

Columbia University
School of International and Public Affairs

**REGISTRATION HANDBOOK
FOR SIPA STUDENTS
Fall 2009**

Office of Student Affairs

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Introduction

The purpose of the SIPA Registration Handbook is to assist students in navigating the registration and cross-registration processes at SIPA. Each year, SIPA students generally take over 1200 different courses throughout Columbia University. This shows the diversity and access to courses SIPA students have during their academic tenure at Columbia.

SIPA provides services and references for students throughout the registration process. Students at SIPA register by web or in person. Each semester, registration begins during orientation week and continues through the second week of classes. The SIPA Student Affairs Office manages the registration process at SIPA. Students are encouraged to contact the Student Affairs Office for any registration related matters.

Registration Resources

1) Student Services On-Line (SSOL)

SSOL (<http://ssol.columbia.edu>) is a web-based link to the Columbia University Registrar. SSOL gives students access to their personal information, including: student account balances, grades, degree audit reports (DARS), course schedules and registration appointment schedules. Students are able to request transcripts, account balance refunds, and certification of enrollment through SSOL.

Students can register on-line through SSOL using their University Network ID. The University Network ID is the beginning portion of your Columbia e-mail address. (e.g. rom23). The password is the same password used to access Columbia e-mail. Students may only register during their designated registration appointment times.

2) SIPA Registration Website

The SIPA Registration Website (http://sipa.columbia.edu/academics/sipa_registration/index.html) is the central source of information for SIPA students regarding registration. All resources regarding registration can be accessed from this site including SSOL, Columbia-wide course schedules, and cross-registration information. Students can also submit requests for SIPA Instructor Permission courses and permission to cross-register for Business School courses via the SIPA Registration Website.

Students have access to the Registration Website 24 hours a day. Students may view registration information and request instructor permission for specified SIPA courses at any time before the specified deadline. Access to the SIPA Registration Website and submission of request for instructor permission is not related to registration appointment times.

3) Registration Help Site

Registration issues are handled at SIPA. Each semester, SIPA provides a Registration Help Site to assist students with registration issues. The Registration Help Site is located in the Stetton Lounge, on the 6th floor, International Affairs Building (IAB). Please check the *Academic Calendar* at the end of this guidebook or on the SIPA Registration Website (http://sipa.columbia.edu/academics/sipa_registration/index.html) for the hours of operation. The Registration Help Site will provide students with registration assistance, registration materials, and will process in person any cross-registration transactions.

SIPA students may direct ALL registration inquiries to the SIPA Registration Help Site (during orientation and the first two weeks of classes) or to the Student Affairs Office, 6th floor, IAB. SIPA students SHOULD NOT go to the University Registrar's Office in Kent Hall for registration issues.

4) SIPA On-line Curriculum Guide

The on-line *SIPA Curriculum Guide* (http://sipa.columbia.edu/academics/sipa_registration/index.html) is designed to assist students in the MIA program and the full-time, two year MPA program at SIPA in their selection of courses each semester. The guide can be used as an advisement tool to instruct students on how specific courses will fulfill the MIA program and the MPA full-time, two year program degree requirements. All courses listed in the SIPA Curriculum Guide may fulfill the MIA and MPA degree requirements, with the exception of language courses at the elementary level.

The *SIPA Curriculum Guide* will allow students to search for course information such as the day, time, and location of a specific course. Students will also be able to search for courses in a specific category (core, concentration, language, subject area, and/or electives), courses taught by a specific instructor, courses taught during a specific semester and/or day of the week, and the type of approval required.

5) Directory of Classes

The Columbia University *Directory of Classes* (<http://www.columbia.edu/cu/bulletin/uwb/>) contains basic information, meeting times, class locations, and instructor names from the Registrar's University-wide database. Please check this website periodically for any last minute changes to the course schedule.

6) MIA/MPA Registration Guide

SIPA publishes the *MIA/MPA Course Registration Guide* each semester. The *MIA/MPA Course Registration Guide* is an extensive list of courses that may fulfill the MIA and MPA degree requirements. SIPA has contacted various departments and professional schools throughout Columbia to find relevant courses for SIPA students and categorizes them by concentration or area study. However, the *MIA/MPA Course Registration Guide* is not a comprehensive list of all courses SIPA students have access to in any given semester.

For a list of all courses offered throughout Columbia University, you may view the Columbia University *Directory of Classes* (<http://www.columbia.edu/cu/bulletin/uwb/>). Any scheduling changes to the *MIA/MPA Course Registration Guide* will appear in the *SIPA On-line Curriculum Guide* and on the *Directory of Classes*.

Before Registration

SIPA students should be aware that registration is an on-going PROCESS that takes the first three weeks of each Fall and Spring semester to complete. Students' schedules will change considerably during this time. Students may find that courses that are full one day may be available the next day, that class days/times may change, or that a new course may spark interest. We ask that students be patient during this entire process. Listed below are a series of issues that students at SIPA need to be aware of prior to course registration.

Advisement

All new students will be assigned an advisor through the Student Affairs Office and will be advised by faculty and Concentration Directors during orientation. For advising related to functional or regional concentrations, students should consult with the relevant concentration director. After registration, Deans in the Student Affairs Office will be available for advising during office hours, which will be communicated to students by email at the beginning of the semester. All Deans in Student Affairs advise students on academic matters related to the MIA and MPA Core Curriculum, and assist students with general questions related to their studies (course load, grading options, university services, etc.). Some areas of specialization are noted below:

Dean Brown: core advising, part-time status requests, leaves of absence requests

Dean Garza: core advising, housing, fellowship, Serrano Scholars

Dean Kay: core advising, registration, Columbia dual-degree programs, fellowship, and student withdrawals

Dean Khalidi: core advising, PhD program in Sustainable Development, MIA Sciences Po program

Dean Simmons: core advising, disciplinary issues, Serrano Scholars

Dean Waysome: core advising, registration, disability services, student groups

Tan Nguyen: core advising, Global Public Policy Network

ID Cards & Stickers

SIPA students may validate their ID cards by going to the SIPA Registration Help Site. New students who have submitted photos prior to their arrival may pick up their Columbia ID cards at the SIPA Registration Help Site. After the first two weeks of class, students may pick up stickers and ID cards in the Student Affairs Office. For those who need to replace their ID or did not submit a photo, the Columbia ID Center is located in 204 Kent Hall.

