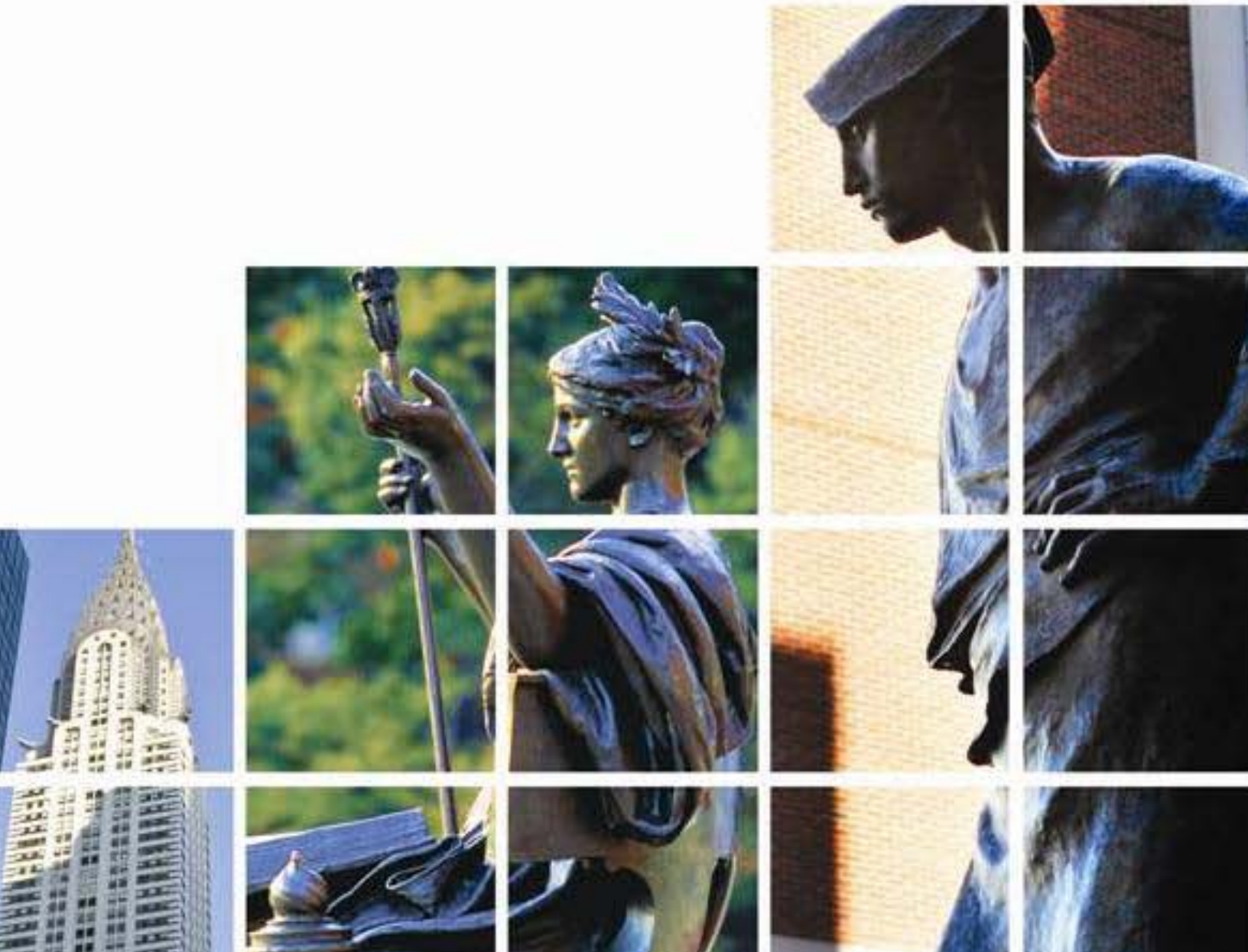# COLUMBIA | ENGINEERING
The Fu Foundation School of Engineering and Applied Science

Make an
IMPACT

Engineering your success...

Guide for New Graduate Students

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NOTE: Wherever offices are referenced, information about their services was copied from their own web pages whenever possible (in quotes). Please refer directly to their homepages for full details as needed.
Clicking on the crown logo and/or top right corner will redirect you to the table of contents.

ADMISSIONS RESPONSE CONFIRMATION

Greetings!   Fall 2012 Admission

Thank you for confirming your attendance for the Fall 2012 term. As you plan, you may have questions about life at the Fu Foundation School of Engineering and Applied Science. In order to assist you, please make note of the following information and respond where necessary.

1. We have scheduled a New Graduate Student Orientation program to be held:

Date: Tuesday, August 28th, 2012 (Miller Theater, 2960 Broadway @ 116th Street)
   Please register your attendance using this link:
   http://www.surveymonkey.com/s/Fall2012_NewGraduateStudentOrientation
Schedule is subject to change, students will be notified by email.
Academic classes begin on Tuesday, September 4th, 2012.

At orientation, students will learn more about campus facilities and services. Students will have an opportunity to meet with departmental faculty and/or administrators to plan your academic program and course of study. Summer programs (IEOR) will have earlier orientations.

2. Provisional Status Students (previous transcripts and degree conferrals).

Official transcripts from **all** previously attended institutions of higher education must be received by our office in sealed/unopened institutionally issued envelopes from the awarding institution. When a degree is awarded, documentation must be included on the final transcript or we must also be provided with a sealed attested copy of the diploma/degree certificate.

If you know that we are missing any final official transcripts, official degree certificate or other materials, please have these items forwarded to us as soon as possible. Students will be emailed during the summer months if any materials are incomplete. In the meantime, if you are unsure about transcript status or this process, please contact Jonathan Stark, jrs2139@columbia.edu.

Please forward materials to the following address:

Jonathan Stark
Office of Graduate Student Service
Columbia University School of Engineering & Applied Science
500 West 120th Street, MC 4708
New York, NY 10027

Hand-delivery of official materials are accepted provided the materials are sealed in the institution's unopened envelope. Faxed, emailed or unsealed materials will not be accepted.

Students will not be permitted to register beyond the first semester if all of the required documents are not received by **October 15th, 2012**.

3. English Proficiency Requirement:

The Office of Graduate Students Affairs no longer requires students to demonstrate their English proficiency upon admission to the Fu Foundation School of Engineering and Applied Science.

Language proficiency is the responsibility of the student. Regardless of previous TOEFL/IELTS test scores, students should continue to work on maintaining adequate verbal and/or written abilities for successful integration within their classes and future professional endeavors. We highly encourage students to be proactive in addressing their own proficiency deficiencies by utilizing the many resources available with Columbia University and throughout New York City. **As a rule, ISSO will not permit students to drop courses or fall below full-time registration for language proficiency deficiencies.**

As a general guide, we encourage non-native English speakers to actively work on their proficiency through some of the many strategies:

- In classes, minimize or avoid workgroups that consist of only members of your own native language. Actively working in groups with diversity of students and backgrounds will ensure you resist the temptation of defaulting to your native language. Speaking and writing in English requires on-going practice. This technique also works with study groups.
- At social events, actively engage in dialog by meeting and greeting other students. This will ensure you have the opportunity to engage in dialog while practicing your language skills. Student leadership groups, such as EGSC (Engineering Graduate Student Council), are great ways to perfect your skills.
- Work with your faculty, department administrators, and the Center for Career Education to review your resume and to have the opportunity to practice for your future job/career interviews. Employers will expect our students to have honed their language proficiency to be successful employees. Our students are expected to not only have an expertise in their engineering disciplines, but also be experts in articulating their skills and job functions to their future supervisors, colleagues and clients. **Even if your resume is perfect, your ability to articulate your thoughts and skills during an interview is imperative.**

Coursework credits earned through ALP do not count towards minimum engineering academic coursework requirements. Arrangements to take ALP courses will be at the financial responsibility of the student.

