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Dear TC Student:

On behalf of the Office of Student Affairs, welcome to Teachers College, Columbia University! Whether you are a first-year master’s or doctoral student in one of our many programs, or you are transferring from another institution, we’re pleased to have you as part of the TC community. Students who are involved in and around their school community are more likely to be satisfied with their graduate school experience, persist to graduation, and become leaders in their profession.

Teachers College offers its students many opportunities to participate in events inside and outside the classroom, including our student organizations and a wide variety of resources to assist you in achieving your goals. This handbook lists many of those resources, but our most valuable resource is our staff. I encourage you to speak with a member of the TC community when you have questions. If you are not sure where to go, come to our office in 160 Thorndike Hall, call us at (212) 678-3690, or email studentactivities@tc.edu. On behalf of the Office of Student Affairs, we look forward to helping you achieve your educational, professional and personal goals. Once again, welcome to Teachers College! I wish you good luck and success throughout your first year and beyond. Best wishes for a safe, healthy and productive year.

Sincerely,

Maria R. Hataier
Director of Student Affairs
ABOUT THIS HANDBOOK

The Student Handbook contains information pertaining to Teachers College’s policies and services. Efforts have been made to ensure the accuracy of the information contained herein; however, accuracy is not guaranteed. The information presented in this handbook is subject to change from time to time, and Teachers College reserves the right to depart without notice from any policy or procedure referred to in this handbook. This handbook is not intended to and should not be regarded as a contract between the College and any student or other person. Anyone who needs assistance regarding any matter is advised to verify it independently with the appropriate office(s).

Suggestions and comments are welcome for future editions of this handbook. Please address them to Student Development and Activities, Office of Student Affairs Teachers College, Box 42, 160 Thorndike Hall, 525 W. 120th St., New York, NY 10027, or email studentactivities@tc.edu.

NON-DISCRIMINATION POLICY

Continuing its long-standing policy to support active equality for all persons, Teachers College does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, pregnancy, gender expression or any other criterion specified by federal, state or local laws, in the administration of its admissions, employment and educational policies or scholarship, loan, athletic and other school-administered programs. Rather, Teachers College affirms that it admits students and selects employees regardless of their race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, pregnancy, gender expression or any other criterion specified by federal, state or local laws and thereafter accords them all the rights and privileges generally made available to students or employees at the school.

Students with concerns about the application of civil rights laws (including Title IX, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the Age Discrimination Act) may wish to speak with the Associate Provost, Katie Embree, 113 Zankel, (212) 678-3991, the Vice President for Diversity and Community Affairs, Janice Robinson, 128 Zankel, (212) 678-3391, or the Ombuds, Erwin Flaxman, 280 Grace Dodge, (212) 678-4169.

Faculty and staff with concerns about the application of civil rights laws (including the Civil Rights Act of 1964 (Title VII), the Age Discrimination in Employment Act, Title IX, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the Age Discrimination Act) may wish to speak with the Associate Provost, Katie Embree, 113 Zankel, (212) 678-3991, the Assistant Vice President, Human Resources, Randy Glazer, 120 Whittier Hall, (212) 678-3175, the Vice President for Diversity and Community Affairs, Janice Robinson, 128 Zankel, (212) 678-3391, or the Ombuds, Erwin Flaxman, 280 Grace Dodge, (212) 678-4169.

Individuals with disabilities who seek reasonable accommodations or information concerning accommodations should contact the Office of Access and Services for Individuals with Disabilities (OASID), 163 Thorndike, (212) 678-3689 (voice/TTY).
Founded in 1887 to provide a new kind of schooling for the teachers of poor, immigrant children in New York City, Teachers College faculty members serve as the graduate faculty of education, psychology, and allied health professions of Columbia University. Teachers College became affiliated with Columbia University in 1898, but remains a financially independent institution with its own president and trustees. To date, Teachers College has educated nearly 100,000 individuals from around the world. The College, through its programs, faculty and students, is concerned with teaching, learning, and promoting mental and physical well-being across the life span and in a variety of settings, situations, and institutions. In addition to preparing women and men for careers of professional service in schools, colleges, universities, clinics, hospitals, day-care centers, business organizations, community agencies, government bureaus, and research facilities, the College provides opportunities for continuing professional development and training in these fields.

