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ABOUT COLUMBIA UNIVERSITY

Columbia University is the oldest institution of higher education in the State of New York and the fifth oldest in the United States. It was established under a royal charter from George II in 1754 as King’s College for the purpose of providing “for the Instruction and Education of Youth in the Learned Languages and the Liberal Arts and Sciences.” In 1767 the College also opened the first medical school in the country to grant the M.D. degree.

From its beginning, Columbia and its graduates have made significant contributions to the nation and the advancement of knowledge. Founding fathers Alexander Hamilton, John Jay, Gouverneur Morris, and Robert Livingston were all graduates of King’s College. Presidents Theodore and Franklin D. Roosevelt were both graduates of the Law School, and President Dwight Eisenhower was president of the University at the time of his election. More recently, Supreme Court Justice Ruth Bader Ginsberg graduate from Columbia’s Law School, former U.S. Secretary of State Madeleine Albright graduated from the School of Public Affairs, and President Barak Obama graduated from Columbia College. The University counts 80 Nobel Laureates among its faculty and graduates, including two Nobel Peace Prize Laureates.

Columbia University Mission Statement

Columbia University is one of the world’s most important centers of research and at the same time a distinctive and distinguished learning environment for undergraduates and graduate students in many scholarly and professional fields. The University recognizes the importance of its location in New York City and seeks to link its research and teaching to the vast resources of a great metropolis. It seeks to attract a diverse and international faculty and student body, to support research and teaching on global issues, and to create academic relationships with many countries and regions. It expects all areas of the university to advance knowledge and learning at the highest level and to convey the products of its efforts to the world.

ABOUT SIPA

For more than 60 years, Columbia University’s School of International and Public Affairs has been educating professionals who work in public, private and nonprofit organizations to make a difference in the world. Through rigorous social science research and hands-on practice, SIPA’s graduates and faculty strive to improve social services, advocate for human rights, strengthen markets, protect the environment, and secure peace, in their home communities and around the world.

SIPA at a Glance

<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1946</td>
<td>School of International Affairs established (SIA), granting the Master of International Affairs (MIA) degree</td>
</tr>
<tr>
<td>1946–1962</td>
<td>Seven regional institutes established, eventually focusing on countries worldwide</td>
</tr>
<tr>
<td>1960</td>
<td>International Fellows program created</td>
</tr>
<tr>
<td>1971</td>
<td>International Affairs Building opened</td>
</tr>
<tr>
<td>1977</td>
<td>Master of Public Administration (MPA) program introduced</td>
</tr>
<tr>
<td>1981</td>
<td>Renamed School of International and Public Affairs (SIPA)</td>
</tr>
<tr>
<td>1991</td>
<td>Department of International and Public Affairs activated; school appoints own faculty</td>
</tr>
<tr>
<td>1992</td>
<td>Program in Economic Policy Management (PEPM) created</td>
</tr>
<tr>
<td>1999</td>
<td>Picker Center for Executive Education established; Executive MPA program introduced</td>
</tr>
<tr>
<td>2004</td>
<td>PhD in Sustainable Development created</td>
</tr>
<tr>
<td>2002-present</td>
<td>New international dual degree and executive education programs developed with the London School of Economics, Sciences Po in Paris, the Fundação Getulio Vargas in Brazil, the Lee Kuan School of Public Policy at the National University of Singapore, and Peking University, among others</td>
</tr>
<tr>
<td>2009</td>
<td>New Master of Public Administration in Development Practice (MDP) launched to address the scientific and social challenges of sustainable development</td>
</tr>
</tbody>
</table>
The curricula of SIPA’s seven degree programs all combine training in analytical methods and practical management skills to ensure that graduates are prepared to understand problems and implement solutions. Students combine these core skills with a focus on a policy area of their choice, and they typically engage in a practice-oriented capstone or workshop experience toward the end of their studies. The School draws its strengths from the resources of New York City and Columbia University, and yet has a global reach, with a student body that is 50 percent international; 17,000 graduates in more than 150 countries; and educational partners in global cities such as London, Paris, Berlin, Singapore, Beijing, Mexico City, and São Paulo.

SIPA Mission Statement and Vision

SIPA’s mission is to empower people to serve the global public interest. We do this by educating students to serve and lead and by producing and sharing new knowledge on the key policy public policy challenges facing the global community.

SIPA aspires to raise its standing within the top tier of public policy schools as measured by our ability to recruit and retain top faculty, attract outstanding students from around the world, and contribute to public debate on global issues.

SIPA Administration

Merit Janow
Dean, School of International and Public Affairs
Professor of Practice, International Economic Law and International Affairs
Columbia University
mj60@columbia.edu

Patrick Bohan
Interim Sr. Associate Dean, Associate Dean - General and Financial Administration
pb3@columbia.edu

Jesse Gale
Associate Dean, Communications and External Relations
gj2462@columbia.edu

Caroline Kay
Associate Dean, Student Affairs
cck11@columbia.edu

Dan McIntyre
Associate Dean, Academic Affairs
dm2429@columbia.edu

SIPA SPEAK

You are part of a new community now and one of the challenges will be to learn the language of the school which is often times referred to as “SIPA Speak.” Here are a few acronyms that you will come across in this book and that you will hear around SIPA.

APEA – Advanced Policy & Economic Analysis (SIPA specialization)
B-School – Columbia Business School
CEMTPP – Center for Energy, Marine Transportation & Public Policy
CIBER – Center for International Business Education & Research
CICR – Center for International Conflict Resolution
CourseWorks – online system that lists courses that a student is enrolled in
CubMail – University web-based email system
CUIT – Columbia University Information Technology
CUMC – Columbia University Medical Center
DIPA – Department of International & Public Affairs (faculty offices)
EE – Energy & Environment (SIPA concentration)
EMPA – Executive Master’s in Public Affairs
EPD – Economic & Political Development (SIPA concentration)
GS – School of General Studies
GSAS – Graduate School of Arts & Sciences
GPP – Gender and Public Policy (SIPA specialization)
GPPN – Global Public Policy Network, dual degree program w/international universities
HRHP – Human Rights and Humanitarian Policy Program (SIPA concentration)
ICR – International Conflict Resolution (SIPA specialization)
IFEP – International Finance & Economic Policy (SIPA concentration)
ILAS – Institute for Latin American Studies
IMAC – International Media, Advocacy & Communication (SIPA specialization)
IO – International Organizations (SIPA specialization)
ISP – International Security Policy (SIPA concentration)
ISSO – International Students & Scholars Office
J-School – School of Journalism
MEI – Middle East Institute
MIA – Masters of International Affairs
MPA – Masters of Public Affairs
MPA DP – Masters of Public Affairs in Development Practice
MPA ESP (PESP) – Masters in Public Affairs in Environmental Science & Policy
OCS – Office of Career Services
OSA – Office of Student Affairs
PEPM – Program in Economic Policy Management (MPA)
SIPA IT – SIPA Information Technology
SIPASA – SIPA Student Association
SIWPS – Saltzman Institute of War & Peace Studies
SSOL – Student Services Online, a portal that contains student information such as enrollment status, financial aid, grades.
USP – Urban & Social Policy (SIPA concentration)
UNSP – United Nations Studies Program (co-curricular program)
WEAI – Weatherhead East Asian Institute
About New York City
Located on one of the world's largest natural harbors, New York City consists of five boroughs, each of which comprises a state county. The five boroughs—The Bronx, Brooklyn, Manhattan, Queens, and Staten Island—were consolidated into a single city in 1898. With a Census-estimated 2011 population of 8,244,910 distributed over a land area of just 305 square miles (790 km²), New York is the most densely populated major city in the United States. As many as 800 languages are spoken in New York, making it the most linguistically diverse city in the world. The New York City Metropolitan Area's population is the United States' largest, with 18.9 million people distributed over 6,720 square miles (17,400 km²), and is also part of the most populous combined statistical area in the United States, containing 22.1 million people as of the 2010 Census.

About Our Neighborhood

Morningside Heights
Morningside Heights is situated about 60 blocks north of Midtown, on Broadway, between 110th Street and 125th Street. It is bounded by Morningside Park to the east, Harlem to the north, and Riverside Park to the west. The area is home to a number of leading educational and cultural institutions, including Teacher's College, Barnard College, and Union Theological Seminary. For this reason, many turn-of-the-century newspaper reports hailed Morningside Heights as “America’s Acropolis.”