If you have any questions about any of these items in this notification, do not hesitate to contact the Office of Graduate Student Services at (212) 854-6438. We look forward to your arrival!

Sincerely,
Office of Graduate Student Affairs

NEW GRADUATE STUDENT CHECKLIST

Admission Response Forms
Submit response form and non-refundable deposit.
Students will receive an email confirmation when received and processed.

Visas/I-20 Applications
International students need to complete necessary application for student visas.
For more details, please refer to your official admission letter or ISSO's webpage.

Activate Columbia Email
New students need to activate their "UNI" which gives access to email and much more.
For more details, please refer to section III-B1 (page 8) and/or appendix form X1 (page 15).

Housing Application and Resources
Submit request for housing application information and supplemental resources.
For more details, please refer to section III-C9 (page 11) and/or appendix form X2 (pages 16-24).

MMR and Meningitis Vaccination Confirmations
New students must provide proof of vaccination for Measles, Mumps and Rubella by
July 30th, 2012. For more details, please refer to section III-B6 (page 9).

Student Identification (ID) Photo Submission
New students are encouraged to submit a passport photo online to expedite production.
For more details, please refer to section III-B2 (page 8) and/or appendix X3 (page 25).

Submit Final Official Transcripts & Degree Conferrals
New students must submit their final official (sealed/unopened enveloped) materials to
remove the provisional status from their record. For more details, see section I2 (page 3).

Register for SEAS Graduate Orientation
New students are encouraged to register their attendance for orientation program(s).
For more details about SEAS Graduate Orientation, please refer to section I1 (page 3).

Review Language Resources
Language Resources available to assist non-native English speaker transition to NYC.
For more details, please refer to section I3 (page 4), and/or appendix X4 (pages 26-31).

Review Section III - Academic & Program Resources
New students should familiarize themselves with these resources. Such items
include information on travel, courses, tuition/billing, and where to eat!

ACADEMIC PROGRAM PREPARATIONS

A1. **Class Schedules:** Classes begin on Tuesday, September 4th, 2012. Fall 2012 class schedules are available online through the university registrar, SSOL (Student Services Online), or students' academic departments. To access, please use the following means:

    Registrar: http://www.columbia.edu/cu/bulletin/uwb/home.html

    SSOL: https://ssol.columbia.edu/ (requires email account activation, see section C1).

    Academic Department: http://www.engineering.columbia.edu/

    On-Campus: University Registrar - Kent Hall, 2nd Floor

A2. **Academic Advising and Registration:** Students should report to their academic departments to review their course selection with a faculty advisor **prior to registration**. Course registration via the Internet and/or in-person opens on **Tuesday, August 28th, 2012**. Fall registration for new students will be available on Wednesday, August 29st, 2012. Please note that the last day to register for classes to avoid a late registration fee is Thursday, September 30th, 2012.

A3. **Registration for International Students:** Students on F1/J1 visas are expected to maintain full-time registration throughout your program of study. For further information about this requirement, please contact the International Students and Scholars Office (ISSO).

A4. **Course Add/Drop:** The last day to add a class is Friday, September 14th, 2012. The last day to drop a course without financial penalty is Friday, September 14th, 2012. Students are responsible for paying full tuition for any courses dropped after this date regardless if the intent is to swap a class. Please plan ahead. The last day to drop a course without academic penalty or to change the grading option is Thursday, November 15th, 2012.

A5. **Leave of Absences:** If at some point during your academic program you require time away from your program for personal and/or medical reasons, you may be eligible to apply for a leave of absence. Please contact the Office of Graduate Student Services pertaining to eligibility requirements and stipulations pertaining to a leave of absence: (212) 854-6438, 524 Mudd Hall.

A6. **Withdrawals:** Refunds are assessed by the date the student's completed withdrawal paperwork is received by the Office of Graduate Student Services. Please note that some fees are not refundable and that all students who are registered for courses and who are withdrawing from School will be charged a withdrawal fee of $75. For additional information, please contact the Office of Graduate Student Services. Students planning to resume their studies at a later date should consult their department regarding an official Leave of Absence.

A7. **Holds on your Account:** Your acceptance to Columbia is contingent upon receipt of prior educational transcripts. Please address as indicated in section I2 (page 3) of this guide. If you have not submitted all final and official transcripts, please contact your institution(s) immediately and have them forward an official transcript(s) with a confirmation of degree awarded in a sealed envelope to the Office of Graduate Student Services. Other offices may also place holds on your record, such as, for overdue financial balances (library, student account, etc.) or required MMR forms.

A8. **Lockers:** There are a very limited number of lockers available in the Mudd Building. Arrangements for lockers are made by the Graduate Student Services Office (524 Mudd Hall). Preference is given to commuter students and they are allocated on a first-come, first-serve basis. Also, Butler Library hosts a lottery for lockers during the month of August, please review link for more: http://www.columbia.edu/cu/lweb/indiv/butler/lockers/

A9. **Columbia University Libraries:** "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, ranks as one of the top five academic library systems in the nation. It is our goal at the Libraries to provide excellent service to students and faculty that will advance each user's learning, teaching, and research experience at Columbia and we strive to support library users anytime and anywhere." Available on their webpage are a list of the library locations, hours of operations, and guides for their many services: http://www.columbia.edu/cu/lweb/about/

A10. **Writing Center:** In addition to the libraries, the Undergraduate Writing Center is also open to graduate students who may need assistance…"to improve as a reader, writer, and thinker. [The] approach is to attend to both the short-term goal of improved papers and the long-term goal of improved writing, critical thinking, and reading skills. [They] are not a proofreading or copyediting service." Advance appointments preferred. For more information, http://uwp.columbia.edu/.

B1. <u>Columbia Email and Student Account Activation:</u> About three days after receipt and processing of admission response form and deposit, Columbia University Information Technology generates an email account. The prefix to the email is known as the UNI. The UNI and the password you create gives you access to both your Columbia email as well as Student Services Online (SSOL). The SSOL account gives you access to online course registration, student billing, and much more. For more details about account activation, please refer to the following link: http://uni.columbia.edu/.

