The Marcellus Hartley Dodge Physical Fitness Center includes

four basketball courts (also used for badminton, floor hockey, indoor soccer, and volleyball); sixteen squash/handball/racquetball courts; indoor 1/10 of a mile, competitively banked running track; a three-level fitness facility featuring state-of-the-art aerobic and strength training equipment; eight-lane, 25-yard swimming pool; aerobic dance and multi-purpose activities rooms; 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 encompasses the Lawrence A. Wien Football/Track Stadium seating 17,000; an eight-lane, all-weather Rekortan track 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; locker rooms; training rooms; and storage rooms.

Columbia University Medical Center

The Bard Athletic Center

50 Haven Avenue, 212-304-7010, Bard Hall, 1st Floor

The Bard Athletic Center, located on the 3b level of Bard, offers a 20-yard swimming pool, three squash courts, a gymnasium, an aerobics room, lockers, showers, and saunas. Students may develop a workout program using the facility, Nautilus exercise equipment, rowing, machines, stair climbers, and treadmills, or may participate in a number of scheduled programs. The facility is handicapped accessible. Students should call the Housing Office (212-304-7000) or the Bard Athletic Center (212-304-7010) for information regarding services and fees.

I. HEALTH SERVICES AND HEALTH (MEDICAL) INSURANCE

For individual offices and contacts, see *Important Contact Information* in section I.D. at the front of this handbook.

1. MORNINGSIDE CAMPUS

a) Health Services

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

E-mail: 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 a sensitivity to social and cultural concerns. This is a brief overview of the services and programs offered through Health Services at Columbia. For comprehensive descriptions, please consult <http://www.health.columbia.edu/>.

The services of Health Services are offered without an additional charge to students who have paid the Health Service Fee, which is mandatory for all full-time students and students living in University housing. Immunizations and some other special services are offered at a nominal charge. (For part-time students, enrollment in Health Services is optional. Any student electing Columbia's Student Medical Insurance Plan must also enroll in Health Services.) The fee also includes coverage for a select group of insurance services, available to all students, whether they are enrolled in Columbia's Student Medical Insurance Plan or not. Please see *Appendix I* in *GSAS Rules and Regulations* for fee schedule and <http://www.health.columbia.edu/> for more information.

For students who choose not to enroll in Health Services, Primary Care services are available for a fee of \$50 per visit.

b) 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 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.

The Student Medical Insurance Plan offers two (2) 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/>.

c) 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. For the Health Service Fee and Student Medical Insurance Plan costs, see *Appendix I* in *GSAS Rules and Regulations* and <http://www.health.columbia.edu/>.

2. COLUMBIA UNIVERSITY MEDICAL CENTER

<http://www.columbiahealth.info>

a) Student Health Service

60 Haven Avenue, Tower 1, lobby level, 212-305-3400;

fax: 212-342-3955

The Student Health Service is a program of services designed to provide high-quality, accessible medical care for enrolled Health Sciences students and their families. The program of services includes on-site primary, specialty, and subspecialty care and a

referral physician network within the Columbia University Medical Center. This student health program, supported by the Student Health Service Fee, covers only those services approved by and coordinated through the Student Health Service, except for the Blue Cross Hospitalization policy. Group hospitalization insurance is available to enrolled students. Information regarding the service, its facilities, enrollment, and insurance is detailed in brochures available at the Enrollment Office of Health Service and at registration.

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

Please note: Students enrolled in Student Health must have the same type of coverage for all enrollees for both areas of coverage. For example, if family coverage is selected through Student Health, hospital coverage also must be family type.

b) Student Health (Medical) Insurance

<http://www.health.columbia.edu>
60 Haven Avenue, Tower 1, Apartment 3D, 212-342-3946; fax: 212-342-3947

Full-time students or students certified by the school as full time will be charged for Student Health Service and Hospitalization Insurance coverage. Students must enroll with Student Health Service and are assessed appropriate fees for individual coverage. In addition, two-person and family coverage is available.

Enrollment for students in Student Health Service is encouraged but not required: students registered half or part time; dependents of enrolled students; spouses of students; dependent children up to the end of the calendar year in which they become 19 years of age; domestic partners of students as designated by a signed affidavit and by at least two pieces of documentation that show shared financial responsibility according to Student Health procedures. Full-time students who carry comparable hospitalization coverage may waive the hospitalization coverage but not the Student Health Service Fee. Students must apply for the waiver through the Student Health Service office.

c) Health Service Fee

Please note: Students who are enrolled in programs at the College of Physicians and Surgeons or the Mailman School of Public Health (Biochemistry and Molecular Biophysics, Biomedical Informatics, Biostatistics, Cell Biology and Pathobiology, the Integrated Program in Cellular, Molecular, and Biophysical Studies, Dental Sciences, Environmental Health Sciences, Epidemiology, Genetics and Development, Microbiology, Nutrition, Pharmacology, Physiology and Cellular Biophysics, and

Sociomedical Sciences) pay health service fees and health insurance premiums in effect at the Medical Center. They should consult the Office of Student Information Services at the Medical Center, Room 406, 701 West 168th Street, New York, NY 10032, or call 212-305-8058 for further information.