Harlem
Harlem borders Morningside Heights stretching from the East River west to the Hudson River between 155th Street to 125th street on the West Side. Central Harlem begins at 110th street, and East Harlem, known as Spanish Harlem, starts at 96th Street and extends to 155th Street. Originally a Dutch village, formally organized in 1658, Harlem is named after the city of Haarlem in the Netherlands and was annexed to New York City in 1873. It is home to entertainment centers like the famous Apollo Theatre and historical sites such as Grant’s Tomb. Visit the St. Nicholas Historical District and New York’s oldest black church, Abyssinian Baptist. Harlem is also home to the business offices of former President William Jefferson Clinton.
Student Policies and Procedures on Discrimination and Harassment, Gender-Based Misconduct Policies for Students and Consensual Romantic and Sexual Relationships

Columbia University is committed to providing a learning, living, and working environment free from discrimination, harassment and gender-based and sexual misconduct. Consistent with this commitment and with applicable laws, the University does not tolerate discrimination, harassment or gender-based or sexual misconduct in any form and it provides students who believe that they have been subjected to conduct or behavior of this kind with mechanisms for seeking redress. All members of the University community are expected to adhere to the applicable policies, to cooperate with the procedures for responding to complaints of discrimination, harassment and gender-based and sexual misconduct, and to report conduct or behavior they believe to be in violation of these policies to the Office of Equal Opportunity and Affirmative Action or Student Services for Gender-Based and Sexual Misconduct. For additional information on these issues, policies and resources, please visit the Sexual Respect website at: https://titleix.columbia.edu/.

Complaints against students for gender-based misconduct are processed in accord with the Gender–Based Misconduct Policies for Students. Students who attend Barnard College and Teachers College as well as Columbia University are covered by these policies. The use of the term “gender-based misconduct” includes sexual assault, sexual harassment, gender-based harassment, stalking, and intimate partner violence. Complaints against students for other forms of discrimination and harassment are processed in accord with the Student Policies and Procedures on Discrimination and Harassment and should be filed with the Dean of Students of the school in which the accused student is enrolled.

Complaints against employees and third parties affiliated with the University for discrimination and harassment are processed in accord with the Employment Policies and Procedures on Discrimination and Harassment. The use of the term “discrimination and harassment” includes discrimination, discriminatory harassment, gender-based harassment, stalking, intimate partner violence, sexual harassment, and sexual assault.

Columbia University maintains policies regarding consensual romantic and sexual relationships between faculty and students, and staff and students. The Faculty-Student Relationship Policy states that no faculty member shall exercise academic or professional authority over any student with whom he or she has or previously has had a consensual romantic or sexual relationship. This policy covers all officers of instruction, research and the libraries, including student officers of instruction and research and teaching assistants. The Staff-Student Relationship Policy states that no staff member at Columbia should participate in the supervision, employment actions, evaluation, advising or mentoring of any Columbia University student with whom that staff member has or has had a consensual romantic or sexual relationship, except in unusual circumstances, where explicit advance authorization has been obtained.

For further information and assistance, contact:

Office of Equal Opportunity and Affirmative Action
103 Low Library, MC 4333
http://eoaa.columbia.edu/
eoaa@columbia.edu
212-854-5511
Title IX Coordinator/Section 504 Officer for Columbia University
Melissa Rooker, Associate Provost
Office of Equal Opportunity and Affirmative Action, 103 Low Library
mrooker@columbia.edu, (212) 854-5511
Deputy Title IX Coordinator for Staff and Faculty Concerns
Michael K. Dunn, Director of Investigations
Office of Equal Opportunity and Affirmative Action, 103 Low Library
mkd2010@columbia.edu, (212) 854-6699

Deputy Title IX Coordinator for Student Concerns (temporary)
Virginia Ryan, Interim Assistant Director
Student Services for Gender-Based and Sexual Misconduct, 108I Wien Hall
vmr2105@columbia.edu, (212) 854-1717

Columbia offers a number of confidential resources to students who believe they were subjected to discrimination, harassment or gender-based or sexual misconduct and who do not wish to report to the University:

_Counseling Services_
Columbia Morningside (212) 854-2878, CUMC (212) 496-8491
_Rape Crisis/Anti-Violence Support Center_, (212) 854-HELP
_Office of the University Chaplain_, 212-854-6242
_Health Services_*

Columbia Morningside (212) 854-2284, Columbia Morningside clinician-on-call (212)854-9797
CUMC (212) 305-3400, CUMC clinician-on-call (212) 305-3400

*Medical providers are considered confidential resources in the context of providing medical treatment to a patient.
# 2013–2014 Academic Calendar

## Fall 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19-23</td>
<td>On-line registration open to <strong>continuing</strong> SIPA students only</td>
</tr>
<tr>
<td>August 26-30, Monday-Friday</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>August 27-30, Tuesday-Friday</td>
<td>On-line registration open to <strong>new</strong> SIPA students only.</td>
</tr>
<tr>
<td>August 29, Thursday</td>
<td>Deadline for the submission of <em>SIPA Instructor Permission Course Requests</em></td>
</tr>
<tr>
<td>September 2, Monday</td>
<td>Labor Day. University Holiday</td>
</tr>
<tr>
<td>September 3-13, Tuesday-Friday</td>
<td>On-line registration open to all SIPA students.</td>
</tr>
<tr>
<td>September 3, Tuesday</td>
<td><strong>First day of classes.</strong> Instructor permission course results available at 1pm.</td>
</tr>
<tr>
<td>September 6, Friday</td>
<td>4:00 pm deadline to add all SIPA Instructor Permission</td>
</tr>
<tr>
<td>September 13, Friday</td>
<td>Last day of on-line registration for all SIPA students.</td>
</tr>
<tr>
<td></td>
<td>- Last day to add a class (excludes short courses)</td>
</tr>
<tr>
<td></td>
<td>- Last day to change grading option to &quot;R&quot; credit</td>
</tr>
<tr>
<td></td>
<td>International students who intend to do a spring or summer internship must register for internship credit by this date.</td>
</tr>
<tr>
<td>September 30, Monday</td>
<td>Last day to submit internship paperwork to the Office of Career Services</td>
</tr>
<tr>
<td>October 8, Tuesday</td>
<td><strong>Last day to drop a class without receiving a grade of W.</strong></td>
</tr>
<tr>
<td>October 16, Wednesday</td>
<td>October Degrees Conferred</td>
</tr>
<tr>
<td>October 17, Thursday</td>
<td>Midterm Date</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>November 1, Friday</td>
<td>Application for degree deadline for February 2014 graduation</td>
</tr>
<tr>
<td></td>
<td>Concentration Audit form deadline for February 2014 graduation</td>
</tr>
<tr>
<td>November 4, Monday</td>
<td>Academic Holiday</td>
</tr>
<tr>
<td>November 5, Tuesday</td>
<td>Election Day - University Holiday</td>
</tr>
<tr>
<td>November 14 Thursday</td>
<td>Last day to change grading option to pass/fail.</td>
</tr>
<tr>
<td></td>
<td>Last day to withdraw from a course (W posted). Students may not officially withdraw from a course past this date.</td>
</tr>
<tr>
<td>November 28, Thursday</td>
<td>Thanksgiving Day - University Holiday</td>
</tr>
<tr>
<td>November 29, Friday</td>
<td>University Holiday</td>
</tr>
<tr>
<td>December 1, Sunday</td>
<td>Application for degree deadline for May 2014 graduation</td>
</tr>
<tr>
<td>December 9, Monday</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>December 10-12</td>
<td>Study Days</td>
</tr>
<tr>
<td>Tuesday - Thursday</td>
<td></td>
</tr>
<tr>
<td>December 13-20</td>
<td>Finals</td>
</tr>
<tr>
<td>Friday - Friday</td>
<td></td>
</tr>
</tbody>
</table>
Spring 2014

January 14-15
Tuesday-Wednesday
On-line registration open to continuing SIPA students only

January 15-16
Wednesday-Thursday
New Student Orientation

January 16-17
Thursday-Friday
On-line registration open to new SIPA students only.
Deadline for the submission of *SIPA Instructor Permission Course Requests*: 12:00 Noon

January 20
Monday
Martin Luther King Jr. birthday observed -- University Holiday

January 21
Tuesday
First day of classes.
Instructor permission course results available at 1:00 PM.

January 21-31
Tuesday-Friday
On-line registration open to all SIPA students.

January 24
Friday
4:00 PM deadline to add all SIPA Instructor Permission.

January 31
Friday
Concentration Audit Form deadline for May 2014 graduation

January 31
Friday
Last day of on-line registration for all SIPA students.

- Last day to add a class (excludes short courses)
- Last day to change grading option to "R" credit

International students who intend to do a summer or fall internship must register for internship credit by this date.