B2. <u>Columbia Identification Cards:</u> ID cards can be obtained in 204 Kent Hall during the academic year. New students can submit a photo online: http://www.columbia.edu/cu/id/docs/Submit_Photo/index.html. Please note that students are eligible for release of their ID cards only after they have registered for classes or during orientation. Students must have their ID cards validated at the Registrar or ID offices in Kent Hall, every term in which they are enrolled, in order to utilize campus resources. This involves receiving the semester's "registration sticker" on your ID. To designate students as an engineering student, the Office of Graduate Student Services also will place the school's sticker on students' ID's during orientation or as needed throughout the year.

B3. <u>Conduct, Community Standards, and Academic Integrity:</u> Appropriate student conduct, respect for thyself and others, as well as intellectual integrity is the hallmark of educational institutions. Violations of these core student expectations are some of the most serious offenses that a student can commit at Columbia and is punishable by probation, suspension, or dismissal. In making Columbia's policies clear, it is not feasible to include all the various forms that these actions may take--they are innumerable. Please refer to the policies in the SEAS bulletin: http://bulletin.engineering.columbia.edu/. Graduate Student Services does require a signed copy of our Code of Conduct, Community Standards, and Academic Integrity to show that you've read and understand the outlined policies. This form is distributed and collected during orientation. See appendix Z2 (pages 34-35) for sample.

B4. <u>General Announcements:</u> There are Graduate Student Bulletin Boards on the 5th Floor of the Mudd Building. General announcements and information about activities, fellowships, and resources are posted throughout the year. Each academic department also maintains their own bulletin boards. Other resources are the Engineering Featured Events, the Columbia Spectator student newspaper, Columbia Office of Public Affairs, and the University Record. The Fu Foundation School also maintains a graduate student e-mail list-serve that is used to send out important administrative messages.

B5. **International Student Visas/I-20 Applications:** "International Students and Scholars Office (ISSO) web site assists with online submission of your Application for Visa Certificate (AVC). A visa certificate is a document issued by the ISSO for an admitted student that is evidence of your eligibility for a non-immigrant student status in the United States. New students who will study in F-1 Student status receive an **I-20** form. You must obtain your I-20 form before you may apply for an F-1 entry visa at a U.S. Consulate abroad or a change of status if you are already in the U.S. in another status." For more details about eligibility, restrictions, and online application, please refer to the following links: Online Application, ISSO Guide for New International Students

B6. **Measles, Mumps, and Rubella Vaccination (MMR):** "New York State public health law requires that students taking six or more points provide documentation of immunity to measles, mumps, and rubella (MMR) before their first term of study. There are several ways to document immunity. In all cases, the Columbia University MMR form must be completed and submitted to the Health Services Immunization Office at Wien Hall no later than July 30th, 2012." Students must also document through SSOL that they either have received the Meningitis vaccine or have declined to receive it.

B7. **Personal and Emergency Contact:** In order to receive campus information, mailings and registration announcements, please ensure that we have your updated contact information at all times. Please use your SSOL account to make any changes: https://ssol.columbia.edu/. Additionally, students will receive a separate email from the Office of Graduate Student Services, just following the add/drop registration period, that will request emergency contact information for you in the unlikely event of an emergency. Please take the time to complete that data.

B8. **Tuition & Financial Aid**: Details about tuition and payment methods can be found through the Student Financial Services Center: http://www.columbia.edu/cu/sfs/pdfs/2010-2011_Guide_to_Ebill.pdf, located in 205 Kent Hall. Payment of tuition will be due upon registration; the exact dates for payment deadlines are later posted in your SSOL account. If you are receiving financial aid from your academic department, payment disbursement is typically submitted well after course registration and ID card validation; please plan ahead. Fellowship opportunities and an online search tool is available here. If you are applying for Federal Student Aid (i.e.: U.S. government loans) or a private loan, you must submit the 2010-2011 Graduate Loan Request Form: to the Office of Financial Aid and Educational Financing in 618 Lerner or by mail, 100 Hamilton Hall, 1130 Amsterdam Ave., MC 2802, New York, NY 10027. For guidance on financing options, please visit or contact the office at 212-854-3711.

C1. **Columbia University Bookstore**: The University Bookstore is located in the basement of Lerner Hall, which is located off Broadway between 114th and 115th Street. Information on store hours or online purchases: http://columbia.bncollege.com

C2. **Dining Services**: "Dining Services, in partnership with Columbia University Housing and Dining, is committed to providing the community of students, faculty and staff with two very simple things … great food and great people, each of which make for a great dining experience." For more information about dining options, meal plans, campus locations and hours of operations, please see here: http://www.columbia.edu/cu/dining/index.html

C3. **Information Technology (CUIT)**: "…provides Columbia University students 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." For more information about their many services (including free software downloads, computer discounts, lab locations, etc.), please review the following: http://www.columbia.edu/cuit/.

C4. **International Housing (I-House):** "International House is a vibrant residence and program center of more than 700 graduate students and trainees representing more than 100 countries. It is perhaps the most culturally diverse student community in all of New York City. An independent, non-profit organization, I-House fosters daily interaction among its residents through and array of programs, attractive facilities and residential life designed to foster diversity of thought and experience." For more details about I-House eligibility and application requirements, please refer to the following: http://www.ihouse-nyc.org/s/707/start.aspx.

C5. **Off-Campus Housing Assistance Office (OCHA):** "OCHA assists Columbia students…in their search for rental housing in non-Columbia-owned buildings located in the metropolitan area. OCHA offers one-on-one housing search counseling and is supported in these efforts by our cooperative relationships with two New York City real estate/relocation agencies. In addition, OCHA manages a database of available rooms and apartments known as the Housing Registry and provides information on the rental real estate market in New York City." For more details about OCHA, please refer to the following: http://facilities.columbia.edu/housing/intro-ocha-3. Additional information about housing on and off campus is available in the New Student Checklist; appendix X2 (pages 16-24). A great online guide to NYC housing provided by Metro International can be found here: http://www.metrointl.org/programs/housingbooklet/.

C6. **Printing Services***:* Graduate students have the ability to print up to 20 pages per week using their student ID at the many campus libraries or public network printers (as part of your facilities fee): http://www.columbia.edu/acis/facilities/printers/quota.html While upgrades to the standard printing quota are available, Columbia Printing Services may also serve as an alternative. "Print Services is the one-stop shop for all document needs in the Columbia University community. From black-and-white copies to high-end publication design and distribution, [they] can provide the services you need with exceptional quality and at an affordable cost. [They] have the equipment, expertise, and staff to make sure your projects are done right, on time, and on budget." For more information: http://printservices.columbia.edu/.

C7. **Security at Columbia***:* Columbia University prides itself in being a reasonably safe and crime-free urban campus environment. Security officers patrol the campus 24 hours a day. Additionally, the Columbia Escort Service will send escorts to accompany students residing near campus to their door anytime between 8 p.m. and 3 a.m. For an escort, call 854-2798. Crime statistics are available from the Department of Public Safety, 111 Low Library, http://www.columbia.edu/cu/publicsafety/.

C8. **Transportation***:* Columbia University provides a number of shuttle services between its campuses and surrounding areas. See here for details on routes and availability: http://www.columbia.edu/cu/transportation/docs/shuttles/ . The link also contains helpful information pertaining to transportation throughout New York.   The most common transportation throughout New York is the Metropolitan Transportation Authority (MTA) city buses and subways. For routes and fares, see here: http://www.mta.info/. Need help navigating the transportation system? A number of websites now provide detailed instructions, such as HopStop and Google Transit.