Personal ID Number (PID)

The Personal Identification (PID) number, also known as your Columbia University Identification (CUID) number, is different from the number given on the Student Identification card. The PID is the third "identifier" listed in SSOL and has a prefix of "C" and followed by 9 digits, e.g. C001122330. To increase privacy issues, SIPA will no longer be using Social Security Numbers (SSN) on most academic forms.

Check for Holds and Verify Address Data

A HOLD on your student account may prevent you from registering. There are several different types of holds (health service, library, student financial services, academic). To find out if you have a hold on your account, you may check the SSOL website. Students must check with the appropriate office for instructions on how to clear any hold that may appear on an account.

Additionally, it is imperative that students update their most recent local and permanent addresses using the SSOL website. The information on record will affect billing, emergency notifications, and shipping of diplomas. Students may change their local and permanent contact information on SSOL at any time.

Registration Appointments and PIN

Each semester, students will be assigned individual registration appointment days/times. To view your registration appointment time, go to the SSOL website.

The Appointment/PIN data will indicate the times of your appointments for registration as well as your Personal Identification Number (PIN). The PIN number is needed to access other confidential services on ColumbiaNet or the Web. DO NOT GIVE YOUR PIN TO ANYONE! Lost PINS are not easily replaced and may delay your registration.

You may check the on-line registration system at any time. However, you may not register before your scheduled appointment time. If you do attempt to register before your appointment time, the system will remind you of your next appointment. Since spaces in some classes are limited, we advise you to call during your EARLIEST appointment. If a class appears to be full, try again at a later time. Class enrollments fluctuate a great deal during the registration period.

Students should go to the Student Services Online (SSOL) website (<http://ssol.columbia.edu>) to access PIN numbers and registration appointment schedules.

Class Schedules & Course Listings

There are three resources for finding course information; the on-line *SIPA Curriculum Guide*, the *MIA/MPA Registration Guide*, and the Columbia University *Directory of Classes*.

1) SIPA Curriculum Guide: The on-line *SIPA Curriculum Guide* is designed to assist students in the MIA program and the full-time, two year MPA program at SIPA in their selection of courses each semester. The guide can be used as an advisement tool to instruct students on how specific courses will fulfill the MIA program and the MPA full-time, two year program degree requirements. All courses listed in the SIPA Curriculum Guide may fulfill the MIA and MPA degree requirements, with the exception of language courses at the elementary level.

The *SIPA Curriculum Guide* will enable students to find course information such as the day, time, and location of a specific course. Students will also be able to search for courses in a specific category (core, concentration, language, subject area, and/or electives), courses taught by a specific instructor, courses taught during a specific semester and/or day of the week, and the type of approval required.

2) MIA/MPA Registration Guide: Provides a hard copy version of the course information provided in the on-line SIPA Curriculum Guide. The *MIA/MPA Course Registration Guide* is an extensive list of courses that may fulfill the MIA and MPA degree requirements. SIPA publishes the *MIA/MPA Course Registration Guide* each semester. SIPA has contacted various departments and professional schools throughout Columbia to find relevant courses for SIPA students and categorizes them by concentration or area study. However, the *MIA/MPA Course Registration Guide* is not a comprehensive list of all courses SIPA students have access to in any given semester.

3) Directory of Classes: For a list of all courses offered throughout Columbia University, you may view the Columbia University *Directory of Classes* (<http://www.columbia.edu/cu/bulletin/uwb/>). The Columbia University *Directory of Classes* has the most up to date information on Columbia University classes. This directory contains basic information, meeting times, class locations, and instructor names from the Registrar's University-wide database. Please check this website periodically for any last minute changes to the course schedule.

The Business School and the Law School have separate course websites. There are links to each of these listings via the SIPA Registration Website (http://sipa.columbia.edu/academics/sipa_registration/index.html).

SIPA does not grant approval for all courses listed in the SIPA Curriculum Guide and the MIA/MPA Registration Guide. The fact that a specific course is listed in the MIA/MPA Course Registration Guide does not guarantee permission to register for a specific course. Please review the Course Approval section of the handbook for more information.

Course Approval

SIPA courses have course codes that contain the prefix INAF (International Affairs), PUAF (Public Affairs), REGN (Regional), and SIPA. There are three categories of SIPA courses:

- (1) **Open:** Courses open to SIPA students as well as to all Columbia students.
- (2) **Departmental Approval:** Courses only available to all SIPA students only.
- (3) **Instructor Permission Courses:** Courses that require a written request for permission to register for the course. SIPA Instructor Permission courses will be noted in the *SIPA Registration Guide* and on the *SIPA Registration Website* (http://sipa.columbia.edu/academics/sipa_registration/index.html). Please review the 'SIPA Instructor Permission Courses' section of the handbook for more information.

SIPA students have permission to register for SIPA courses (INAF and PUAF), with the exception of *SIPA Instructor Permission Courses*. **If the registration system asks for Approval for SIPA courses (INAF and PUAF), SIPA students may select that they *DO* have permission to take the SIPA course.**

SIPA students also have permission to register for courses in the Graduate School of Arts and Science (GSAS). Courses with G- or W- prefix are open to SIPA students. Please note that some G or W prefix 8000 or 9000-level courses may require the instructor's approval. If the registration system blocks you from registering for a G- or W- course, you must get the instructor's approval on a *Registration Add/Drop* form and cross-register for the course at the SIPA Registration Helpsite.