February 12
Wednesday
February Degrees Conferred
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 25</td>
<td>Last day to drop a class without receiving a grade of <strong>W</strong>.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Last day to drop a class without incurring financial responsibility for those credits.</td>
</tr>
<tr>
<td>March 11, Monday</td>
<td>Midterm Date</td>
</tr>
<tr>
<td>March 17-21</td>
<td>Spring Recess</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td></td>
</tr>
<tr>
<td>March 27</td>
<td>Last day to withdraw from a course (<strong>W</strong> posted).</td>
</tr>
<tr>
<td>Thursday</td>
<td>Students may not withdraw from a course past this date.</td>
</tr>
<tr>
<td></td>
<td>Last day to change grading option to pass/fail.</td>
</tr>
<tr>
<td>April 15</td>
<td>Last day to submit internship paperwork to Career Services Office.</td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>May 5</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>May 6-8</td>
<td>Study Days</td>
</tr>
<tr>
<td>Tuesday-Thursday</td>
<td></td>
</tr>
<tr>
<td>May 9-16</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Friday-Friday</td>
<td></td>
</tr>
<tr>
<td>May 21</td>
<td>University Commencement</td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
</tr>
<tr>
<td>TBD</td>
<td>SIPA Graduation</td>
</tr>
</tbody>
</table>
ACADEMIC ADVISING AND COURSE REGISTRATION

Academic Advising at SIPA

At SIPA, we have designed an academic advising partnership that gives you exposure to as many administrators and faculty members as possible to assure your successful matriculation. During your time at SIPA you will have three primary advisers whose goal is to help you navigate the curriculum and successfully complete your degree.

After you are accepted and you have paid your tuition deposit, you will be assigned a Dean from SIPA’s Office of Student Affairs whose primary responsibility is to advise you on the Core requirements and to connect you to both SIPA and Columbia resources. Based on the Concentration and Specialization you choose, you will also work with faculty members who serve as Directors and advisors. Students in the MPA-DP, PESP, and PEPM program will be advised by designated staff members from each program.

Prior to registration all students are encouraged to meet with their academic advisor. The following are the advisors for each program:

MPA/MIA (2 Year Program)

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Phone Number</th>
<th>Location</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean Brown</td>
<td>212-854-1431</td>
<td>613, IAB</td>
<td><a href="mailto:asb167@columbia.edu">asb167@columbia.edu</a></td>
</tr>
<tr>
<td>Dean Bruce</td>
<td>212-854-5392</td>
<td>612, IAB</td>
<td><a href="mailto:db2835@columbia.edu">db2835@columbia.edu</a></td>
</tr>
<tr>
<td>Dean Garza</td>
<td>212-854-8612</td>
<td>611, IAB</td>
<td><a href="mailto:utg1@columbia.edu">utg1@columbia.edu</a></td>
</tr>
<tr>
<td>Dean Kay (Associate Dean)</td>
<td>212-854-5433</td>
<td>615, IAB</td>
<td><a href="mailto:cck11@columbia.edu">cck11@columbia.edu</a></td>
</tr>
<tr>
<td>Dean Khalidi</td>
<td>212-854-2277</td>
<td>614, IAB</td>
<td><a href="mailto:mk2388@columbia.edu">mk2388@columbia.edu</a></td>
</tr>
<tr>
<td>Dean Nguyen</td>
<td>212-854-6303</td>
<td>616, IAB</td>
<td><a href="mailto:tn2102@columbia.edu">tn2102@columbia.edu</a></td>
</tr>
<tr>
<td>Dean Waysome</td>
<td>212-854-1421</td>
<td>617, IAB</td>
<td><a href="mailto:aaw54@columbia.edu">aaw54@columbia.edu</a></td>
</tr>
</tbody>
</table>
Course Registration

Each year, SIPA student take more than 1,200 different courses across Columbia University, a reflection of the diversity of, and access to courses SIPA students have during their academic tenure at the school.

SIPA provides services and references for students throughout the registration process. Students at SIPA register for classes via the web using Columbia’s Student Services Online System. The course registration process begins prior to the start of each semester and continues through the second week of classes. The SIPA Office of Student Affairs manages the registration process, and you are encouraged to contact the Office of Student Affairs for any registration related matters or email your questions to: siparegistration@columbia.edu.

You must be registered for at least one class prior to the first day of classes in order to avoid being 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.

Please direct ALL registration inquiries to the Office of Student Affairs, 6th floor, IAB or via email at siparegistration@columbia.edu. Please do NOT go to the University Registrar’s Office in Kent Hall for registration issues.

We also encourage you to visit SIPA’s Registration website at: http://new.sipa.columbia.edu/students/courses-registration/sipa-registration.

Using Student Services Online

Registration Appointments
Each semester, you will be assigned individual registration appointment days/times. To view your registration appointment time, go to the SSOL website.
Since spaces in some classes are limited, we advise you to register during your EARLIEST provided appointment. If a class appears to be full, try again at a later time. The university registration system does NOT have a wait list option. Class enrollments fluctuate a great deal during the registration period.

**Holds and Address Verification**
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. If you do have a hold on your account, you must check with the appropriate office for instructions on how to clear it.

Additionally, it is mandatory for you to update your most recent local and permanent addresses using the SSOL website. The information on record will affect billing, emergency notifications, and shipping of your diploma. You may change your local and permanent contact information on SSOL at any time.

**Entering Courses**
Each Columbia University course has an assigned 5-digit number. This is the course call number. Call numbers change each semester. SIPA students have permission to register for SIPA courses (INAF, PUAF, REGN, SIPA), with the exception of SIPA Instructor Permission Courses.

To register for classes, students must submit the call number for each course to be added to their schedule whether registering online or in-person.

**NOTE:** Students must register a concentration and a specialization every semester they are registered at SIPA.

**Section Changes**
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 online registration menu. If the section you want to transfer to is full, the online systems will indicate that this is the case, and you will remain in the original section you had registered for.

**Instructor Permission Course Registration**
Certain SIPA courses require approval by the instructor before a student is permitted to register.

*It is not possible to register for SIPA Instructor Permission Courses using the online registration system.* Instead, students are required to submit an application via the SIPA Registration Website to apply for a seat in the class. If permitted to register, you can register in person at the Office of Student Affairs or via the Online Add/Drop form available on the SIPA Registration Website. For more information about the process and to access the application, go to the following website: [http://sipa.columbia.edu/academics/sipa_registration/instructions.html](http://sipa.columbia.edu/academics/sipa_registration/instructions.html)

**Course Schedule Conflicts**
The registration system will prohibit you from enrolling for classes that meet at the same time, or that overlap by so much as one minute. During the second week of classes, the Dean at the Registration Desk will consider course overlap requests, but only with the specific, written permission of both instructors.

**Program Review**
*It is your responsibility to ensure that you are properly registered!* You can verify your registration by viewing your course scheduled on Student Services Online at [http://ssol.columbia.edu](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.

Schedule Changes
You may continue to use the online registration system to make approved schedule revisions until the end of the Add/Drop period. Changes that are not accessible online may be made at the SIPA Registration Help Desk. Permitted schedule change requests after the add/drop period must be processed by the Office of Student Affairs (610, IAB).

Course Selection and Registration Resources

Please familiarize yourself with the following resources to ensure your registration experience proceeds as smoothly as possible.

<table>
<thead>
<tr>
<th><strong>SIPA Registration Website</strong></th>
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<tbody>
<tr>
<td>The SIPA registration website (<a href="http://sipa.columbia.edu/academics/sipa_registration/index.html">http://sipa.columbia.edu/academics/sipa_registration/index.html</a>) is the central source of information for SIPA students on registration. All resources – registration and cross-registration – can be accessed from this site. You can also submit online applications for SIPA instructor Permission courses and Business School courses. <strong>Students have 24 hour access to this site.</strong></td>
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<table>
<thead>
<tr>
<th><strong>Student Services Online (SSOL)</strong></th>
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<tbody>
<tr>
<td>SSOL (<a href="http://ssol.columbia.edu">http://ssol.columbia.edu</a>) is a web-based link to the Columbia University Registrar. It gives you access to your personal information including your account balances, grades, degree audit reports (DARs), and course and registration appointment schedules. You can also request transcripts, account balance refunds and certification of enrollment.</td>
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<tr>
<th><strong>SIPA Online Curriculum Guide</strong></th>
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<tbody>
<tr>
<td>This online Guide (<a href="http://sipa.columbia.edu/academics/courses/index.html">http://sipa.columbia.edu/academics/courses/index.html</a>) assists students in course selection. The Guide may be used to help you determine how specific courses will fulfill the MIA/MPA requirements and all courses listed in the Guide may fulfill the requirements with the exception of elementary level language courses.</td>
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<table>
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<tr>
<th><strong>Directory of Classes</strong></th>
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<tbody>
<tr>
<td>The Columbia University Directory of Classes (<a href="http://www.columbia.edu/cu/bulletin/uwb/">http://www.columbia.edu/cu/bulletin/uwb/</a>) contains basic information, meeting times, class locations, and instructor names from the Registrar's University-wide database. Students may link directly to CourseWorks from the Directory by clicking on the “website” link on the course page.</td>
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<tr>
<th><strong>CourseWorks</strong></th>
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<tr>
<td>CourseWorks provides students and faculty the ability to centrally manage course content online. To access CourseWorks, go to <a href="https://www.courseworks.columbia.edu/">https://www.courseworks.columbia.edu/</a> and enter your Columbia UNI and password. CourseWorks gives students access to the courses in which they are registered. During peak registration times, it may take up to two weeks for the most up-to-date class schedule to be reflected on CourseWorks.</td>
</tr>
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</table>
SIPA STUDENT LIFE AND COMMUNITY

One of the integral functions of the Office of Student Affairs at SIPA is supporting and facilitating co-curricular activities and opportunities. SIPA students have exciting lives beyond the classroom. The resources on this page will acquaint you with extracurricular activities and services that will enhance your life on campus.