C9. **University Apartment Housing (UAH):** Campus housing is available, on a limited basis, to the Columbia community. Full-time graduate students interested in applying for campus housing should follow the instructions provided with your admissions package. For more details about our facilities and eligibility requirements, please refer to the following helpful information: http://facilities.columbia.edu/housing/overview. Additional information about housing on and off campus is available in the New Student Checklist; appendix X2 (pages 16-24).

D1. **ALICE! Health Promotion Program**: "The Alice! Health Promotion Program seeks to make the campus healthier by connecting students with information and resources, cultivating healthy attitudes and behaviors, and fostering a culture that values and supports a healthy community. We believe that health is vital to learning, and we strive to connect our work to the academic mission of Columbia." For more information, please refer to the following: http://health.columbia.edu/services/alice.

D2.**Center for Career Education (CCE):** "The mission of the Center for Career Education is to help students and alumni develop the key competencies necessary to make informed decisions and take the necessary steps to achieve their career goals. The Center establishes connections and facilitates interaction among undergraduate students, graduate students, alumni, employers, and organizations to generate opportunities that help students pursue their personal and professional objectives." For more information about their services and campus location: http://www.careereducation.columbia.edu/location

D3. **Childcare & Related Support Services:** Columbia University "has numerous resources for students with families and also helps support a number of local day-care centers…" A full listing of services, as well as childcare, is available in a comprehensive brochure published by the Office of Work/Life in partnership with the University Provost Office, Low Library, and (212) 854-8019: http://worklife.columbia.edu/.

D4. **Counseling and Psychological Services (CPS)***:* CPS "supports the psychological and emotional well-being of the campus community by providing counseling, consultations and crisis interventions — all of which adhere to strict standards of confidentiality. CPS offers short-term individual counseling, couples counseling for students and their partners, student life support groups, medication consultation, training, and emergency consultation. For more information, please refer to the following: http://health.columbia.edu/services/cps.

D5. **Disability Services (ODS)***:* Columbia University is committed to serving the needs of students with disabilities. Services for permanent or temporary disabilities are coordinated by the University Office of Disability Services (ODS) in alignment with the academic program and standards of the school. For further information, please contact either the Office of Disability Services at (212) 854-2388, Lerner Hall 7th Floor, or the SEAS Graduate Student Liaison in the Office of Graduate Student Services, 524 Mudd Hall. If you are unsure as to whether or not you are eligible, please do not hesitate to contact the ODS staff.

D6. **Health Services & Insurance***:* Columbia University "Health Services provides integrated and accessible services and programs that support the well-being of the campus community, and the personal and academic development of students. The Health Services team has more than 100 individuals, including medical providers, therapists, psychiatrists, disability specialists, health promotion specialists, nutritionists, peer counselors, support staff and administrative professionals. The Columbia Student Medical Insurance Plan works with the Health Service Program to provide consistent, efficient care that complements the programs offered on campus." Offices for various services are located throughout campus (Lerner, John Jay, or Wein Halls; depending on the service needed).

D7. **Office of Equal Opportunity and Affirmative Action***:* Columbia University "is committed to providing a working and learning environment free from discrimination and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members. Students may contact the office to inquire about their rights under the Universities Policies, request mediation or counseling, or seek information about the application of the policies to specific situations": 103 Low Library, 212-854-5511.

D8. **Ombuds Office***:* "Offers a safe place for any member of the community to discuss workplace issues, interpersonal conflict, academic concerns, bureaucratic runarounds, and many other problems. Get in touch with [them] as a first step or a last resort—or at any point along the way. [They] will listen to your concerns, give you information about the University's policies, help you evaluate your situation, and assist you in making plans to resolve the conflict." http://www.columbia.edu/cu/ombuds/, 660 Schermerhorn Extension, 212-854-1234.

D9. **Places of Worship:** The Earl Hall Center is the spiritual and humanitarian center of Columbia University. As home to the United Campus Ministries, denominations of Christian, Jewish, Islamic and Eastern practices are fully represented throughout the Earl Hall Center and provide services on a regular basis. For further information about services and other places of worship in the area, please visit Earl Hall.

D10. **Sexual Violence and Prevention Response Programs (SVPRP)***: "*The Sexual Violence Prevention and Response Program provides comprehensive and integrated education, support, and advocacy about sexual and relationship violence. Through innovative programming and community collaboration, SVPRP empowers students to heal from sexual violence, make informed decisions, and take action to end sexual and relationship violence." For more information, please refer to the following: http://health.columbia.edu/services/svprp.

E1. **Engineering Graduate Student Council (EGSC)***:* This peer council serves as THE voice for the graduate student population. The mission is to serve graduate engineering students as: a representative body to discuss their issues and concerns; Foster interaction, friendship, and respect among students by sponsoring events of interest to them; Maintain a dialogue with the Administration and Faculty of the School and other schools advocating students interests when appropriate; Communicate with other recognized student organizations of the University and the University Senate, Maintain communication with alumni , alumni clubs, and career services to help students in their professional development…and much more! Council generally meets weekly to plan programs and carry out their mission: www.columbia.edu/cu/egsc.

E2. **Student Leadership and Activities:** Columbia University offers over 150 different student organizations and groups to which students have the opportunity to participate with. Additionally, if a group does not exist, there are ways to create new ones! For full listing and description of the many groups, please refer to the following: http://www.studentaffairs.columbia.edu/sda/groups.

E3. **University Senate:** "The Senate is a University-wide legislature, representing faculty, students, and other constituencies. It makes policy on a range of issues that affect the entire University or more than one school, including educational programs and priorities, the budget, academic freedom and tenure, the conduct of research, the libraries, information technology, Columbia's external relations, student sexual misconduct, rules governing political demonstrations, and the welfare of faculty, students, and research officers." All members of the Columbia community are welcome at these meetings. See "Introduction to the Senate."

E4. **Athletics and Dodge Fitness Center:** "The Department of Intercollegiate Athletics and Physical Education of Columbia University in the City of New York is dedicated to the pursuit of excellence in all its endeavors. We aspire to be an exceptional Intercollegiate Athletics and Physical Education program by offering opportunity for all, valuing integrity in our actions, and providing quality service to all of our constituencies." Your facilities fee covers the cost of membership to the gymnasium. Other activities range from sponsored and intramurals club sports, as well as tickets to sporting events are also available. For more details, visit: http://www.gocolumbialions.com

E5. **Culture and Arts (CUArts):** Did you know that Columbia students have free access to many of the New York City museums? "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. 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." For more information: http://www.cuarts.com/.

APPENDICES

X1. **Email Account Activation Guide**: Columbia University Email and Student Services Online (SSOL) are two of the most essential tools for our Graduate students in Engineering. Please activate your **UNI** , which is the prefix to your email address, as soon as possible.