Courses without the prefix INAF, PUAF, SIPA or REGN are not SIPA courses and therefore may require departmental approval. Non-SIPA courses require cross-registration. Please note that non-SIPA classes that require approval in the *Directory of Classes* (see the Approval column) cannot be registered on-line. These courses may require completion of a University *Registration/Add & Drop* form and the written approval of the appropriate department or instructor.

Please read the Cross-Registration section in this handbook for instructions on how to register for courses outside of SIPA. Each Columbia University department has a unique prefix and may have special instructions for cross-registration.

Course Schedule Conflicts

The registration system does not allow you to enroll for classes that meet at the same time, or that overlap by even one minute. During the second week of classes, the Dean at the Registration Site will consider course overlap requests, but only with the specific, written permission of both instructors.

Course Descriptions (<http://sipa.columbia.edu/academics/courses/index.html>)

Course descriptions can be found in the SIPA *On-line Curriculum Guide* and CourseWorks. CourseWorks provides students and faculty the ability to centrally manage course content online. For students, CourseWorks serves as a single point of entry for course information and content, including links to digital library reserve materials, a calendar to track assignments and deadlines, bulletin boards and groups for which they are registered, and announcements from their instructors. To access CourseWorks, go to <https://www.courseworks.columbia.edu/> and enter your Columbia UNI and password.

Course Evaluations (<http://sipa.columbia.edu/academics/courses/index.html>)

Students can view the evaluations for the courses they have completed by logging into the Courseworks system. For evaluations for SIPA courses that you have not registered for, go to the following website: https://www1.columbia.edu/sec/cu/sipa/courses/course_eval/index.html.

Grades

SIPA uses the standard A-F grading scale. Grades can be viewed on Student Services On-line.

Students can view their Grade Point Average on their Degree Audit Report on Student Services On-line. A students' GPA is not listed on the academic transcript.

Changing Grading Options

Courses are automatically registered as 'Letter Grade' option, unless otherwise specified.

Please be advised that MIA and MPA Core and Concentration requirements cannot be taken Pass/Fail or Audit (R)!

'Pass/Fail' - Students may elect the grading option of Pass/Fail while registering for courses on-line. Instructor approval is not necessary. Students have until the fifth week of classes to change their grading option to Pass/Fail. Students should consult the *Academic Calendar* each semester for the deadline to change grading options. Once the grading option is changed to Pass/Fail, it cannot be changed back to letter grade.

'R' Credit (Audit) - Some students elect to pursue a course for 'R' credit. 'R' stands for "Registered, not for Credit". In order to request 'R' credit for a course, students must have the approval of the course instructor. Please be advised that classes taken for 'R' credit do not count toward completion of your degree. Students enrolled for 'R' credit receive no academic credit, and 'R' credit courses may not be repeated later for credit.

'R' credit courses do, however, appear on your transcript (with the grade of 'R'), and the University does charge full tuition for 'R' credit registration.

The grade of 'R' will be posted at the END of the semester by the instructor to ensure that the student continues to attend the course.

The Business & Law School do not allow the pass/fail or audit grading option. Courses taken in the Business School, Law School and the School of Architecture will automatically be converted to letter grade for all SIPA students. Dual-degree students in residence at SIPA will be graded based on the letter grade system.

Full-time/Part-time Student Status

The MIA and MPA programs at SIPA require full-time enrolment. In order to maintain full-time status, students must register for a minimum of 12 credits during each semester they are matriculated at the University. Full-time enrollment ensures that students maintain access to many of their student services such as Student Health Insurance, University Housing, and for international students, their student visa status.

Students are required to complete 54 credits and four residence units to be eligible for graduation. One residence unit will be earned for each semester during which a student successfully completes a minimum of 12 credits.

Full-time Status: Full-time students are automatically registered for a full-time residency unit in addition to their SIPA courses. Students are charged a flat tuition rate of \$19,136 per semester. This tuition rate applies for all courses take between 12 and 18 credits.

Students may not enroll for more than 18 credits per semester without the permission of a Dean. Any credits exceeding the 18 credit limit will be billed at a rate of \$1,596 per credit (this would be in addition to the full residence unit tuition charge).

Part-time Status: Part-time status is defined as less than 12 credits per semester. All tuition charges up to 18 credits will be assessed as a full residence unit. If you drop a class and fall below full-time enrollment (i.e. less than 12 credits), you will still be responsible for the full residence unit tuition charge.

Students may only enroll part-time in the event of extreme circumstances (health or family emergency) which interfere with completion of a full-time course of study. Students must apply for permission to enroll part-time. Approval is not automatic and must be granted by a Dean in Student Affairs. Students authorized to attend part-time will be enrolled for 1/2 residence unit along with their SIPA classes. A ½ residence unit will generate a tuition fee of \$11,172 per semester. Please note that a total of 4 full residence units are required for graduation, regardless of the number of credits accumulated.

University Network ID (UNI)

Columbia University Information Technology (CUIT) operates the University's core network, its e-mail and Web servers, the Help Desk, computer labs, and public access kiosks. The key to accessing computer services and electronic resources at Columbia is your University Network ID (UNI).

Every Columbia student must activate their UNI and every student is assigned one of these unique identifiers, consisting of your initials plus an arbitrary number (Example: cck11). Your Columbia e-mail account is your UNI@columbia.edu. (Example: cck11@columbia.edu).

Sharing your UNI password information with anyone is against CUIT policies. Someone who knows your password can gain access to personal information about you, such as your grades and student account information.

For e-mail and network assistance, you may go to the CUIT web page (<http://www.columbia.edu/cuit/>), send an e-mail at any time to "consultant@columbia.edu" , or call the Help Desk at (212) 854-1919.

SIPA Computing

The Office of Information Technology supports the computing needs of the SIPA curriculum, students, faculty, and the administration. SIPA Computing provides computing services that complement those of Columbia University Information Technology (CUIT). In order to utilize SIPA's computer labs and services, SIPA students need a SIPA login ID and password. This login ID and password differs from the CUIT University Network ID. New students need to pick up a computing package at the SIPA Registration Help Site during orientation. Instructions on how to access the SIPA network and login instructions will be in the package. For more information on SIPA Computing, you may go to (http://sipa.columbia.edu/resources_services/sipa_computing/index.html).