Housing
Morningside Heights neighborhood, which is adjacent to the main campus, is made available to full-time SIPA students through University Apartment Housing (UAH). For more information visit the departments website at: http://new.sipa.columbia.edu/students/student-life-community/housing.

SIPA Event Calendar
SIPA’s institutes, centers, and programs host dozens of speakers who share their expertise at lectures, panel discussions, symposiums and other special events. To view the calendar go to: http://new.sipa.columbia.edu/experience-sipa/events/month.

SIPA News

SIPA Student Organizations
Website: http://new.sipa.columbia.edu/students/student-life/community/student-organizations

SIPA students have exciting lives beyond the classroom. A vibrant array of over 45 student groups organize programming on a variety of issues in international and public affairs, along with social events and community service. Take time to learn about SIPA networking resources, publications, and campus services that will add value to your graduate school experience. For more information about SIPA student organizations visit:

SIPA Student Publications
The Morningside Post is the community blog for SIPA that spurs debate and features passionate voice from SIPA students, faculty and alumni. Students can post activities as well as video and audio coverage of SIPA events. The Journal of International Affairs, established in 1947, is a nonprofit affiliated with SIPA, and covers contemporary issues over a wide range of topics.

SIPA Student Association (SIPASA)
Website: http://new.sipa.columbia.edu/experience-sipa/student-life/SIPASA

The SIPA Student Association (SIPASA) represents the diverse interests of students on a school-wide basis. It serves as a liaison between the student body and administration and strives to enhance the quality of life of SIPA students through the promotion of social activities throughout the year. In addition, SIPASA promotes community outreach and represents the study body on curriculum issues on the Committee on Instruction, and holds semi-annual town meetings and open forums.

Graduation
There are two ceremonies connected to your graduation from SIPA; our own graduation ceremony for graduates of the MPA, MIA, PEPM, EMPA, MPA/ESP programs and PhD in Sustainable Development, and the University Commencement where academic year 2011-2012 degrees are officially conferred on graduates from all Columbia schools. For more information about graduation visit: http://new.sipa.columbia.edu/students/student-life-community/graduation.
Recognition Requirements and Membership Eligibility

Annual Registration Requirement
Student organizations must renew their registration annually with the Office of Student Affairs. The SIPA Business Office will not process any reimbursements or payments for any purpose until the student organization has completed the registration process. Additionally, student organizations will not be able to reserve space at SIPA or elsewhere on campus without completing the annual registration process.

Advisor Requirement
Each recognized student organization should have an advisor who is a member of the Columbia University faculty or staff. Advisors should assist the organization to function in accordance with its stated purposes, provide advice and counsel, assist in the development of leadership skills among members, and help prevent violations of university, school, community, or state regulations.

Membership Eligibility
All SIPA students are eligible for membership in SIPA student organizations in accordance with the standards, academic or otherwise, established by each organization.

Officer Eligibility
All student organization officers must be SIPA students in good academic standing (i.e. attaining at least a 3.0 cumulative GPA).

Event Guidelines and Policies for Student Organizations

Event Registration
All public events (both on or off campus) sponsored by student organizations recognized by SIPA MUST be registered with the Office of Student Affairs at least ten (10) days prior to the event.

Student organizations who fail to register their events may lose their status as an officially recognized student organization and the privileges associated with such status.

In addition, student organizations hosting events must agree to the following terms:
- Observe all Columbia University rules and procedures, as well as all state and local government laws and regulations in planning and carrying out the event.
- Obtain necessary permissions to hold the event and, if applicable, follow both internal and external instructions and receive necessary authorizations.
- Fully cooperate with University Officials assigned to this event before, during, and after the event.
- Be responsible for full payments of any fees incurred as a result of hosting an event.

Special Events/High Profile Guests and Speakers
Special Events include those events that meet the following criteria:
- presence of press/media (invited or otherwise)
- advertised beyond Columbia's campus
- high attendance/capacity
- presence of alcohol
- potential for significant disruption
- security concerns on the part of the recognized student group, advisers, or guest
The presence of one of these criteria may not necessarily elevate the event to a Special Event status, however, these factors should be considered cumulatively. For a Special Event, space and service application must be completed and submitted no later than 15 business days before the requested date of the event, and the Event Review must be completed at least 10 business days before the date of the event. Special consideration will be made for events that fall within the 15-business-day requirement. Such consideration is made on a case-by-case basis. If the deadline specified by the facility/location that is being requested is more than 10 business days in advance of the proposed event, then that deadline will apply.

**Public Safety/Security**
In special situations, the Office of Student Affairs or the Dean’s Office may require that a public safety presence is necessary for a student organization event. A public safety officer is required at all on-campus events where alcohol is present. In all cases where a public safety officer(s) are deemed necessary, SIPA will cover the associated costs.

**Internal Sponsorships**
All student organization events held in SIPA must be sponsored by a recognized SIPA entity such as a program, concentration, institute, office, or recognized student organization. The sponsoring body should be identified when booking rooms, arranging services and in any publicity associated with the event.

**External Speakers and Sponsorships**
Many student organizations plan events that include speakers from outside of SIPA or the Columbia University community. Additionally, sometimes SIPA student organizations have events that are funded by non-University related sponsors. The following applies to these situations:

- **Events with Government Officials, High Profile, or Potentially Controversial Speakers**
  Any arrangements to have a government official, potentially controversial, or other high-profile speaker should be discussed in advance with Dean Bruce. Depending on the nature of the speaker, special security may be required that must be cleared by the Office of Public Safety.

- **Events Funded by Outside Sponsors**
  If an event is to be sponsored by groups or organizations outside of the Columbia community please provide a list of sponsors to Dean Bruce in the Office of Student Affairs including name of group/organization and the name of the representative you have been working with. We usually pass along the names of the groups/organization to University Advancement to assure there are no conflicts of interest.

  Only officially recognized SIPA/Columbia student organizations may advertise functions or activities within the building. Occasionally, small notices may be posted if authorized by the Office of Student Affairs.

**Events with Alcohol**
All SIPA student organization events involving alcohol that take place either on or off campus must be registered and approved by the Office of Student Affairs.

*At SIPA, alcohol notification for student organization events is included on the Event Registration Form. Alcohol notification is thus complete once events are properly registered and approved by the Office of Student Affairs.*

Additionally, all events must, at a minimum, comply with the policies outlined in the University Alcohol Policy and may be accessed at [http://www.essential-policies.columbia.edu/policies-alcohol-and-drugs](http://www.essential-policies.columbia.edu/policies-alcohol-and-drugs).

Additionally, the following guidelines should be followed:
- If cash will be exchanged at the event, either in person or online, you must apply for a Temporary Beer and Wine Permit with the State Liquor Authority.
- Consult with Public Safety to ensure all necessary precautions are in place for a safe event.
- Follow the rules governing the serving of alcohol list below.

**Guidelines for Serving of Alcohol at Student Organization Events**

1. Only one drink at a time may be dispensed to each person.
2. Serving alcohol to a minor is a criminal offense and a violation of University regulations.
3. No visibly intoxicated person may be served alcohol.
4. Where there is reason to believe that an event may include attendees under 21, individuals must present proof of age before being served alcoholic beverages. Additionally, such events require proctors as directed by the University.

The Office of Student Affairs at SIPA has responsibility for enforcing and implementing the University’s alcohol policy for student organization events.

**Temporary Beer and Wine Permit**

New York State law governs the sale of beer and wine. Any event with alcohol at which money will be exchanged either in person or online, for the sale of drinks or any other purpose, is not legally allowed to serve alcohol without a NY State Temporary Beer and Wine Permit. The application process requires a minimum of 15 business days. Applications are available on the New York State Liquor Authority’s website: [https://www.sla.ny.gov/system/files/special-event-permit-061011.pdf](https://www.sla.ny.gov/system/files/special-event-permit-061011.pdf)

**Events that require a Temporary Beer and Wine Permit MUST be registered with the Office of Student Affairs at least ten (15) working days in advance. A copy of the license must be submitted to the Office of Student Affairs at least five (5) working days prior to the event.**

**Outdoor Events with Alcohol**

In accordance with New York State law, the consumption of alcohol in an outdoor space without appropriate authorization is prohibited. All outdoor events are subject to this policy and its attendant procedures. Outdoor space reservation authorization is also required for these events.

**Alcohol Training**

Student groups who plan on serving alcohol at an event must have at least one group representative who is 21 years of age or older attend alcohol training. That individual must be present throughout the duration of the event and must abstain from consuming alcohol during the event. Pre-registration for the training is not required. For a schedule of alcohol training sessions, visit the University Event Management website.