Step 1:	Obtain your UNI

- Use the following web-link to locate your UNI: https://www1.columbia.edu/sec/acis/manageaccount/lookup.html
- Type your name into the field. Locate your profile & UNI (if available).
- Available no earlier than 72 hours after we have received your deposit for admissions. Incoming Fall students may have to wait until late May before UNI's are generated and accessible for activation. Please be patient.

Step 2	Activate your UNI

This process activates both your email and "SSOL" -Student Services Online (Billing & Registration) accounts.

- Use the following web-link to activate your UNI:
- https://www1.columbia.edu/sec/acis/manageaccount/create.html?
- Fill in the following fields:

  - UNI
  - Social Security Number   ← **Leave this blank if you did not use it for admission application.**
  - Date of Birth
  - PIN   ← **Leave this blank**
  - Uni Activation Code   ← **Leave this blank**
  - Choose a Password
  - Retype your chosen password

Step 3	**Accessing your Columbia Accounts** (Email and SSOL)

EMAIL: https://cubmail.cc.columbia.edu/horde/imp/

SSOL: https://ssol.columbia.edu/

X2**. Housing Resource Guide**: These resources are to assist in finding short and long term housing options. We recommend new students to secure short-term housing to cover their arrival to New York City. Once you have arrived, then you can begin your long-term housing search; however, these resources will assist with early research to learn more about the housing market. **Frequently Asked Questions:**

1. **Is there on-campus housing available for graduate students?**
    a. Yes, housing on-campus is available for our graduate students – however – housing is extremely limited. Housing is made possible through an online application through UAH (University Apartment Housing).

2. **What are the specifics pertaining to the application process (how, when)?**
    a. The online application becomes available well before the start of a new academic term. Late October for Spring term housing. Late February for Fall term housing. There is no housing application available for the summer. Students interested in applying for housing must contact the Office of Graduate Student Services for the application "username and password".

3. **What is the likelihood of getting on-campus housing?**
    a. As a whole, on-campus housing is extremely limited and the vast majority of our students do not receive on-campus housing. The Fall term application offers the most chance of obtaining an approval versus the Spring term. Typically, priority for housing is given to incoming doctoral, track and funded students. Unfortunately, we do not guarantee housing for any population of students.

4. **How are the housing approvals made?**
    a. Since priority is given to incoming doctoral students, track, and funded students, the housing approval process typically begins with this population. If space is still available, approvals for other applicants will be made taking in to account factors such as, but not limited to:
        - Academic Department Recommendation
        - Distance From Campus
        - Time of Housing Application
        - Time of Admission Deposit
    b. Typically, housing approvals for the Fall term will begin in late-April and continue through mid-July. Students that have not been approved by the school will be automatically waitlisted and eligible for the UAH waitlist process which will begin in late-August. Spring Term approvals will begin in mid-December and continue through early-January.

5. **Is there anything I can do to increase my chances of getting housing?**
   a. Incoming students are reminded that your housing application will not be considered until we have received your Admission Response Form, and Admission deposit confirmation. International Students must have received their I-20 from ISSO before housing application will be considered.

6. **Does it matter if I selected single or couples housing, or direct versus in-person selection-will this help my application?**
   a. Your preferences for housing that you indicated on your application are not a factor for the school's housing approval process. The only exception to this is that Spring term housing applicants seeking couples housing may be declined if UAH has capped the number of approvals for couples housing (as Spring term units are more limited).

7. **If I am not approved for housing, what kind of assistance is available?**
   a. Columbia University has the Off-Campus Housing Assistance Office which aids in assisting students to secure off-campus housing by providing guidance as well as an off-campus housing database. The database is accessible by a separate username and password that students can contact the Office of Graduate Student Services for. Additionally, the Office of Graduate Students Services provides supplemental short and long-term housing options that are available in New York City.   In addition, another resource available is published by Metro International: http://www.metrointl.org/programs/housingbooklet/.

8. **What if I am approved for housing, but decline, can I give m   space to another student?**
   a. Students, who decline a housing offer from the school, relinquish all right to that allocation for that term, as well as future terms. Subsequently, the school also loses the right to that allocation and is unable to award that housing approval to a fellow engineering student. Because of this, we encourage students to only apply for housing if they are absolutely sure they need it and will take the unit assigned.

9. **What if I am approved for housing, but decline, can I reapply for another term?**
   a. All full-time students are eligible to apply for housing. Students that were previously approved that declined a housing offer from the school will not automatically receive housing if they reapply in the future. Housing is not guaranteed.

10. **What if I am approved for housing, but I am unhappy with the unit available?**
    a. If you decline the offer, you lose your housing approval. We encourage students to take the unit available. UAH does have a transfer process for housing twice a year that is available for students wishing to reside somewhere other than their current unit. Transfer application restrictions do apply. Please review UAH webpage or contact UAH for details: http://facilities.columbia.edu/housing/.

11. **What if I was approved for singles housing, but in the future would like couples housing?**
    a. Plan ahead; students, who reside in single housing where their significant other or dependants are to later join them, must proceed through UAH transfer application process. Transfer application restrictions do apply. Please review UAH webpage or contact UAH for details. Applications for the transfer process are not guaranteed.

12. **How do I know if I am considered a "New Student" or "Continuing Student":**
    a. **Any of the following, you are a new student if:**
        - …you never studied at Columbia before.
        - …starting a brand new degree/academic departmental program.

    b. **Any of the following, you are a continuing student if:**
        - …you are continuing on with the completion of a degree program.
        - …you graduated with your MS but have recently been admitted to a higher degree level of the same department/program.

13. **Do "New" or "Continuing" students get priority for housing?**
    a. New incoming students generally have priority over continuing students. This is because most continuing students have had some time to become acclimated to the area and are better suited to getting around in NYC and finding available off-campus housing.

14. **Are there conditions that need to be met to maintain my on-campus housing status?**
    a. Yes, students approved and residing in on-campus housing should be aware of the following:
        - You must maintain full-time student status (12 credits per term) during the academic year in order to maintain your student housing.
        - Housing is granted for a maximum of 5 years or the length of your original admitted degree program (whichever is less).
        - MS-Track and/or PhD students who are enrolled in the degree program beyond the maximum housing limit, must petition to request a housing extension. A letter is required from the student's faculty advisor outlining the status of the student's academic progress and timeline as to when the doctoral degree will be completed. This letter must be submitted to the Office of Graduate Student Services at the beginning of the fifth year in housing. An extension may be granted for a maximum of one year at a time, renewable annually at a maximum to the 7th year.

- #14 continued: MS-only students approved for housing are not automatically guaranteed housing if they later apply to an advanced degree beyond the MS level (i.e. Professional, Track, or PhD program). You must reapply for housing as a continuing student for the term in which you will begin your new degree level.
- Students approved for housing and then later change or are admitted to a new academic department within SEAS (i.e... Mechanical to IEOR) are not automatically guaranteed housing for their new program. You must reapply for housing as a new student for the term in which you will begin the new academic program.
- Students approved for housing who later failed to graduate for their designated term are not automatically guaranteed continuance of housing. These students must contact the Office of Graduate Student Services regarding extensions.
- Students who request and are approved for a Leave of Absence relinquish their housing through UAH. Student must vacate the assigned unit, and reapply as a continuing student upon their return from an approved Leave of Absence.
- Students who withdraw or are withdrawn relinquish their assigned unit through UAH and must vacate as instructed by UAH.
- Students that will be graduating will be required to relinquish their assigned unit.