Payment of the Health Service Fee, which contributes only part of the total cost of health service and of the health insurance premium, is compulsory for all full-time students. Students for whom payment is compulsory may waive participation in student insurance programs by showing proof of alternative coverage. Students registered for Matriculation and Facilities can also waive coverage.

For benefits available under these plans, for regulations governing waiver of participation, and for other information, see <http://www.health.columbia.edu/>.

J. HOUSING

1. MORNINGSIDE CAMPUS

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 used primarily 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 off-campus real estate properties.

University-owned housing in the Morningside neighborhood is available to Columbia University graduate students registered full time in a degree program at the Morningside campus. Students registered at the Columbia University Medical Center 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, we are 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. Eligibility for UAH is normally limited to five years from the date of first registration or for the duration of the program, whichever is shorter. However, Ph.D. students in the Graduate School of Arts and Sciences may be eligible for an additional two years upon application to the GSAS assistant dean of student affairs.

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 and 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 are automatically placed on the UAH waitlist. An application is specific to the semester in which it is 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 are not mailed or faxed. Keys are not mailed and are not provided, nor is move-in permitted, 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 studies at Columbia. However, should circumstances be such as to justify a transfer, students 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 occupancy, applications to transfer are accepted only in 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 couples cannot 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 waitlist numbers based on student 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 its movement. Movement of the waitlist depends on unit availability. In accordance with availability, students are 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 the Web site <http://www.columbia.edu/cu/ire/> and at the UAH office.

2. COLUMBIA UNIVERSITY MEDICAL CENTER

The Office of Housing Services, Bard Hall, 50 Haven Avenue; 212-304-7000; fax: 212-544-1900; <http://housing.hs.columbia.edu/>

More than 1,000 students reside at the Columbia University Medical Center in University-owned accommodations. Housing is available for single students—those seeking accommodations only for themselves—and student couples—those seeking accommodations for themselves and a spouse or domestic partner. Information regarding housing eligibility, accommodations, and the application/assignment process is available at <http://housing.hs.columbia.edu/> or by calling the Office of Housing Services at the telephone number listed above.

3. OFF-CAMPUS HOUSING ASSISTANCE OFFICE (OCHA)

419 West 119th Street (lower level), MC 8893, New York, NY 10027; 212-854-2773; fax: 212-854-5333; e-mail: 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. ID CARDS FOR COLUMBIA STUDENTS (CUID)

Morningside Campus

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

Columbia University Medical Center

Office of Public Safety: Department Secretary, 109 Black Building
650 West 168th Street; 212-305-8100; fax: 212-305-5434

The Columbia Card is the official University identification card. The ID Center at the Morningside campus issues, validates, and replaces Columbia Cards throughout the year. During registration periods, the ID 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.

The Security Department at the Medical Center issues, replaces, and validates Columbia University Medical Center identification badges for students and Columbia Cards for staff and students. The Center makes badges for staff in the Hospital ID office at the Presbyterian Hospital, 622 West 168th Street, Room 131. The badge is used in Columbia University buildings where cardkey access is required.

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. Students have the option to maintain any or all of the following accounts linked to their Columbia Card.

By making a deposit to the FlexAccounts, 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 simply by using the Columbia Card rather than cash or coins. 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 venue, while the FlexAccount is used for all other services. All FlexAccount balances are carried until graduation. However, 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.

Citibank offers Columbia students a checking account with a \$3 monthly fee and no minimum balance. With direct deposit of a paycheck or maintenance of a \$1,500 balance, there is no monthly charge. Citibank maintains four ATMs on the Morningside campus and one at the Columbia University Medical Center. Use of the on-campus ATMs is free for all users, regardless of banking affiliation. For more information, see *FACETS* at <http://www.columbia.edu/cu/facets/> and *section V.A.1* above.

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

Replacement fees: for lost Columbia Cards: \$10; for lost Medical Center badges: \$12. There is no fee for the replacement of stolen Columbia Cards with proper documentation from the Security Department or the Police Department. Fees for Medical Center badges are not waived.

L. INTERNATIONAL STUDENTS

International Students and Scholars Office (ISSO)

Morningside Campus

<http://www.columbia.edu/cu/isso/>
524 Riverside Drive, Suite 200, Mailing Address: 2960 Broadway,
Mail Code 5724, New York, NY 10027; 212-854-3587;
fax: 212-854-3966; isso@columbia.edu

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 guide, the ISSO Web site, and ISSO news 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 122nd 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 that extend 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. 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. See the following Web site for more information: <http://www.ice.gov/graphics/specialregistration/index.htm/>.