**Events Involving Alumni**

If you are inviting SIPA alumni to participate in an event, please forward the names of those invited along with the event name, date, time, and location to the Office of Student Affairs. If you would like to invite alumni to your event as attendees, but require access to the alumni database to obtain contact information, you should contact the Director of Alumni Relations in the Office of Communication and External Relations.

**Vendor Authorization Forms**

Student organizations must complete and submit a [Vendor Authorization Form](#) before any event that will generate invoices, check requests, or student reimbursements. When submitting this form, please attach a...
copy of the flyer or e-mail advertising the event to help track invoices and payments. The Vendor Authorization Form may be submitted online at: http://www.sipa.columbia.edu/resources_services/business_office/index.html.

Other SIPA Guidelines and Policies for Student Organizations

Advertising and Publicity Guidelines
All advertising and publicity for student organization events must meet the following guidelines:

- Posting on windows and doors is strictly prohibited and all publicity placed there, will be removed.
- Posters must be removed within 24 hours of the completion of the event.
- Activities that are open to members and non-members of the organization may be publicized through general advertising media. Notification of a meeting or event that is only open to organization members should be made internally (via email or other means.)

The following MUST be indicated on all materials to be posted:
- Full name of the sponsoring organization.
- Time, date, and location of the event.
- Entrance fees or costs to participate.

In terms of posting distribution of event information and posters, the following guidelines are to be followed:

**Bulletin Boards**
The space allocated for student organization advertising in the IAB are bulletin boards and the elevator banks on the 4th and 6th floors. Please do not tape flyers to painted, marble or wood surfaces or windows.

**SIPA and University Calendar**
Student organizations may choose to advertise their events on the SIPA and University calendar when they register the event with the Office of Student Affairs. The form includes a section that asks if you would like your event posted on Sundial. Events submitted to the calendar will be posted to SIPA’s Events Calendar and may be included on the University’s Event Calendar.

**SIPA Events Email**
Student organization events that are submitted to the SIPA Events Calendar will also be included in the weekly SIPA Events Email that goes out each Friday to the entire SIPA community.

**Tabling Guidelines**
SIPA registered student organizations may host information tables on the 4th floor for the purpose of selling tickets to events, fundraising, and providing information about events. All tabling activities MUST be registered with the Office of Student Affairs at least three (3) working days in advance.

Individuals or organizations tabling without approval (whether registered or non-registered) will be required to discontinue tabling at the request of a SIPA or University official.

**Use of University Name**
No student clubs or organizations may use the official title of the University, or any of its parts except in connection with legitimate University purposes. For example, neither the name of the University nor its letterhead may be used by any organization in sponsoring or recommending any commercial/entrepreneurial services or products. Columbia University stationary may not be used in connection with an outside organization that has been established by one or more club members.
Special Note: When dealing with administrators, vendors, and fellow students please remember that you represent not only your group but the SIPA and University community as well, and that appropriate, professional courtesy and behavior is expected of you at all times. Complaints about the conduct of student organization will be taken seriously. Violation of the SIPA Code of Academic and Professional Conduct in the course of student organization business can result in disciplinary action.

Use of School Name
In the text of letters, advertisements, and other documents, please refer to SIPA as “the Columbia University School of International and Public Affairs” or “Columbia’s School of International and Public Affairs” the first time you refer to the School and SIPA thereafter. Please do not write “The School of International and Public Affairs at Columbia University”.

Logos and Banners
SIPA student organizations are allowed to have their own logos and/or banners. The student organization’s logo/banners can be used for the following purposes:
To promote student group events within SIPA and throughout the CU campuses
To promote SIPA student groups at conferences, workshops, career fairs, etc.

Student Organization Logo Approval Process
If your organization is creating a logo that includes the Columbia University or SIPA Logo you should provide a draft of the logo, along with an explanation of it’s proposed use, to the Office of Student Affairs and the Director of Special Events and Publication in the Office of External Relations and Communications.

Below are examples of the SIPA Logo designs:

Please Note: You may not manipulate these logos or the Columbia University crown in any way.

Student Organization Travel
Student organization who are planning a trip (either domestic or international) should complete the Student Organization Intent to Travel Form and submit it to the Office of Student Affairs at least two (2) months in advance of the date of travel. All travel plans will then be reviewed and approved by the Office of Student Affairs. Additionally, guidelines for student travel have been established by SIPA and the University and these guidelines must be followed.
SIPA Student Services and Resources

SIPA Business Office
Website: http://new.sipa.columbia.edu/business-office-resources-for-students

The Business Office is a unit of SIPA’s Office of General & Financial Administration which serves as the liaison between the University’s Finance Division and SIPA’s students, faculty, staff and affiliated Institutes and Centers.

SIPA Career Services
Website: http://new.sipa.columbia.edu/careers/career-services

The mission of the Office of Career Services (OCS) is to provide students and alumni with the necessary tools to successfully manage their immediate internship and full-time job search as well as their professional development throughout their careers. We accomplish this through career advising, a professional development course, career events, recruitment and employer outreach programs, and professional networking opportunities. Students and alumni are encouraged to partner with OCS and dedicate time to independent research and networking to build bridges with the professional world.

SIPA Financial Aid and Funding
Website: http://new.sipa.columbia.edu/students/sipa-resources/funding-for-students

SIPA Human Resources
Website: http://new.sipa.columbia.edu/faculty-staff/human-resources/sipa-human-resources/sipa-hr

The human resources operation at Columbia University is managed by a central office. Local HR offices within the different schools manage local HR issues.

SIPA IT Services
Website: http://new.sipa.columbia.edu/sipa-it-for-students

The Office of Information Technology at SIPA is the primary source of technology support for SIPA students, faculty, and administration. Services offered by the SIPAIT include:

- Providing access to the SIPA network
- Supporting the student computer labs
- Purchasing and configuring systems for faculty and administration
- Maintaining SIPA E-room, provide audio-visual and video conference support.

Computers for student use are located on the 4th, 5th and 6th floors of the IAB where there is also WiFi connectivity. The computers on the 6th floor outside the OSA are available 24 hours a day.

SIPA Office of Student Affairs
Website: http://new.sipa.columbia.edu/office-of-student-affairs

Student Affairs provides a broad array of important services for current students at SIPA. The deans and staff of Student Affairs take great pride and care in overseeing your entire SIPA experience.

SIPA Tutoring Services
The Office of Student Affairs provides tutors during the fall and spring semesters for the following classes/subjects:

- Accounting U6200
- Economics U4200/U4201 & U6400/U6401
- Math
- Quantitative Analysis U6500
- Writing

Detailed information is emailed to all students at the beginning of every semester.

Veteran Affairs
Website: http://www.columbia.edu/cu/sfs/docs/veterans/

Veteran benefits are administered through SIPA’s Admissions and Financial Aid Office. You may also contact Margaret Pittman at (212) 854-6216.
COLUMBIA UNIVERSITY STUDENT SERVICES AND RESOURCES

**Athletics**
Website: [http://www.gocolumbialions.com](http://www.gocolumbialions.com)
Columbia University sponsors 29 intercollegiate teams competing in the Ivy League in NCAA Division I (I-AA for football).

**Bookstore**
Website: [www.columbiabookstore.com](http://www.columbiabookstore.com).
The Columbia University Bookstore stocks publications ordered by the faculty for their classes, along with more than 50,000 book titles. The Bookstore also sells school supplies, academic software, and apparel and gifts imprinted with the Columbia name and insignias. Members of the University community may also use that web site to make online purchases and to obtain further information about the products the Bookstore offers and the events it sponsors.

**Copying and Printing Services**
Website: [www.columbia.edu/cu/studentservices/printing/](http://www.columbia.edu/cu/studentservices/printing/)
Located in the basement of the Journalism building, Print Services offers photocopying, printing, and other services to both departments and individuals.

**Counseling & Psychological Services**
Website: [http://www.health.columbia.edu/services/cps](http://www.health.columbia.edu/services/cps)
Counseling & Psychological Services (CPS), located in Lerner Hall, 8th floor, offers psychiatric evaluations and referrals; group and short-term individual counseling; and a variety of other programs designed to promote the mental health of Columbia students. These services are free to students who have paid the Health Service Fee.

**CU Arts Initiative**
Website: [http://cuarts.com/](http://cuarts.com/)
The Arts Initiative at Columbia University is President Lee C. Bollinger's pioneering venture to make arts and culture a meaningful part of every Columbian's experience. Founded in 2004, its diverse programs encourage students, faculty, and alumni in all fields to generate, study, and engage the creative life of the campus, the city, and the wider world.

**CUIT Services**
Website: [http://cuit.columbia.edu/](http://cuit.columbia.edu/)
Columbia University Information Technology (CUIT) provides Columbia University students, faculty and staff with central computing and communications services including email, telephone service, Web publishing, computer labs and electronic classrooms, course management and student information applications, office and administrative applications, and management of the high-speed campus Ethernet and wireless networks. CUIT also manages an array of computer labs, terminal clusters, ColumbiaNet stations, multimedia classrooms, and provides a variety of technical support services.