Off-Campus Housing Search & Resources:

Columbia's Off-Campus Housing Assistance Office, www.columbia.edu/cu/ire/ocha
401 West 119th Street (between Amsterdam and Morningside Drive)
(212) 854-2773, Fax (212) 854-5333, Email: ocha@columbia.edu

- "We are pleased to announce that through Columbia's Off-Campus Housing Assistance (OCHA) office, you may now take advantage of our cooperative relationship with two New York City real estate/relocation agencies—Citi-Habitats and Prudential Douglas Elliman. These agencies have agreed to provide free counseling and reduced brokerage fees to Columbia affiliates who are searching for housing." More information about the agencies is available at: http://facilities.columbia.edu/housing/about-agencies-0/
- "Click on this link to begin using this new service. You will be asked to provide your UNI and password to access a form which calls for contact information, housing preferences and your choice of agencies."
- To review OCHA housing listings, use the following link and logon information: http://facilities.columbia.edu/housing/list-available-housing-0
  - o Username: ocrhousing
  - o Password: ochazdf
- Apartment Hunting Video: http://www.columbia.edu/cu/ire/ocha/ocha_real/ochatipsvideo.html
- Apartment Hunting Strategies: http://facilities.columbia.edu/housing/rental-market-information-1

One to World, formerly Metro International, http://www.metrointl.org/about/index.html
285 West Broadway, Suite 450 (between Canal & Lispenard Streets)
(212) 431-1195 (x21), Fax (212) 941-6291, email: info@metrointl.org
Designed for international students, however, most new incoming students to New York City will find this housing guide extremely helpful:
http://www.metrointl.org/programs/housingbooklet/.

Common Webpages to Conduct Off-Campus Housing Search:

- Facebook, www.facebook.com, Looking for another Engineering student as a possible roommate? Engineering Graduate Student Council (EGSC) would encourage you to use our interactive "Facebook" group page. Once you have a Columbia University email, you can register yourself for this service. Once you are activated with a Facebook account you can join the EGSC group page. During the academic year, EGSC also posts updates and encourages students to get involved with the Engineering community, both on campus, as well as online. In the discussion board of the EGSC group page on Facebook, you can post your request for housing under the the group "Columbia Engineering Housing Search" Need a roommate, or would like to join up with other students to explore New York City housing together, we welcome you to use Facebook to coordinate this as well. Nonetheless, as with any online community, always use your judgment and caution when posting information online. We hope you find this service helpful.
- http://newyork.craigslist.org/ Craigslist (New York)
- www.nytimes.com New York Times
- www.villagevoice.com Village Voice
- www.rent.net (Conduct a search "By College" and use "Columbia University")

Short-Term Housing Accommodations:

INTERNATIONAL HOUSE
500 Riverside Drive at West 122nd Street
New York, NY 10027 Phone: (212) 316-8473
www.ihouse-nyc.org/
Maximum stay of 30 days for short-term housing.
Long-term requires admissions application.

TEACHERS COLLEGE - WHITTIER HALL
1230 Amsterdam Avenue at West 120th Street
New York, NY 10027 Phone: (212) 678-3235
www.tc.columbia.edu/housing/

UNION THEOLOGICAL SEMINARY - LANDMARK GUEST ROOMS
3041 Broadway at West 121st Street
New York, NY 10027 Phone: (212) 280-1313
www.utsnyc.edu/

BIG APPLE HOSTEL
119 West 45th Street between 6th & 7th Avenues New York, NY 10036   Phone: (212) 302-2603
www.bigapplehostel.com
Price range: $33 - $90 *daily*

CENTRAL PARK HOSTEL
19 West 103rd Street
New York, NY 10025 Phone: (212) 678-0491
www.centralparkhostel.com/
Price range: $28 - $179 *daily*

CHELSEA CENTER HOSTEL
313 West 29TH Street between 8th & 9th Avenues
New York, NY 10031 Phone: (212) 643-0214
chelseacenterhostel.com/
Price range: $35 *daily*

CHELSEA INTERNATIONAL HOSTEL
251 West 20th Street between 7th & 8th Avenues
New York, NY 10011 Phone: (212) 647-0010
www.chelseahostel.com
Price range $33 - $90 *daily*

DE HIRSCH RESIDENCE
Operated by the 92nd Street YM-YWHA
1395 Lexington Avenue at 92nd Street
New York, NY 10128 (212) 415-5650; (800) 858-4692
www.92ndsty.org or www.dehirsch.com
Price range: $895 - $1,095 monthly

HARLEM YMCA
180 West 135th Street btw 7th & Lenox
New York, NY 10030 (212) 281-4100
ymcanyc.org/ Price range $50 - $100 daily

HOSTELLING INTERNATIONAL
891 Amsterdam Avenue at 103rd Street
New York, NY 10025 (212) 932-2300
www.hinewyork.org/
Price range $29 – $38 *daily*

INTERNATIONAL STUDENT CENTER
38 West 88th Street at Central Park West
New York, NY 10024 Phone: (212) 787-7706
www.nystudentcenter.org/
Price range: $30 - $35 *daily*

JAZZ HOSTELS
36 West 106th Street btw Central Park West and Manhattan Avenue, New York, NY 10025
Phone: (212) 932-1600,
www.jazzonthepark.com
Price range: $27 - $85 *daily*
$200 per week for Columbia University

WEST SIDE YMCA
5 West 63rd Street at Central Park West
New York, NY 10023 Phone: (212) 875-4100
www.ymcanyc.org/
Price range: $59 – $69 *daily*

WEST END STUDIOS
850 West End Avenue between 101st & 102nd Streets
New York, NY 10025 Phone: (212) 662-6000
www.westendstudios.com/
Price range: $59 – $69 *daily*

SARA'S HOMESTAY
Manhattan Student Residence West 85th St. and Broadway, New York, NY 10024 Phone: (212)564-5979, www.sarahomestay.com/
Price range: $375-$292, plus fees.