E-mail

By activating your UNI, students automatically create their Columbia e-mail account. If you wish to use an alternative e-mail address, you may have your Columbia e-mail account forwarded. All SIPA related academic and career-related information will be sent to Columbia e-mail accounts only. When corresponding with SIPA administrators on academic matters, please use your Columbia e-mail account. We cannot verify correspondence from non-Columbia e-mail accounts.

In addition to the Columbia e-mail account, the SIPA IT Department has created a personalized email address for all students at SIPA. If you wish to use this address on your business cards, resume and other documents, any messages sent to that address will bounce to your Columbia email account. The personalized email address will be in the following format: `firstinitiallastname@ipa.columbia.edu`.

We also encourage you to adjust your email signature to correspond to SIPA's standard format below:

Name
 Title [Example: Candidate, Master of Public Administration, 2011]
 Columbia University's School of International and Public Affairs
 420 West 118th Street, New York NY 10027
 Tel: #.###.###.####
 UNI (Example: cck11)

COLUMBIA | SIPA
 sipa.columbia.edu

Late Registration Fee

You must be registered for at least one class prior to the first day of classes. Otherwise, you will be charged a late registration fee of \$50. As long as you have activated the term by registering for any class, you may add and drop throughout the Change-of-Program period without a fee.

Registration for Classes

Registering On-Line

To register via the web, go to the Student Services On-Line (SSOL) website (<http://ssol.columbia.edu>) and sign in using your Columbia e-mail account name and password. Click on 'Registration'. You will be given instructions on how to add/drop classes once you are logged in.

General Registration Information

All the necessary forms and registration instructions are available for students on the *SIPA Registration Website* (http://sipa.columbia.edu/academics/sipa_registration/index.html). Hard copies of these forms are also available at the SIPA Registration Help Site during the first two weeks of class.

SIPA classes (with the exception of *SIPA Instructor Permission Courses*), Urban Planning classes, Language courses, and GSAS classes (such as Economics, Political Science, History, Anthropology, Sociology, etc.) at the 4000 and 6000-level are open to SIPA students during on-line registration.

Each Columbia University course has an assigned 5-digit number. This is the course call number. Call numbers change each semester. To register for classes, students must submit the call number for each course to be added to their schedule.

Registering your Concentration and Specialization:

All students must register their concentration and specialization every semester they are registered at SIPA. The concentration and specialization registration will be for zero academic credits and will not affect or be affected by fees or financial charges. SIPA students can register for one policy concentration and one specialization each term. The registration of a concentration or specialization may affect which students will get priority in specific courses.

Registering for Internship:

Students are not required to register for internship credits. However, if you choose to register for internship credits, you must do so in either the semester in which you are *currently* interning or anytime *after* the fieldwork or internship has been completed. SIPA is not permitted to register students in prior semesters. SIPA does not have a summer session. Fieldwork/Internship cannot be registered in the summer term.

For students who matriculated prior to Fall 2009, no more than 6 credits of internship can count toward the degree. For students matriculating in the Fall 2009 semester, no more than 3 credits of internship can count toward the degree. Registration of internship credits occurs during the add/drop period each semester.

Submitting internship paperwork to OCS **does not** constitute registration of the internship. If a student chooses to register internship credits, they **must do** so during registration which takes place in the first two weeks of classes.

Note for International Students: If an international student wants to fulfill the fieldwork/internship requirement in the summer between the first and second years, the students must register for the internship in the spring semester of the first year. Second year students who are graduating in May cannot do internship in the summer following their final semester of registration.

Registering for Language Courses:

Students are permitted to register on-line for language courses. Some of the University language departments have decided that graduate students cannot register for language courses as Pass/Fail or Audit (R). Please check with the language department to determine if a course can be taken for Pass/Fail or Audit (R).

Students must be registered for their language course by the first week of class. Students also must attend their language course during the first week of classes. If a student is not registered for their language course or has not attended the first week of classes, THEY MAY NOT BE PERMITTED TO REGISTER FOR ANY LANGUAGE COURSE.

Registering for Individual Reading/Research Courses:

Individual students or groups of students may arrange to undertake reading or research programs with one or more professors, for which a total of no more than 3 points (one term) of credit may be given toward the degree.

Dean's approval and instructor's signature must be obtained before registering for an independent study course. Students must submit an Application for Individual/Group Reading and Research Form to the Student Affairs Office. The form is located in the Student Affairs Office or on-line at (http://sipa.columbia.edu/resources_services/student_affairs/). Please attach a properly completed Add/Drop Registration Form (including your name and UNI, signature, & correct course number) to the Application for Individual Reading & Research Course form when submitting for approval.

The Student Affairs Office will automatically register your course if the application is approved. You will be contacted if your application is not approved.

What to do if a class is full:

If a class is full, it means that no seats are currently available in that class. Regrettably, this means that at this time, no more students can be added to that class, even with the permission of the instructor. As enrollments will fluctuate greatly during the first two weeks of classes, we advise students to check the status of full classes several times during the Add/Drop period. Courses that are full one day may have available seats in subsequent days.

Students can check on the availability of seats in a class by checking the *Directory of Classes* or by attempting to register for the class during their designated appointment times. Class enrollment numbers on the *Directory of Classes* are not real-time data. The Registrar's system is refreshed every morning, so enrollment numbers listed are from the previous day. The Business School and the Law School use separate registration systems. Therefore, the Business School and the Law School class enrollment numbers on the *Directory of Classes* are not accurate.

If a SIPA instructor would like to add additional students to a full class by raising the enrollment cap, the instructor must contact the SIPA Faculty & Curriculum Office directly to make these arrangements. Remember, only the instructor may make this request.