- 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 e-mail 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 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. If registered as international students, students should be receiving ISSOnews. Contact ISSO to arrange to receive it.

M. MINORITY AFFAIRS, GSAS OFFICE OF

<http://www.columbia.edu/cu/gsas/ps/min-affairs/pages/wel/index.html>

102 Low Memorial Library; 212-854-3791; fax: 212-854-2863
Director of Minority Affairs and Special Programs, sg772@columbia.edu

The primary purpose of the Office of Minority Affairs and Special Programs is to recruit and encourage the admission of historically underrepresented candidates into Ph.D. programs and to facilitate their successful matriculation and completion of the Ph.D. degree. The office also serves as a support and resource center for all students of color at the Graduate School. Minority Affairs also assists the Association of Black and Latino Graduate Students (ABLGS), an organization that fosters academic and social exchange among continuing graduate students of color through the facilitation of workshops, lectures, meetings, and other activities. The Minority Affairs Office, in conjunction with the Leadership Alliance, sponsors an undergraduate Summer

Research Program for historically underrepresented students, which introduces college students to graduate-level study and research.

N. REGISTRAR

Please see *section VI, GSAS Academic Policies*, in *GSAS Rules and Regulations* for the policies governing graduate student registration.

Morningside Campus

205 Kent Hall, 212-854-4330; e-mail: registrar@columbia.edu
<http://www.columbia.edu/cu/registrar/>

Columbia University Medical Center

141 Black Building, 212-305-3992; fax: 212-305-1590;
e-mail: sashes@columbia.edu
<http://cpmcnet.columbia.edu/student/admin/>

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 to and consultation with 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. Most students can register, 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

E-mail: chaplain@columbia.edu, 212-854-6242;
<http://www.columbia.edu/cu/earl/office.htm>

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

<http://www.columbia.edu/cu/publicsafety/operationsmain.htm/>

Morningside Campus

111 Low Library; general information: 212-854-2796, emergency: 99

Columbia University Medical Center

650 West 168th Street; general information: 212-305-8100, emergency: 99

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 with respect to 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/>), or Unites States Department of Education Web site (<http://ope.ed.gov/Security/search.asp>); 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; or on the Public Safety Web site (<http://columbia.edu/cu/publicsafety>).

Q. STUDENT FINANCIAL SERVICES

Morningside Campus

210 Kent Hall, 212-854-4206; e-mail: sfs@columbia.edu
<http://www.columbia.edu/cu/sfs/>

Columbia University Medical Center

1-141 Black Building, 212-305-3633; fax: 212-305-1590
<http://cpmcnet.columbia.edu/student/admin/>

Student Financial Services handles the financial aspect of most students' stays at Columbia University. 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. SHUTTLE BUS INFORMATION

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)

Columbia University Medical Center

Schedule information: 212-305-8100
General information: 212-854-5508

Employees and students at the University may travel, free of charge, between the Morningside campus and the Columbia University Medical Center by presenting their Columbia Card or Medical Center 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; on Lenox Avenue and 136th Street at the Harlem Hospital Center (HH); and the main gates on Broadway and 116th Street on the Morningside campus (MS). Travel time between points is about 15 minutes. All scheduled departure times are approximate; please allow two to three minutes' variance. During the summer months (June, July, and August), the shuttle runs on the same schedule as during the academic year, except that there is no service between the Medical Center 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 a.m. and 11 p.m. and is available for on-call service between 11 p.m. and 2 a.m. The last scheduled shuttle run leaves stop #1 at 10:30 p.m.

2. MORNINGSIDE HEIGHTS SHUTTLE BUS

A safe way to get around the Morningside Heights area at night is to use the Columbia University Morningside Heights Shuttle Service. To obtain door-to-door service between 11 p.m. and 2 a.m. within Morningside Heights and in Manhattan Valley north of 103rd Street, call 212-854-SAFE (212-854-7233). Please allow a three-minute overlap before and after each time frame to account for unforeseen conditions. The route is subject to change due to road construction in the area. Available throughout the academic school year (not including summer session), the 15-passenger van is driven by a uniformed driver and summer schedule is in effect on Election Day, the Friday after Thanksgiving, and the two University holidays in December/January. The schedule is subject to change without notice. The driver will alert passengers as such changes occur.

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 main 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 pay \$3.00; visitors and commuters pay \$4.50.

S. PARKING INFORMATION

1. MORNINGSIDE CAMPUS

212-854-5508

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 p.m. In addition, parking may be available daily during June, July, and August.

2. COLUMBIA UNIVERSITY MEDICAL CENTER

212-305-1056, <http://cpmcnet.columbia.edu/dept/facilities/>

Limited monthly parking is available to students at the George Washington Bridge Facility. A shuttle bus runs from the facility to 168th Street from 7:30 to 9:30 a.m. and from 4:45 to 6:30 p.m. For more information, contact the Parking Office, see above.