THE BRANDON (women only)
340 West 85th Street
New York, NY 10024 (212) 496-6901
brandon@voa-gny.org
Price range: $60 daily to $1,218 monthly

CENTRO MARIA RESIDENCE (women only)
539 West 54th Street between 10th & 11th Avenues
New York, NY 10036 Phone: (212) 757-6989
mysite.verizon.net/centromaria/ Price range: $35 - $60 & $300 *weekly*

EL CARMELO RESIDENCE (women only)
249 West 14th Street between 7th & 8th Avenues
New York, NY 10011 (212) 242-8224
www.hermanascarmelitas.org/
Price range: $60 *daily* $155 - $185 *weekly*

KOLPING HOUSE (men only)
165 East 88th Street between Lexington and 3rd Avenues, New York, NY 10128 Phone: (212) 369-6647, www.kolpingny.org
Price range: $50 *daily* $165 *weekly*

MARKLE EVANGELINE RESIDENCE (women only), 123 West 13th Street, New York, NY 10011Phone: (212) 242-2400
www.themarkle.org/
Price range: $85 daily $300 – $395 *weekly* $980 - $1465 *monthly*

PARKSIDE EVANGELINE RESIDENCE (women only)
18 Gramercy Park South
New York, NY 10003 Phone: (212) 677-6200
Price range: $198 – $227 *weekly*

PENINGTON FRIENDS HOUSE
215 East 15th Street near Third Avenue
New York, NY 10003 Phone: (212) 673-1730
www.penington.org/
Price range: $85 *daily* $883 - $1,475 *monthly Operated by the Quaker community. Breakfast and dinner included.*

SACRED HEART Residence (women only)
432 West 20th Street between 9th & 10th Avenue
New York, NY 10011 Phone: (212) 929-5790
www.sacredheartresidence.com/
Price range: $50 *daily* $240 *weekly Breakfast and dinner included Monday through Friday, curfew.*

ST. MARY'S RESIDENCE (women only)
225 East 72nd Street
New York, NY 10021 Phone: (212) 249-6850
stmarysresidence.blogspot.com/
Price range: $202 - $225 *weekly*

International House Application:

International House is a residence and program center for graduate students, interns and trainees over the age of 21. During the summer session we admit undergraduate students at least 18 years of age. Our community is comprised of 700 resident members from approximately 100 countries, including the United States, each academic year attending any graduate program or participating in an internship program anywhere in the New York City area. We offer a variety of **room types** with a wide range of prices. We are located on Riverside Drive and 122nd Street in the Morningside Heights neighborhood of Manhattan. Academic institutions in the area include Columbia University, Manhattan School of Music, Bank Street College, Union Theological Seminary, Jewish Theological Seminary and City College. .

Applications for the **academic year** are reviewed on a regular basis by the Admissions Committee in a selective process. Applications for the **summer session** are reviewed between April and July on a first-come first-served basis. There is a minimum stay of 30 days during the summer session.

Scholarships ranging from $500 to $5,000 are offered during the academic year to maintain the diversity of the community. More than just an apartment, International House is an international post-graduate residential community with in-house cultural programming, support services, leadership training, organized excursions, distinguished speakers' series, career networking opportunities, international dining fare, musical performances and language exchange groups.

At I. House, your neighbors come from more than 100 countries, work and train at 72 organizations, study at 33 institutions and can teach you French, African Dance or Tai Chi. You can meet Madeleine Albright over lunch, have dinner with a corporate CEO or U.N. Ambassador, or learn the intricacies of Azerbaijani folk music. Suddenly, placing a price tag on the value of the I. House experience becomes more complex.

For more information: http://www.ihouse-nyc.org/

NOTE: While UAH offers I-House accommodations, students who are interested in I-House should also apply directly to I-House to increase their chances of housing.

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X3. Student Identification Photo Submission Guide:

The Columbia University ID Center, located in 204 Kent Hall, welcomes you! In our efforts to provide you with the most efficient service possible, we would like to be able to have your ID Card ready for you upon your arrival to orientation. To make this happen, you will need to activate your Columbia UNI (email account) and submit a recent passport-style color picture of yourself.

The color photo must be passport-style: facing forward with your head and shoulders clearly visible. No photos with sunglasses or hats will be accepted. You will receive your University ID card upon arrival to campus during your scheduled orientation. Don't waste important time waiting in line at the ID Center during orientation; make sure to submit your photo by the deadline.

The University ID card is your passport to Columbia. It grants you access to the Library and secure campus locations, allows you to purchase services at campus cafes and the University bookstore and enables you to take advantage of cultural discount programs in New York City. In order to get your University ID card, please submit a jpeg photo online at www.columbia.edu/cu/id beginning in mid-May. You will need your UNI to log-in to the secure site. You can activate your UNI online at uni.columbia.edu (see page 15 for directions).

It is important to submit the photo as soon as possible, so that we are able to produce your card in a timely manner. During the first week of classes, there is a potential for long lines with a considerable wait time to get your ID Card. You can avoid this by submitting your photo now.

Email questions to idcard@columbia.edu or for more information:www.askus.columbia.edu.

Online photo submission deadline is Friday, July 2   , 201 .

Students unable to meet this deadline can go to the ID office upon arrival to campus

ID Pickup Date:	Starting Wednesday, August GJ⊄ 201G
ID Pickup Location:	˙K]h˙ ˙mˊi f˙ U͠WͨUXYa]WXYdUͬͱa Ybͱg

Please note that we are unable to release ID's any earlier than the scheduled school's orientation per the University ID Office policies.

X4. Language Resources in New York:

American Language Program at
Columbia University Continuing Education
504 Lewisohn Hall
Mail Code 4113, 2970 Broadway
New York, NY 10027
Telephone: 212-854-3584
Fax: 212-932-7651
http://www.ce.columbia.edu/alp/

Accent on Language
160 East 56th Street
New York, NY 10022
Telephone: 212-355-5170
Fax: 212-355-5176
http://www.accentonlanguage.com/

Berkeley College
International Division
535 Fifth Avenue, 4th Floor
New York, NY 10017 USA
Telephone: 212-687-3730
Fax: 212-986-7827
http://www.berkeleycollege.edu/

Brooklyn College
American Language Academy
The City University of New York
2900 Bedford Avenue
Brooklyn, NY 11210
Telephone: 718-951-4141
http://academic.brooklyn.cuny.edu/adulted/

Community Language Program
Teachers College of Columbia University
525 W. 120th Street, Room 46E Horace Mann
New York, NY 10027
Telephone: 212-678-3097
http://www.tc.edu/centers/communityenglish/

Kaplan Educational Centers
131 West 56th Street
New York, NY 10019
Telephone: 212-977-8200
http://www.kaplan.com/

New York University
American Language Institute
School of Continuing and Professional
Studies
48 Cooper Square, Room 200
New York, NY 10003-7154
Telephone: 212-998-7040
Fax: 212-995-4135
http://www.scps.nyu.edu/

Pace University
English Language Institute
One Pace Plaza
New York, NY 10038 USA
Telephone: 212-346-1562
Fax: 212-346-1301
http://www.pace.edu/eli

International English Language Institute
Hunter College, City University of New York
695 Park Avenue
New York, NY 10021
Telephone: 212-772-4292
Fax: 212-772-5722
http://eslnyc.hunter.cuny.edu/en/index.asp

Language Studies International
Metropolitan College of New York
75 Varick Street, Suite 1203-B
New York, NY 10013
Telephone: 212-965-9940
Fax: 212-965-1268
http://www.lsi-america.com

. Student Financial Services Guide:

For detailed information, please utilize the following link:
www.columbia.edu/cu/sfs/

Student Financial Services webpage highlights the following:

- E-billing (Guide and Payment Options)

- Academic Financial Calendar & Guide

- Tax and Learning Credits

- Guide for Sponsored Students

- Direct Deposit Information

- Federal Work Study Information

- Federal Student Loan Interviews

- Tuition Exemption for University Employees

- Staff Contact Information

Use the following link to review step by step guide on fee payments and billing options:
http://www.columbia.edu/cu/sfs/pdfs/2010-2011_Guide_to_Ebill.pdf

Y1. **Engineering Graduate Student Council**:

Welcome!