Changing Sections of a Course:

If you would like to change sections of a course (for example: INAF 6804, the Discussion section of Conceptual Foundations, has 20 sections) you may use the *Replace* option on the on-line registration menu. You will be prompted to enter the 5-digit call number for the new section. The system will check your program for the old section of the same course and attempt to replace it with the new one. If the section you want to transfer to is full, the on-line systems will indicate that this is the case, and you will remain in the original section you had registered for.

In-Person Registration

In-person registration is required for *SIPA Instructor Permission Courses* and Cross-Registration for Non-SIPA courses. In-person registration takes place at the Registration Help Site, Stetton Lounge on the 6th floor, IAB.

SIPA Instructor Permission Courses

Certain SIPA courses require approval by the instructor before a student is permitted to register. Reasons for *Instructor Permission Courses* include checking pre-requisites, giving priority to second-year students, and/or to maintain a class size appropriate for the course. These *SIPA Instructor Permission Courses* are listed on the *SIPA Registration Website* and on the *Directory of Classes* as "Instructor Approval Required".

Students cannot register on-line for *SIPA Instructor Permission Courses*. Students must register in person for *SIPA Instructor Permission Courses* once they have received approval.

Step 1. Submit On-line Request Form by noon on **Thursday, September 3, 2009**

(http://sipa.columbia.edu/academics/sipa_registration/index.html)

Step 2. Instructor Permission Course Results available at 1PM on **Tuesday, September 8, 2009**. Results will be available at the SIPA Registration Help Site (6th floor IAB) and on the *SIPA Registration Website*.

Step 3. Register IN PERSON at the SIPA Registration Help Site (6th floor IAB) by 5PM on **Friday, September 11, 2009**.

- For those admitted to a course, failure to register within this time frame may result in the forfeiture of your space in the course.
- Students on the waitlist will be notified via e-mail during the second week of class if they can register for the class.

NOTE: Once a course capacity limit has been reached, the instructor's approval cannot override the maximum enrollment for the class.

SIPA INSTRUCTOR PERMISSION REQUEST FORM

Requests must be submitted online at http://sipa.columbia.edu/academics/sipa_registration/index.html

Professor: _____

Course Number: INAF | PUAU U_____

Call Number: _____

Course Title: _____

All requests must be returned online via the SIPA registration website-by 12 noon, the Thursday before the first day of class each semester

Student Name: _____

UNI: _____ Student PID: _____

School: _____ Concentration: _____

Degree: _____ Graduation Date: _____
MIA/MPA/Other *Month/Year*

Related course work:

Related professional experience:

Reason for enrollment:

Cross-Registration for Non-SIPA Courses

On-line

Students may cross-register **on-line** for courses in GSAS (for courses at the 4000 and 6000-level), Teachers College, Urban Planning, and Language courses.

1. Graduate School of Arts and Sciences (<http://www.columbia.edu/cu/bulletin/uwb/>)

GSAS courses are courses with the G- or W- prefix. The Graduate School of Arts & Sciences includes Political Science, Economics, History, Earth & Environmental Sciences, Anthropology, and Sociology Departments.

Students may register on-line for 4000 and 6000- level GSAS courses.

Please note that all G or W prefix 8000 or 9000-level courses require the instructor's approval on the Registration & Add/Drop form. It is likely that you will need to wait until the first week of classes in order to get the instructor's approval for these courses.

2. Teachers College <http://www.tc.columbia.edu/tc-schedule/schdsearch.cgi>)

SIPA students may register for Teachers College Courses using the on-line system. Please note the TC courses start on Wednesday, September 2nd.

TC does not use Courseworks. Once you are registered for a TC course, to access course material in Teachers College, go to <http://www.tc.columbia.edu/users/students.htm>, click on Classweb and sign in using your Columbia UNI account. You will have access to the course materials. Note: Not all TC faculty use the Classweb system.

3. Urban Planning (<http://www.columbia.edu/cu/bulletin/uwb/>)

SIPA students may register for Urban Planning Courses using the on-line system. No special approval is required unless indicated in the Student Directory of Classes.

4. Language Courses (<http://www.columbia.edu/cu/bulletin/uwb/>)

SIPA students may register for Language Courses using the on-line system. No special approval is required unless indicated in the Student Directory of Classes.

In Person

Students must obtain WRITTEN approval for Law School, Public Health and Social Work courses. After written approval is secured (signed *Registration Add/Drop form* or e-mail), students must register **in-person** at the *SIPA Registration Help Site*, 6th floor IAB.

1. Public Health (<http://www.mailmanschool.org/courses/index.asp>)

Instructor Approval is required for all Public Health courses. Students should get the instructor signature on a *Registration Add/Drop form* and submit it to the SIPA Registration Help Site to be cross-registered for any Public Health course.

2. Social Work (<http://www.columbia.edu/cu/bulletin/uwb/>)

Approval is required from the Office of Student Services located in the Social Work Building, room 525, 1255 Amsterdam Avenue (at 121st Street), (212) 851-2364. Please see Ms. Karma Lowe. Instructor or departmental approval on a *Registration Add/Drop form* is required. Students must register in-person at the Registration Help Site.

3. Law School (<http://www.law.columbia.edu/academics/curriculum>)

Instructor Approval is required for all Law School courses. Students must submit the signed *Cross-Registration Application* (http://sipa.columbia.edu/academics/sipa_registration/law_school_form.pdf) to the Office of Academic Services at Warren Hall (1125 Amsterdam Avenue at 115th Street) in Room WJW 500.

After you have been registered in the Law School registration system, bring the *Cross-Registration Application* and proof of Law School registration to the *SIPA Registration Help Site (6th floor IAB)*. SIPA will confirm your registration in the course and manually register you into SIPA's registration system.

The Law School does not use Courseworks. Once you are registered for the law school course, the IT department will send each student an e-mail with their username & password to access the Courseweb system. If you have not received a username and password from the law school to access course materials, contact the IT desk at 854-1370 or e-mail them at helpdesk@law.columbia.edu. To access the on-line course materials go to <https://coursewebs.law.columbia.edu/coursewebs/access.nsf>.