**Dining and Catering on Campus**
Website: [www.columbia.edu/cu/dining](http://www.columbia.edu/cu/dining)
Columbia University Dining Services maintains various dining facilities on campus for students, faculty, staff, and visitors. The Morningside facilities include coffee bars, cafes, delis, a European-style marketplace, and a dining hall.
Disabilities Services
Website: http://sipa.columbia.edu/resources_services/student_affairs/disability_services.html
The Columbia University Office of Disability Services serves students within all Columbia University schools and departments. The ODS works with each student and their school to address specific needs. Emphasis is placed on students’ development of independence, self-sufficiency, and self-advocacy necessary for success in the academic setting. Close coordination with campus offices and departments helps to ensure that the needs of students with disabilities are met. In addition, the office serves as a resource center to the entire campus community on disability services and issues within the University and metropolitan area.

Family Policy and Childcare
Website: http://worklife.columbia.edu/child-care-and-schooling
The Columbia Office of Work/Life supports faculty, staff and students by offering a school and childcare search service, back-up care, breastfeeding support, Spouse/Partner Dual Career Services, and many other programs. For a parent in need of a babysitter, the Barnard Babysitting Agency can be a godsend. Parents are required to fill out a registration form with address, emergency contact numbers, and background information on their children. Then just send in the registration form along with a $25 fee and you can post job listings on the site! A Barnard or Columbia student who has completed the Babysitting Service’s training program will respond to the list. For more information, contact (212) 854-2035 or bbsitter@barnard.edu.

Health Services
Website: http://health.columbia.edu
Columbia Health is part of the University’s Student and Administrative Services division on the Morningside Campus. Columbia Health provides integrated and accessible services and programs that support the well-being of the campus community and the personal and academic development of students.

Our team has more than 130 individuals, including medical providers, therapists, psychiatrists, disability specialists, health promotion specialists, nutritionists, peer counselors, support staff, and administrative professionals.

Columbia Health comprises the following programs and services for Columbia students:

- Alice! Health Promotion
- Counseling and Psychological Services
- Disability Services
- Medical Services
- Sexual Violence Response

Housing
Website: http://facilities.columbia.edu/housing/
University Apartment Housing (UAH) is a division of Columbia University Facilities that manages residential units primarily in the immediate vicinity of the Morningside Heights campus, as well as in Washington Heights, Manhattan Valley, and Riverdale.

Identification Cards
Website: www.columbia.edu/cu/id
The University ID, the official Columbia University identification card, is managed by the ID Center in Kent Hall for the Morningside campus. In addition to serving as a general form of identification, a valid University ID is needed to access the resources of the libraries of the University and borrow from their collections. The card provides swipe access to buildings with card-readers.
Inclimate Weather Announcements
In the event of a snowstorm or other serious weather advisory, the University will post its decision on whether classes will be delayed or cancelled on the Columbia homepage at www.columbia.edu as early as possible.

International Students and Scholars Office
http://www.columbia.edu/cu/isson/
The ISSO office exists to assist international students and faculty as they study and teach at Columbia University.

Language Resource Center
Website: http://www.lrc.columbia.edu/
The Language Resource Center (LRC) serves both as a hub for new language instruction and as a catalyst to promote the widespread adoption of technology to enhance language teaching and learning.

Public Safety
Website: www.columbia.edu/cu/publicsafety/
The Department of Public Safety is responsible for providing a safe and secure University environment. It posts security officers at key campus locations, regularly patrols the University campuses and their surrounding neighborhoods, and maintains a network of emergency call boxes that provide immediate contact with one of its offices. Members of the Public Security staff can be reached 24 hours a day by phone or by visiting its offices. Its office on the Morningside campus is located in Room 111 of Low Library.

Recreation Facilities
Website: www.gocolumbialions.com.
The Marcellus Hartley Dodge Physical Fitness Center is a multipurpose recreational and fitness facility including gymnasium that can be used for multiple sports, a fitness center with cardiovascular and strength-training equipment, a swimming pool, an indoor running track, squash and racquetball courts, exercise rooms, and men’s and women’s locker rooms and saunas. Admission requires a valid University ID.

Recreation Facilities (continued)
The Dick Savitt Tennis Center, located in Columbia’s Baker Field Athletics Complex in northern Manhattan, has cushioned hard courts in a climate-controlled bubble that are available throughout the year when they are not being used by the men’s and women’s varsity teams. Between September and May, the courts may be reserved for the full season or booked on an hourly basis; in the summer, they may be used by paying an hourly fee or by obtaining a Center membership, which provides for unlimited playing time. The Center also offers clinics and individual lessons for players at all levels.

Registrar's Office (Transcripts)
Website: http://registrar.columbia.edu/home/
The Registrar’s Office is where all academic records at Columbia are held. Although most information you will need is housed in SIPA’s Student Affairs Office, if you need a transcript or explicit student record information, you will be directed to the Columbia’s Registrar Office in Kent Hall.

University Libraries
Website: http://library.columbia.edu/
The Libraries are wonderful gathering places to pursue scholarly research, to learn about and use information technology, to write, to study, and to draw on our rich collection of print and electronic resources.

At your disposal is a fully integrated research library. Columbia’s Libraries, with over 10 million volumes, over 100,000 current journals and serials, and an extensive collection of electronic resources, manuscripts, rare books, microforms, and other non-print formats, rank as one of the top five academic library systems in the nation.
Writing Center
Website: http://uwp.columbia.edu/writing-center/.

The Writing Center provides writing support to the entire Columbia community, from first-year undergraduates to faculty. In one-on-one consultations and workshops, our consultants offer feedback and strategies to help you improve at every stage of your writing, from brainstorming to final drafts.
COLUMBIA DUAL DEGREE PROGRAMS
SIPA STUDENT HANDBOOK SUPPLEMENT

INTRODUCTION

Drawing on the resources of Columbia University to enable students to pursue studies in related fields, SIPA, along with other professional schools at the University, offers a number of combined or dual degree programs. These dual degree programs give SIPA students an opportunity to tap into the full resources of the University and to gain knowledge, skills, and perspectives in fields outside International and Public Affairs.

Each Columbia dual degree program leads to the award of two professional degrees. Under the dual degree arrangements, students can earn the two degrees in less time than if the two degrees were pursued separately. Candidates must apply and be admitted to each school separately; admission to one school has no bearing on the decision made by the other. Applicants may apply to both schools simultaneously or apply to the second program once they have matriculated at SIPA. In most cases, students may choose the sequence in which they fulfill residency requirements, but they should consult the dean’s office at each school for advice in planning their individual programs. Your contact at SIPA for the 2013 – 2014 academic year is Dean Bruce (db2835@columbia.edu) in the Office of Student Affairs.

SIPA currently has twelve (12) dual degree programs with the Mailman School of Public Health, School of Law, School of Business, School of Journalism, School of Social Work, Graduate School of Arts and Sciences for QMSS, the Jewish Theological Seminary and the Graduate School of Architecture, Planning and Preservation. The dual degree programs offered by SIPA and other Columbia schools and the degrees they confer are listed below:

MIA Dual Degrees

- M.I.A. and Master of Science in Urban Planning (M.S.)
- M.I.A. and Master of Business Administration (M.B.A.)
- M.I.A. and Master of Science in Journalism (M.S.)
- M.I.A. and Juris Doctor (J.D.)
- M.I.A. and Master of Public Health (M.P.H.)
- M.I.A. and Master in Quantitative Methods in the Social Sciences (M.A.)
- M.I.A. and Master of Science in Social Work (M.S.S.W.)
- M.I.A. and B.A.

MPA Dual Degrees

- M.P.A. and Juris Doctor (J.D.)
- M.P.A. and Master of Public Health (M.P.H.)
- M.P.A. and Master in Quantitative Methods in the Social Sciences (M.A.)
- M.P.A. and Master of Science in Social Work (M.S.S.W.)
- M.P.A. and Jewish Theological Seminary Master of Arts (M.A.)
- M.P.A. and B.A.

Students must complete a minimum of 30 credits in residence at SIPA while maintaining a minimum 3.0 GPA and fulfill all core requirements for the M.I.A. or M.P.A. The M.I.A. requires proficiency in a foreign language. The second professional degree can be accepted toward the M.I.A. or M.P.A. in lieu of a policy concentration.
Admission

*How do I apply to be a dual degree student?* Prospective students must file applications for admission separately to each school as admissions decisions are made independently by each school.

*Does it help my application to SIPA if I am already a student at another Columbia professional school or if I attended Columbia College or Barnard?*

No. There is no special consideration for students applying to SIPA if they have already been admitted to or are attending another professional school or if they attended Columbia or Barnard as an undergraduate. Each school makes its admissions decisions independently. Students are considered dual-degree students only after being admitted into two separate schools with a recognized dual-degree program at Columbia University.

*Should I apply simultaneously to two schools?*

Yes, you can and it is preferable that you do, but it is not required.