Teachers College has introduced and established academic disciplines that are now in the curriculum of almost every school of education, including educational administration, student personnel administration, international and comparative education, nutrition education, and the education of the gifted.

TC faculty members have played major roles in the creation of academic fields. Today, more than 5,000 students, in programs leading to both masters and doctoral degrees, study at Teachers College in fields ranging from clinical psychology to movement sciences to curriculum and teaching. Around 150 full-time faculty members teach and conduct research in the New York City schools, as well as around the nation and the world.

Susan H. Fuhrman, a graduate of Teachers College, is the tenth president of Teachers College and its first female president.

Founded in 1754 as King’s College by Royal Charter of King George II of England, Columbia University is the fifth oldest institution of higher learning in the United States and the oldest in the State of New York. 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 graduated from Columbia’s School of Law; former U.S. Secretary of State Madeleine Albright graduated from the School of Public Affairs; and President Barack Obama graduated from Columbia College. The University counts 38 Nobel Laureates among its faculty and graduates, including two Nobel Peace Prize Laureates.
ACADEMIC RESOURCES
Duplicating, Mail Services, Faxing, and Sale of TC Souvenirs and Paper Items
32 Zankel Building
Hours: Mon-Thurs, 9am – 7pm; Fri, 9am – 6pm (Shortened hours in the summer)

Students are welcome to use the Business Services Center for duplicating, printing, mailing and faxing. In addition, TC souvenir clothing and other items are available for sale. The BSC accepts credit and debit cards only; customers wishing to pay cash must pay at the Student Accounts Office (133 Thompson Hall).

Duplicating Services
- Copying and printing from hard copy or files on CD, flash drive, or emailed in black and white and color, up to 12x18 in.
- Wide format printing from files (24 in., 36 in., or 42 in. wide)
- Several types of binding, laminating and printing on transparencies are available
- We specialize in printing and binding doctoral dissertations and masters theses
- Students not on campus can email their important papers, dissertations and theses for printing and delivery to faculty offices or the Office of Doctoral Studies

Mail Services
Members of the TC community should not spend hours on line in NYC’s crowded post offices. For their convenience, the following services can be found in the Business Services Center.
- Postage stamps for sale
- Packages can be sent via the U.S. Mail, UPS or FedEx. Most services are available except for insurance and money order purchase.
- Mail/parcels with prepaid labels may also be dropped off for USPS/UPS/FedEx pickup in the late afternoon.

Fax Services
Sending faxes – prices vary by destination.
Receiving faxes at our number (212) 678-4048. Faxes received that are five pages or under are not charged.

TC Souvenir Clothing and Other Items for Sale
(see our displays in the TC Cafeteria and Thorndike Hall Lobby)
T-shirts in several colors, hooded sweatshirts, caps, mugs, pens, business card holders, pennants, teddy bears and other items.

Also available: white paper at a low price ($4.35/ream), “resume” paper, envelopes and paper/bordette for bulletin boards.
Change of Degree Program

Office of Admission | 301 Thorndike Hall | (212) 678-3710 | www.tc.edu/admissions
Students who are currently registered in a degree program at Teachers College who wish to pursue further study (either in different programs or degree levels) may come to the Office of Admission for more details on the re-application process and documents required.

Communication & Technology

Access to TC Gmail From Mobile Devices

Activating Your Account

Your University Network ID (UNI) gives you access to your courses via myTC as well as access to library resources such as bibliographic searching and other College and University assets.

After you have been admitted and paid your tuition deposit, you will be able to retrieve your UNI. To do so, you need to activate your new account and choose a password that meets the requirements. Go to my.tc.edu. On the login screen, click on the “Help” link and then click on “Your UNI”. Click on the link to “Activate UNI or Email”, accept the policies, and type the information requested. You can then log into the TC portal (called myTC) at my.tc.edu, and click on the Gmail icon on the upper right to accept the terms and conditions there. Then close the browser, reopen it, click on the Gmail icon again, and you will open a window or tab with your TC Gmail account. Activating your Columbia UNI also creates a Columbia email account, sometimes referred to as a Cubmail account, which will be forwarded to your TC Gmail account. You can check or set your Cubmail forwarding by going to uni.columbia.edu. It is strongly recommended that you forward your Cubmail to your TC Gmail account, because Columbia Libraries notices will be sent to the Cubmail account.