Application Required (on-line)

The Journalism School and Business School have special on-line applications for cross-registration.

1. Journalism School

(<http://www.journalism.columbia.edu/cs/ContentServer/jrn/1175295325420/page/1212609495839/JRNSimplePage2.htm>)

Starting August 31, 2009, students should submit the on-line application form for Journalism courses. If you are approved, you will automatically be registered for the Journalism courses, check SSOL daily to find out if you have been approved. Questions should be addressed to Dean Melanie Huff (mgh2), 703 Journalism, 212-854-3861. Please note that Journalism School courses are offered from October 12, 2009-December 14, 2009.

2. Business School (<http://www4.gsb.columbia.edu/courses>)

The Business School determines which B-school courses will be open to non-Business School students each semester. The courses that are open to non-Business School students are listed on the SIPA/Business School Special Course Application form, otherwise known as the Green form. This form can be viewed, completed, and submitted via the SIPA Registration Website (http://sipa.columbia.edu/academics/sipa_registration/index.html).

Please note: The academic calendar at the Business School differs from SIPA's academic calendar. The academic calendar and the Business School course schedule can be found on their website at <http://www3.gsb.columbia.edu/courses/selection/>.

Step 1. Submit On-line Request Form

http://sipa.columbia.edu/academics/sipa_registration/index.html

Deadline: Noon, Tuesday, September 1, 2009

- Permission to take Business School courses can only be given through the Cross-Registration process. The Business School will not accept requests for courses directly from students and will NOT accept approval from Business School faculty.
- SIPA students CANNOT apply for Business School Courses not listed on the on-line form.
- **SIPA students will be given permission to register for only one B-school course per term.** SIPA students may take no more than **one (1)** Business School courses in a given term.

- Business School course listings and course descriptions are accessible via the web at www3.gsb.columbia.edu/courses/selection/. Please make certain to research the courses you are interested in taking. Some courses are advanced level and may require prerequisites and/or some prior knowledge of the subject. You will not be approved to take any courses for which you have not met the prerequisites.
 - The prerequisite for U6301 Corporate Finance is U6014 or U6200 Accounting
 - The prerequisite for all upper level Finance courses (FINC) is one of the following:
 - U6301 Corporate Finance + B6302 Capital Markets & Investments
 - OR U6301 Corporate Finance + U6022 Economics of Finance
- Business School courses are open to full-time SIPA students only.
- The Business School does not permit the pass/fail or Audit option for its courses.
- Priority for B-school courses will be based on two criteria:
 - (1) The first semester enrolled at SIPA. Fourth semester students will have priority over third semester students, etc.
 - (2) Continuing students in the following concentrations: International Finance and Policy (IFP), International Economic Policy (IEP), International Finance & Economic Policy (IFEP), Management (second year students only), and Advanced Policy and Economic Analysis (second year students only).

Step 2. Pick-up Business School Cross-Registration Results

1:00 PM Tuesday, September 8, 2009. SIPA Registration Site, 6th floor, Stetton Lounge

- The on-line request forms will be returned to students at the SIPA Registration Site. Students must come IN PERSON to pick up the results.

Step 3. Register for Business School Course

Deadline: 5:00 PM Friday, September 11. SIPA Registration Site, 6th floor, Stetton Lounge

- Students approved for Business School courses must register for the course IN PERSON at the SIPA Registration Site **by Friday, September 11, 2009.**
- Students who have not registered their approved Business School course **by Friday, September 11, 2009** will forfeit their seat in the course.
- All Business School cross-registration ENDS on Friday, September 11, 2009. No one can be registered for Business school courses after this date.
- The Business School does not use CourseWorks. If you are registered for a Business School course, you will be using the Angel system to access your course material. To sign in, you will use your University UNI. The web address for Angel is <https://angel.gsb.columbia.edu>. Contact the Help desk at the Business School at 854-1960 for problems accessing Angel.
- Please direct all inquiries regarding the Cross-Registration process to Dean Caroline Kay (cck11).

BUSINESS SCHOOL COURSE APPLICATION FORM

(Applications must be submitted on-line at http://sipa.columbia.edu/academics/sipa_registration/index.html)

Name: Mr. / Ms. _____

Degree: MIA MPA Concentration: _____

UNI: _____ PID: _____

Current enrollment status: Full-time Part-time

Number of completed credits prior to this term: _____

First term at SIPA: Fall Spring 20_____

Expected Graduation date: _____ 20_____

Have you taken:

INAF U6014 Accounting/Finance for IA/PA?	Yes___ Semester: _____	No___
INAF U6301 Corporate Finance?	Yes___ Semester: _____	No___
INAF U6022 Economics of Finance?	Yes___ Semester: _____	No___
INAF U6045 International Capital Markets?	Yes___ Semester: _____	No___
FINC B6302 Capital Markets & Investments?	Yes___ Semester: _____	No___

If you wish to apply to take any of the courses below, you must number your top three preferences (or fewer) using a scale of 1-3. The number 1 indicates your highest priority.

Choice	Call #	Subject	Course #	Course Name	Section	Time	Place
		BULW	B6151	Business Law: Govt. Regulation/Crisis Management			
		FINC	B6302	Capital Markets & Investments			
		FINC	B6302	Capital Markets & Investments			
		INBU	B6501	International Business			
		ACCT	B8102	Strategic Management Control Systems (Half-term)			
		ACCT	B8104	Financial Statement Analysis			
		ACCT	B8110	Valuation & Financial Statements			
		BUEC	B8299	Taxes & Business Strategy			
		BUEC	B8299	Economics of Health Care & Pharmaceuticals			
		FINC	B8301	Advanced Corporate Finance			
		FINC	B8301	Advanced Corporate Finance			
		FINC	B8301	Advanced Corporate Finance			
		FINC	B8308	Debt Markets			

THIS IS A SAMPLE FORM. THIS FORM DOES NOT REFLECT CURRENT OFFERINGS

After You Register

Reviewing your Program

It is your responsibility to ensure that you are properly registered! You can verify your registration by viewing your course scheduled on *Student Services On-line* at (<http://ssol.columbia.edu>)

The registration system is updated each morning. During registration, when you Add/Drop courses, your revised class schedule will show up the next day.