*Can I decide to apply to another school while at SIPA?*

Yes, you may enroll in one school first, and then apply to another school at a later date. Students must, however, apply to the second school *prior to* completing half the course work of the first school. However, it is strongly recommended that students decide as early as possible, preferably during their first semester, to apply to a second school.

*If I am admitted to both schools and decide to pursue the dual degree, what should I do?*

If you are admitted to both schools, you must request a deferment at one of the two schools. Admitted students who do not begin their combined program at SIPA should send the acceptance form (without the deposit) and a request for a deferral to the SIPA Admissions Office.

As soon as you know that you will be pursuing a dual degree, you must let the Admissions Offices of BOTH schools know of this decision. This is so both schools can code you as a dual degree student and initiate communication with you on such issues as registration, financial aid, and degree requirements. It is also important for you to meet with your dual degree academic advisor at each school to plan your course loads and register for classes.

Prior to beginning at SIPA, you will be required to attend Orientation held during the last week in August or in mid-January.

Degree Requirements

*What is the minimum number of credits and semesters I need to complete for a SIPA degree?*

Dual-degrees require that students complete a minimum number of Residency Credits and Academic Credits in both schools. Dual-degree candidates must complete a minimum of 30 credits in residence at SIPA (additional SIPA credits may be completed while in residence at another school), maintain a minimum 3.0 GPA, and fulfill all MIA or MPA core requirements, including demonstrated proficiency in a foreign language for the MIA.
The number of required SIPA residency credits depends on the dual degree. For example, the MIA dual degree with Law, Journalism and Public Health requires 2 semesters in residence at SIPA, whereas the MIA with Business, Social Work and Urban Planning requires 3 semesters in residence at SIPA.

**Do I need a policy concentration or specialization at SIPA if I am a dual degree student?**
No, the second professional degree can be accepted toward the MIA or MPA in lieu of a policy concentration and specialization.

**Advising**

**How do I track my academic progress while in a dual degree program?**
We advise you to meet as soon as with your academic advisor at each school to plan your degree programs.

**Registration**

All Columbia dual degree students must register for a 0-credit dual degree course each semester (SIPA U0040) so that they may receive program updates from SIPA’s Office of Student Affairs and also communicate more easily with your advisor and other students using the discussion board on the Courseworks site.

**As a dual degree student, can I take classes at both schools during the same semester?**
Yes. Students can only be residence at one school per semester, paying the school’s tuition and fees for that semester. Residency Credits are credits earned and registered in a particular school. That said, Academic Credits are credits earned that fulfill the academic core or degree requirements. A student may be in residence at one school while fulfilling academic requirements of another.

**Can I register myself for SIPA courses?**
Yes, when you are in residence at SIPA, you may register for SIPA courses on-line during the registration period. However, you must follow cross-registration procedures for courses outside SIPA. When you are not in residence at SIPA, you must complete the Columbia Dual Degree Registration Request Form, which can be accessed online at: [http://fs9.formsite.com/duane24/form23/index.html](http://fs9.formsite.com/duane24/form23/index.html). Once your form is submitted, your SIPA advisor will register you for those applicable courses.

For more information about registration at SIPA visit the SIPA Registration website at: [http://new.sipa.columbia.edu/students/courses-registration/sipa-registration](http://new.sipa.columbia.edu/students/courses-registration/sipa-registration). Students in residence at a school other than SIPA must follow the registration procedures of that school.

**Some schools have similar requirements. Is it ever possible for a course at one school to satisfy a requirement at SIPA?**
Yes. For some dual degree programs similar courses are required. Each dual degree webpage lists courses from other schools that satisfy SIPA core requirements. If you believe a particular course should satisfy a SIPA requirement but it is not listed, please provide your advisor with a copy of the course syllabus and they will let you know if it will fulfill a SIPA requirement.
**Columbia Dual Degree Programs**

**SIPA Student Handbook Supplement**

*Do internships at other Columbia professional schools count for SIPA’s internship requirement?*

Yes, an internship obtained through another Columbia professional school will satisfy the SIPA requirement. You must submit a “Waiver Request Form” to the Office of Career Services to verify the requirement has been met.

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**Tuition**

*As a dual degree student, do I get any breaks on tuition?*

No, you must pay the tuition and fees of the schools in which you are registered each term. SIPA has a flat rate tuition schedule meaning students pay the same tuition to take the minimum 12 credits as they would to take the maximum 18 credits. However, in most cases you may save at least a year in tuition by doing the dual degree program since you will complete two graduate degrees in less time than if you pursued them separately.

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**Financial Aid/Assistantships**

*As a dual degree student, how does financial aid work for me? Is it easier or more difficult?*

It is a bit trickier and requires good planning on your part and on the part of the financial aid offices at both Columbia schools. You are granted institutional financial aid by the school in which you are registered each term. You should treat the process of applying for aid as a separate process for each program each term and adhere to the financial aid deadlines and procedures in each school. SIPA strongly advises dual degree students to consult with the SIPA Financial Aid Office as soon as they arrive at Columbia, independent of the school at which they may be starting, and BEFORE registering for classes at either school so that they can optimize the financial benefit and minimize the financial burden during their course of study. During new student Orientation Week, Dual Degree students are encouraged to attend a special session conducted by the SIPA Office of Financial Aid to learn more about the relevant issues you should track.

*What should I be aware of when applying for a Federal loan?*

As a dual degree student, when you apply for a **Federal or Private Educational loan** in the summer, the loan is allocated for the full academic year, Fall and Spring, unless you state otherwise. If you decide to “split” your year, spend the Fall at SIPA and the Spring at Social Work, for example, the Spring loan must then be cancelled for a loan specific to Social Work to then be added for your Spring semester. This is why it is important for you to talk with the SIPA Financial Aid Office as soon as you know you will be matriculating at SIPA so you can receive guidance when applying for loans and other financial aid.

*If I am given a work/study award at one school, can it be transferred to another school during the same academic year?*

If you are awarded work-study through SIPA, you cannot use it when enrolled in another school for the Spring semester.

Dual degree SIPA/Social Work students have a unique situation. Because Social Work students are required to conduct field work for 21 hours per week (300 hours per term) over four semesters, they are permitted to be compensated from work-study funds for these hours when registered at the School of Social Work. However, when dual degree Social Work students are completing their field work but are
registered at SIPA, they may **not** use their work-study award for their fieldwork hours as Work-Study is an allocation of Institutionally Awarded aid and would require your enrollment at SIPA.

A dual degree Social Work student who obtains a TA or PA position at SIPA, entailing more hours of work each week in addition to their fieldwork commitment, needs to plan their work week before they apply so they are not overcommitted.

Again, it is important to speak to SIPA’s financial aid office as soon as you know you will be doing a dual degree to try to plan your semesters of study to avoid such problems.

**When am I eligible to apply for SIPA Assistantships and Scholarships?**

You are eligible to **apply** for merit-based SIPA Assistantships and Scholarships after completing at least one semester of study **at Columbia** but you cannot **receive** it until you have completed two semesters at Columbia. If you did not complete your second semester at SIPA, e.g., you may be in residence at another CU school during the Spring semester when the application is due, you are still eligible to apply. However, should you receive an award you must be in residence at SIPA during the semester(s) in which the award is given. For example, if you are awarded a Teaching Assistantship for the Fall semester, you must be in residence at SIPA during that semester. The same applies to all SIPA Scholarship awards.

As a Columbia dual degree student you may wish to commence your study at SIPA in the Fall semester in order to take Core courses and then transfer in the Spring to your other school. This way, if you receive a **SIPA Assistantship or Scholarship** for the following year, you will be able to take advantage of the full year award.

The SIPA Assistantship and Scholarship applications are available on-line in January and applications are due at the end of February for the next academic year’s awards.

**When may I apply for the FLAS Fellowship?**

Dual-degree students may apply for the **Foreign Language Area Studies Fellowship** after their first two semesters of study at Columbia. The FLAS Fellowship is for advanced training in modern foreign languages and is open to US citizens and permanent residents only. The FLAS application is available online in January and is due at the end of February for the next academic year’s awards.

For information on SIPA Assistantships, SIPA Scholarships and other funding opportunities, please visit: [http://new.sipa.columbia.edu/students/sipa-resources/funding-for-students](http://new.sipa.columbia.edu/students/sipa-resources/funding-for-students).

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**Health Services**

**Is there anything I should be aware of with regard to my health insurance coverage when transferring between Columbia schools?**

Not if you are a dual degree student at SIPA and with any of the following schools: Law, Business, Journalism, Social Work, Urban Planning, or GSAS for QMSS. You should not experience any disruption in your health coverage when transferring between these schools and SIPA each semester as the Student Health Services and Insurance are provided on the Morningside campus by Columbia Health.

If, however, you are a dual degree student at SIPA and the Mailman School of Public Health and are transferring campuses for the upcoming academic year, there is important Student Health Service and
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Student Health Insurance information that you should be aware of to avoid a gap in your insurance coverage.