On behalf of the Engineering Graduate Student Council (EGSC), I would like to congratulate you on your decision to pursue your studies at the Fu Foundation School of Engineering and Applied Science (SEAS)! As you are aware, SEAS offers unparalleled opportunities to investigate a range of academic and outside interests. The EGSC is committed to having students make the best of these opportunities.

The EGSC is a recognized group that consists of representatives from each of the nine academic departments at SEAS. The objectives of the EGSC are to foster interaction among graduate engineering students, to serve as a voice for graduate engineering students and to sponsor social and educational events of interest to the graduate engineering community. As a SEAS graduate student, you are automatically an associate m ember of the EGSC. However, we encourage you to become an active member and participate!

The EGSC sponsors a range of social and educational program s throughout the academic year. More specifically, we organize four major socials to foster interaction between students, faculty and administrators. We also invite guest speakers from academia and the business world for professional and personal development workshops. We are currently in the process of updating our website so that students can be informed about upcoming events, view pictures of past events, provide suggestions for future events, and contact us.

We invite you to join and to contribute to the enthusiasm and energy of the EGSC and we hope that your experiences will be just as fun and rewarding as ours have been. We look forward meeting you in person! If you have any questions about the EGSC or SEAS, please feel free to contact us: **www.columbia.edu/cu/egsc**

Sincerely,
The Engineering Graduate Student Council (EGSC)

Υ2. Codes of Conduct, Community Standards, and Academic Integrity

The Fu Foundation School of Engineering & Applied Science at Columbia University

The Fu Foundation School of Engineering and Applied Science (SEAS) at Columbia University requires students to read, understand, and sign in agreement to the following codes and standards set forth to encourage civility, academic honesty, and standards to which foster informed members of the Columbia University community as it relates to the following University policies and regulations.

Adopted from the School of General Studies at Columbia University, *"Respect for the Columbia community and its rules as well as respect for the rights of others are standard. The School expects that in and out of the classroom, on and off the campus, each student will act with civility. Freedom of expression is an essential part of University life, but it does not include intimidation, belligerence, threats of violence, or the inducement of others to engage in violence or in conduct that harasses or is disrespectful of others. Conduct that threatens, harasses, or denigrates others for any reason is unacceptable. Proper social conduct includes not only civil behavior in interacting with members of the University community both within and outside of the classroom, but also respect for University facilities and property."*

Students and members of the Columbia University community should familiarize themselves with the Rules of University Conduct as stated in F.A.C.E.T.S.: http://www.columbia.edu/cu/facets/. The following serves as an overview, but are not limited to the types of violations that can occur:

- Uses words or conduct that places another in danger of bodily harm or attempts to cause physical injury to another person.
- Misappropriates, damages, or destroys books or scholarly materials or any other property belonging to the University, or to another party…causes or threatens substantial educational, administrative, or financial loss
- Conduct that interferes, or attempts to prevent passage within, or use of a University facility.
- Enters or remains in a University facility, or private office without authorization.
- Conduct or noise that hinders or interrupts a University function.
- Illicitly, or attempts to use, or makes threats with a firearm, explosive, dangerous or noxious chemical, or other dangerous instrument or weapon.
- Failure to self-identify, or obey the reasonable orders, or disperse from assembly when requested to do so by a properly identified delegate of the University, or prevents such delegate from the discharge of official responsibilities.
- Aids and abets others or group in violation of University Rules.
- Misuses the Columbia University email or network: to send unsolicited, mass email, or exchange unlicensed or pirated programs, software, and viruses.

Furthermore, Columbia University's Equal Opportunity and Nondiscrimination policies, as stated in F.A.C.E.T.S., serve as a reminder that Columbia University is "committed to providing a learning environment free from unlawful discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all its members" (p. 77). The following serves as an overview, but not limited to, the definitions of discrimination, discriminatory harassment, and sexual harassment:

Discrimination is defined as: Treating members of a protected class less favorably because of their membership in that class; or having a policy or practice that has a disproportionately adverse impact on protected class members.

Discriminatory Harassment is defined as: Substantially interfering with an individual's educational experience by subjecting to severe threatening conduct, or to repeated humiliating or abusive conduct, based on membership to a protect class.

Sexual Harassment is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Academic Integrity:
Adapted from the Columbia University Fu Foundation School of Engineering and Applied Science Bulletin: "*Because intellectual integrity is the hallmark of educational institutions, academic dishonesty is one of the most serious offenses that a student can commit at Columbia. It is punishable by suspension or dismissal from the School.*"

According to the Honor Code of Emory College, a writer's facts, ideas, and phraseology should be regarded as his property. Any person who uses a writer's ideas or phraseology should also give due credit. Not to do so is to plagiarize, to intentionally or unintentionally appropriate the ideas, language, key terms, or findings of another without sufficient acknowledgment that such material is not one's own. (http://www.emory.edu/COLLEGE/students/honor.html)

As the Modern Language Association defines this transgression: Using another person's ideas or expressions in your writing without acknowledging the source constitutes plagiarism. Derived from the Latin plagiarius ("kidnapper"), plagiarism refers to a form of intellectual theft. . . **.** In short, to plagiarize is to give the impression that you wrote or thought something that you in fact borrowed from someone, and to do so is a violation of professional ethics. (Joseph Gibaldi, MLA Style Manual and Guide to Scholarly Publishing. 2nd. ed., New York: MLA, 1998: 151).

In making clear Columbia's policy on plagiarism, it is not feasible to include here all the various forms that plagiarism might take. It is useful, however, to list several obvious varieties in order to dispel confusion about actions that the School will not tolerate:

1. Submitting essays, or portions of essays, written by other people as one's own;
2. Failing to acknowledge, through proper footnotes and bibliographic entries, the source of ideas essentially not one's own, this includes resources from the Internet, other classes, etc.
3. Failing to indicate paraphrases or ideas or verbatim expressions not one's own through proper use of quotations and footnotes;
4. Submitting written work for one course to a second course without having received prior permission from both instructors;
5. Collaborating on an assignment or examination without specific permission from the faculty member to do so; as well as failing to indicate when/if collaboration had occurred.
6. Selling of notes, syllabi, or papers;

Cheating is another type of academic dishonesty that will not be tolerated.

Ignorance is no excuse for academic dishonesty. If questions arise concerning proper use of quotations, footnotes, or bibliographies, the student should contact the instructor. Seeking informed advice from a faculty member is the best way to avoid confusion about matters that can be complicated.

Further information about policies and procedures can be found in the Fu Foundation School of Engineering and Applied Science Bulletin. (http://www.engineering.columbia.edu/bulletin/)

As a member of the Columbia University and Fu Foundation School of Engineering and Applied Science Communities, I have read and understand the importance of this Code of Academic Integrity. My signature below indicates my acceptance of this code and the responsibilities it entails.

Print Name: _____
              LAST NAME   FIRST NAME   MIDDLE INITIAL

Department: _____ Date:_____

Signature: _____