Changing your Program

You may continue to use the on-line registration system to make approved program revisions until the end of the Add/Drop period. Changes that are not accessible on-line may be made at the SIPA Registration Help Site.

Academic Certification

An academic certification is an official document provided by the University Registrar verifying dates of attendance, award of degree, and student status (full-time or part-time) by term. It is typically requested for health insurance, visa, employment, and credit verification purposes. There is no fee for this service.

Note: If you are requesting a certification for a visa, you should make certain that your expected graduation date is included on your record before leaving and returning to the United States.

Students may submit an on-line request for an Academic Certification through Student Services On-line or in person at the University Registrar's Office in 205 Kent Hall.

Academic Transcripts

A transcript is an official record of a student's entire tenure at Columbia. It reflects all coursework and grades per term for each school attended within the University. Other information on the transcript includes:

- Name as it appears in the Columbia University records
- School and departmental affiliation
- Degree/certificate program (if applicable)
- Degree/certificate conferral date (if applicable)

Students may submit an on-line request for a Transcript through Student Services On-line. Transcripts ordered through SSOL will be processed and mailed within 24 hours. You may also order a transcript in-person at 205 Kent Hall. Your transcripts will be processed while you wait.

There is no fee for this service. Transcripts cannot be produced for anyone whose record has been put on hold for an outstanding University obligation.

Final Exams

The University Final Exam schedule is available after mid-terms. Students can view the final exam dates for the University as well as their specific final exam schedule on the Registrar's website at <http://www.columbia.edu/cu/registrar/docs/students/index.html>. If you have trouble locating your class on the final exam schedule, contact your instructor to make sure that your class has a final exam.

CourseWorks

CourseWorks provides students and faculty the ability to centrally manage course content online. For students, CourseWorks serves as a single point of entry for course information and content, including links to digital library reserve materials, a calendar to track assignments and deadlines, bulletin boards and groups for which they are registered, and announcements from their instructors. To access CourseWorks, go to <https://www.courseworks.columbia.edu/> and enter your Columbia UNI and password.

Most SIPA faculty use CourseWorks. CourseWorks periodically downloads information from the Registrar and gives students access to the courses in which they are registered. Ideally, CourseWorks will reflect your class schedule, but this may not always be the case. During peak registration times, it may take up to two weeks for the most up-to-date class schedule to be reflected on CourseWorks.

If the system is not up-to-date yet and you cannot get onto CourseWorks, go to the SIPA computing page http://sipa.columbia.edu/resources_services/sipa_computing/index.html and fill out the form requesting "Access to CourseWorks" (link in left menu bar). Students can view syllabi or course evaluations for SIPA classes regardless of whether they have registered for the class.

The view syllabi: Go to the CourseWorks homepage and login using your user ID and password.

Method 1:

- 1) In the upper right box under "SEARCH COURSES" enter the 4 digit course number (i.e for the course INAF 4595, enter 4595)
- 2) A list of courses will appear. Click "VIEW" next to course name to see syllabus.

Method 2:

- 1) Click on "SEARCH COURSES" in the left menu bar
- 2) To search for a particular course, enter the course number, title or instructor last name in the QUICK SEARCH box
- 3) To search for all SIPA courses offered, select "Browse Courses by School for Fall 2008" and then click "SCH of INTL. & PUBLIC AFFAIRS"
- 4) A list of courses will appear. Click "VIEW" next to course name to see syllabus.

The Business School and Law School do not use CourseWorks. If you are registered for a Business School course, you will be using the Angel system to access your course material. To sign in, you will use your University UNI. The web address for Angel is <https://angel.gsb.columbia.edu>. Contact the Help desk at the Business School at 854-1960 for problems accessing Angel. To access course material in the Law School, you will be e-mailed a username & password after you have registered for law courses. Go to <https://coursewebs.law.columbia.edu/coursewebs/access.nsf> to access the Courseweb pages. Once you are registered for a TC course, to access course material in Teachers College, go to <http://www.tc.columbia.edu/student-resources/>, click on Classweb and sign in using your Columbia UNI account. You will have access to the course materials. Note: Not all TC faculty use the Classweb system.

Important Contact Information (SIPA)

SIPA Student Affairs Office (SAO)

6th floor, IAB

212-854-8690

http://sipa.columbia.edu/resources_services/student_affairs/index.html

Cassandra Simmons, Associate Dean
cs2753@columbia.edu

Stefan Brown, Assistant Dean
ASB167@columbia.edu

Urbano Garza, Assistant Dean
UTG1@columbia.edu

Caroline Kay, Assistant Dean
CCK11@columbia.edu

Mona Khalidi, Assistant Dean
MK2388@columbia.edu

Alleyn Waysome, Assistant Dean
AAW54@columbia.edu

SIPA Dean's Office

14th floor, IAB

212-854-5406

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

John Coatsworth, Dean
JHC2125@columbia.edu

Robert Garriss, Associate Dean, External Relations & Communications
RG2039@columbia.edu

Dan McIntyre, Associate Dean, Faculty & Curriculum
DM2429@columbia.edu

Patrick Bohan, Associate Dean, General & Financial Administration
PB3@columbia.edu

SIPA Computer Lab

510B, IAB

212-854-1575

http://sipa.columbia.edu/resources_services/sipa_computing/index.html

Harpreet Mahajan, Executive Director, Info Tech
MAHAJAN@columbia.edu

Noel Vargas, Associate Director
NV2130@columbia.edu

Xavier Olivos, Systems Manager
xo2103@columbia.edu

SIPA Office of Career Services (OCS)

4th floor, IAB

212-854-4613

http://sipa.columbia.edu/resources_services/career_services/current_students/index.html