Specifically, if you are moving from Columbia University Medical Center to the Morningside Campus for the Fall semester, **there is a gap between the two policy years.** The CUMC insurance plan terminates on August 16th, and the Morningside plan does not begin until September 1st. **You must contact the CUMC SHS Insurance Office (212-342-3953 or email eec1@columbia.edu) as soon as you know you will be switching campuses so that we can extend your insurance plan until September 1st** (you will be billed a ½-month premium and SHS fee). To avoid having an *Immunization Hold* being placed on your account, preventing you from registering for classes, make sure you have submitted your immunization and any required medical records BEFORE the beginning of the new semester when moving from Morningside to CUMC or from CUMC to Morningside.

If you are moving from an initial enrollment at SIPA on the Morningside campus to Mailman on the CUMC campus, CUMC has *additional* immunization and physical requirements that you must meet in order to register. If you wait until you arrive at CUMC, your registration will be delayed and you will be charged a fee. Click here to review the registration requirements for non-clinical students. [http://www.cumc.columbia.edu/student/health/pre-registration.pdf](http://www.cumc.columbia.edu/student/health/pre-registration.pdf)

The following health information pertains to all SIPA dual degree students.

1. The campus where you register during the fall term determines which Student Health Service and Aetna Student Health Insurance Plan will cover you for the entire academic year (even if you take classes on a different campus during the spring term). If you are at CUMC in the fall, you will remain enrolled there for the spring. Students enrolled on the Morningside campus for the fall term will remain there for the spring term.

2. If you successfully waive the insurance for the fall term, the waiver also continues for the entire academic year, regardless of any change in campus. The Morningside Campus plan terminates on August 31st; CUMC on August 16th.

3. Even though the insurance plan coverage is annual, the premium (and required Health Program enrollment fee) is *assessed per semester*; this does not mean you can change plans mid-year! Check your bill to be sure the correct campus fees have been charged, and contact us if they have not.

4. If you are moving from CUMC to the Morningside Campus for the Fall semester, **there is a gap between the two policy years.** The CUMC insurance plan terminates on August 16th, and the Morningside plan does not begin until September 1st. **You must contact the CUMC SHS Insurance Office (212-342-3953 or email eec1@columbia.edu) as soon as you know you will be switching campuses so that we can extend your insurance plan until September 1st** (you will be billed a ½ month premium and SHS fee). To avoid having an *Immunization Hold* placed on your account and preventing you from registering for classes, make sure you have submitted your immunization and any required health records BEFORE the beginning of the new semester when moving from Morningside to CUMC or CUMC to Morningside.

5. The Columbia Morningside campus offers two levels of coverage for the student insurance plan. You may select whether to enroll in the *Basic* or the *Comprehensive* level. All students will receive an email during the summer. Please do not assume that you will automatically have insurance coverage without going online to make your selection.
6. All registered full-time students must go online to enter their choice (https://ssol.columbia.edu/insurance/welcome.do) to confirm automatic enrollment in the Basic level of the Columbia Student Medical Insurance Plan (Columbia Plan), upgrade to the Comprehensive level, or request a waiver from automatic enrollment in the Columbia plan. So please go online to make your selection! If you make no selection by the enrollment deadline of September 30, you will be enrolled in the Basic level of the plan for the full academic year. But by not going online earlier, you will miss out on insurance coverage up until September 30, so go online to make your selection! For more detailed information on enrollment and benefits please visit www.health.columbia.edu.

7. Referrals for medical conditions must be renewed each insurance year. If you will be enrolling on the Morningside campus, please schedule an appointment with your assigned provider at Medical Services at Columbia Health to determine if a referral for continued care is indicated. Appointments may be scheduled online (http://health.columbia.edu/appointments/overview) or by telephone at 212-854-7426. When you change plans, referrals for mental health conditions will also need to be re-issued for continuing treatment by calling Counseling and Psychological Services at 212-854-2878. To make an appointment at CUMC, either visit the Web Portal (https://cuhs.studenthealthportal.com/PyramedPortal/Account/Logon?ReturnUrl=%2fPyramedPortal) or call 212-305-3400, x 1.

8. The “preferred provider network” or vendors vary based on students’ campus location. If you will be moving to the Morningside campus, be sure to check which providers are preferred (for example, Westside Radiology for imaging services, and off campus mental health clinicians) to insure you receive maximum benefit under your insurance coverage.

Housing

Where can I find assistance with housing?
Finding affordable and convenient housing in New York can be a challenge. The SIPA website is a good starting place: http://new.sipa.columbia.edu/students/student-life-community/housing. Priority for University housing is given to international students, students living abroad at the time of admission and to those living in the US based on geographic distance from NYC beginning on the west coast.

Other housing options include International House, an independent graduate student residence for both international and US citizens. Students may apply directly at: http://www.ihouse-nyc.org/s/707/start.aspx. Columbia has an Off-Campus Housing Assistance Office (OCHA) that provides information and services to incoming students who can not be accommodated in University housing including online apartment listings for rentals and sublets: http://facilities.columbia.edu/housing/intro-ocha-3.

All admitted students are urged to review detailed housing information and to apply for University Apartment Housing (UAH): http://facilities.columbia.edu/housing/. Housing decisions are made in June and are communicated to students by UAH.

Housing options for students at the CUMC can be found at: http://www.cumc.columbia.edu/facilities-management/housing/cumc-housing.
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IT/Facilities

When I am not in residence at SIPA, do I still have access to the computers and computer lab?
Yes, you do. Dual degree students are not charged a fee for using the computer lab when they are registered at another school. Every semester, the Office of Student Affairs will provide a list of dual-degree students who are not in residence at SIPA to SIPA IT so that they will have access to SIPA computing services. It is important that you let your academic advisor know of your dual degree status as soon as possible so you will have access to SIPA computing.

Where can I get my computer ID?
All computer ID-related transactions are conducted in IAB, Room 510 during office hours: Monday–Friday, 9:00 a.m. to 5:00 p.m. Every effort is made to process IDs within three (3) business days.

When users pick up their ID in the SIPA lab, they will receive instructions for logging into the SIPA network. This information should not be shared with anyone. Also, users must log out of the system and observe all the lab rules. Failure to observe these rules can mean unauthorized access to user files and printing credit. Furthermore, we cannot fix any damage done to user files or reimburse you.

What is my printing allocation per semester?
All SIPA students will have a print credit for 1500 single-sided pages or 3000 double-sided pages of free black and white laser printing per semester during the academic year. Each dual degree student account is credited at the beginning of the term. Subsequent laser printing can be purchased in increments of 25 pages for $1. The laser fee is $0.04 a page. Color printing is $0.40 a page. Laser IDs and diskettes can also be purchased in the lab during the office hours. Any unused printing balance at the end of each term is nonrefundable and does not carry forward.

Career Help/Advice

How do I get career development advice?
Career services are offered at the Office of Career Services (OCS, 4th floor, IAB) and can be used anytime during your years of study. OCS provides students and alumni with career counseling, career events, recruitment and employer outreach and the Alumni Career Advisory Program (ACAP).

All Columbia dual degree students, whether in residence at SIPA or their other school, should register for SIPAlink, an online job posting and recruitment database that connects students and alumni with full-time and internship opportunities as well as on-campus events. Register at: https://www.myinterfase.com/cusipa/Account/LogOn?ReturnUrl=%2fcusipa%2fstudent.

SIPAlink enables you to:
- Search and apply for opportunities online
- Manage multiple resumes, cover letters, and other employment related documents
- Schedule on-campus interviews
- Sign up for career events and employer information sessions
- Maintain an online personal calendar and a lot more!
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OCS also offers a professional development course and manages the SIPA internship program, maintaining contact with over 1,300 organizations that consider SIPA students for internships and full-time positions. The office is open year round and is a valuable resource for SIPA students. (http://www.sipa.columbia.edu/resources_services/career_services/contact.html)

Student Organizations/Clubs

Does SIPA have a student governing body?
Yes. The SIPA Student Association (SIPASA) represents the diverse interests of students on a school-wide basis. It serves as a liaison between the student body and administration and strives to enhance the quality of life of SIPA students through the promotion of social activities throughout the year. In addition, SIPASA promotes community outreach and represents the student body on curriculum issues on the Committee on Instruction, and holds semi-annual town meetings and open forums.

How can I find about what student clubs and organizations exist at SIPA?
SIPA students have exciting lives beyond the classroom. You can access more information about the organizations at: http://new.sipa.columbia.edu/students/student-life-community/student-organizations. The information on this site will acquaint you with extracurricular activities and services that will enhance your life on campus. A vibrant array of over 40 student groups organize programming on a variety of issues in international and public affairs, along with social events and community service. Take time to learn about SIPA networking resources, publications, and campus services that will add value to your graduate school experience.

May I take part in student clubs and events even though I may not be in residence at SIPA in a given semester?
Absolutely! You may also wish to register for a particular concentration or specialization for 0 credits so that you will receive notifications of special events planned by the Directors.