Meg Heenehan, Director
MH374@columbia.edu

Ilona Vinklerova, Recruitment Coordinator
IV2105@columbia.edu

Bobbie Cappiello, Manager of Alumni Relations and Career Events
BBG2105@columbia.edu

Patricia Macken, Employer Relations
PMM1@columbia.edu

Elyse Victor, Employer Relations Specialist
EGV2@columbia.edu

Gretchen Turner, Administrative Assistant, Student Relations
Gt2024@columbia.edu

External Relations

6th & 15th floor, IAB

Daniela Coleman, Director, Alumni Relations
DC2471@columbia.edu

Tan Nguyen, Coordinator, GPPN
TN2102@columbia.edu

SIPA Admissions and Financial Aid Office

4th floor, IAB

212-854-6216

http://sipa.columbia.edu/resources_services/admissions/index.html

Mat Clemens, Director
MC2793@columbia.edu

Pauline Saavedra, Assistant Director
PB145@columbia.edu

Claudio Vargas, Financial Aid Officer
CSV3@columbia.edu

Udee Narayan, Financial Aid Officer
ULN1@columbia.edu

Department of International and Public Affairs (DIPA)

13th floor, IAB

212-854-3239

http://sipa.columbia.edu/faculty_staff/index.html

Joseph Chartier, Departmental Administrator
JC3317@columbia.edu

Important Contact Information (General)

Columbia University General Information
212-854-1754

Student Service Center
205 Kent Hall

University Registrar's Office
212-854-4330
<http://www.columbia.edu/cu/registrar>
registrar@columbia.edu

Student Financial Services
212-854-4206
<http://www.columbia.edu/cu/sfs>
sfs@columbia.edu

International Students & Scholars Office (ISSO)
524 Riverside Drive Suite 200
212-854-3587
<http://www.columbia.edu/cu/isso>
isso@columbia.edu

Computing AcIS Helpline
102 Philosophy Hall
212-854-1919
<http://www.columbia.edu/acis/>
consultant@columbia.edu

Lehman Library
3rd floor, IAB
212-854-4170
<http://www.columbia.edu/cu/lweb/indiv/lehman/>
lehman@libraries.cul.columbia.edu

Columbia University Bookstore
2922 Broadway
212-854-4131

Primary Care Medical Services
John Jay Hall, 3rd & 4th floors
212-854-2284
<http://www.health.columbia.edu>
health@columbia.edu

University Apartment Housing
400 West 119th Street
212-854-9300
<http://www.columbia.edu/cu/ire>

Campus Security / CAVA
111 Low Library
212-854-2796
212-854-5555

Copy Center
401 IAB
212-854-3797

Academic Calendar 2009-2010

Fall Term 2009

August 31-Sept 4, Mon-Fri	New Student Orientation
September 1, Tuesday	Registration Help Site open 1:00-5:00 pm. <i>On-line registration open to SIPA continuing students only.</i> *Deadline for the submission of <i>Business School Cross-Registration Requests</i>
September 2, Wednesday	Registration Help Site open 10:00 am to 12:00 noon, 1:00-5:00 pm. <i>On-line registration open to SIPA continuing students only.</i>
September 3, Thursday	Registration Help Site open 10:00 am to 12:00 noon, 1:00-5:00 pm. *Deadline for the submission of <i>SIPA Instructor Permission Course Requests</i> <i>On-line registration open to SIPA new students only.</i>
September 4, Friday	Registration Help Site closed. <i>On-line registration open to SIPA new students only.</i>
September 8, Tuesday	First day of classes. Registration Help Site open 10:00am to 12:00pm, 1:00-5:00 pm. Special Handling Registration begins (For SIPA students only: Cross-Registration and Instructor Permission Course registration.) <i>On-line registration open to all SIPA students.</i>
September 9, Wednesday	Registration Help Site open 10:00 am to 12:00 pm, 1:00-5:00 pm. Special Handling Registration continues. (Cross-Registration, Instructor Permission course registration, etc.). <i>On-line registration open to all SIPA students.</i>
September 10, Thursday	Registration Help Site open 10:00 am to 12:00 noon, 2:00-5:00 pm. Special Handling Registration continues. <i>On-line registration open to all SIPA students.</i> (Cross-Registration, Instructor Permission course registration, etc.). Registration open to Non-SIPA students.
September 11, Friday	Registration Help Site open 10:00 am to 12:00 noon, 1:00-5:00 pm. Special Handling Registration continues. <i>On-line registration open to all SIPA students.</i> *5:00 pm deadline to add all SIPA Instructor Permission and B-School courses.
September 14-17, Mon-Thurs	Registration Help Site open 1:00 -5:00 pm. Special Handling Registration continues. <i>On-line registration open to all SIPA students.</i>
September 18, Friday	Registration Help Site open 10:00 am to 12:00 noon, 1:00-4:00 pm. On-line registration ENDS. <i>On-line registration open to all SIPA students.</i> <ul style="list-style-type: none"> • Last day to add a class/internship credit. • Last day to drop a class without receiving the grade of W. • Last day to drop a class without incurring financial responsibility for those credits.
September 30, Wednesday	Last day to submit Internship paperwork to Career Services Office

Academic Calendar 2009-2010

Fall Term 2009

October 13, Tuesday	Last day to change grading option to pass/fail. Submit add/drop form to Student Affairs Office, 6 th floor. No approval necessary. Students may not withdraw (W posted) from courses past this date.
October 21, Wednesday	October Degrees Conferred
October 22, Thursday	Midterm Date
October 30, Friday	Application for degree deadline for February 2010 graduation Concentration Audit form deadline for February 2010 graduation
November 2, Monday	Academic Holiday
November 3, Tuesday	Election Day - University Holiday
November 26, Thursday	Thanksgiving Day - University Holiday
November 27, Friday	University Holiday
November 30, Monday	Last day to submit Internship paperwork to Career Services Office
November 30, Monday	Application for degree deadline for May 2010 graduation
December 14, Monday	Last Day of Classes
December 15, Tuesday	Study Day
December 16-23, Wednesday-Wednesday	Final Exams