TC Gmail accounts are kept for life after graduation. If a student does not register again but does not graduate, the TC Gmail account stays active for three more semesters.

Visit the Student Computing Support Center in 242 Horace Mann Hall for assistance in setting up your TC Gmail account.

Students also have a Columbia email address, uni@columbia.edu, which is forwarded to the TC Gmail account. For those who had previously forwarded the Columbia email (also known as CubMail or Cyrus mail), that forwarding remains in effect.

If you are also an employee, any access to employment-related email accounts or other resources is discontinued on the last day of employment for the particular office.
COMPUTER LABS
ACS provides a Student Computing Support Center in 242 Horace Mann Hall with 70 PCs and Macs, scanners and printers, two micro-computer-equipped classrooms (the Goodman Family Computer classroom in 234 Horace Mann Hall and; the 345 Macy Lab), and the Instructional Media Lab and recording studio (IML, located in 265 Macy and recording studio in 259 Macy, with video and sound recording and editing, DVD burning and other multi-media development resources). Our staff is available to assist you with routine tasks and problems; problems requiring special attention are addressed by appointment. You can find more information about these facilities on our website by going to the TC homepage and click on "Jump to" on the top right side of the page and then follow the Quicklinks selection for "Technology Support."

Printing is available in the computer labs, library, cafeteria, 10th floor of Whittier Hall, and the Everett Student Lounge. Students are provided with a quota of 20 free double-sided pages per week with the ability to purchase extended printing at very low cost.

COMPUTER SECURITY
As a student at Teachers College you are expected to protect your information and support us in the protection of the information of the College to which you are granted access.

To achieve this you are required to maintain your computer with current virus protection and operating system patches that address security vulnerabilities in addition to behaving in a trustworthy manner as outlined in our security policies. Teachers College strongly encourages those with home computers to follow the same recommendations. The College makes available, free of charge, virus protection software for both Windows machines and Macs to assist you in this effort. You can download it from myTC. Click on the 'Software and Tools' link in the TC bookmarks channel.

For operating system patches, those with Windows should click on 'Windows Update' in the Start menu; those with Mac OS X can click on Apple>App Store and ensure that the box is checked to "install system data files and security updates." Following these security measures will help to keep your computer safe and ensure that your network access remains active.

You can find more information about computer security by reading the Secure Computing & Information Guidelines on TC’s Policy Library at www.tc.edu/securecomputing and acceptable use of the resources at www.tc.edu/acceptableuse.

CONTACT INFORMATION
George Schuessler, Ph.D.
Director of Academic Technology
234 Horace Mann Hall
(212) 678-3302 (M-F 9:00am - 6:00pm)

Student Computing Support Center
242 Horace Mann Hall
(212) 678-3304 (M-Th 9:30am - 11:30pm, F 9:30am - 10:00pm, Sat & Sun 10:00am - 10:00pm)
www.tc.edu/cis
COURSE MANAGEMENT SYSTEMS
TC uses Moodle and Blackboard as its course management systems. These systems allow you to access information about your courses including syllabi, course materials, announcements, on-line discussions and chat sessions. The classes in which you are enrolled are automatically listed in myTC.
To access the site for your courses, simply click on one of the listed classes on the Courses tab. You can also click on “Moodle Courses” or “Blackboard Courses.” Once in the systems, you have access to all of the courses you are taking or teaching.

EMAIL ACCOUNTS
Teachers College uses TC Gmail as the preferred way of communicating important and official information with its students. Students are required to activate the Columbia University Network ID (UNI) which includes access to myTC and a TC Gmail account. Students are responsible for being aware of official messages sent to that account. Teachers College expects that every student will receive email at this College Gmail address and will read email on a frequent and consistent basis. A student’s failure to receive and read College communications in a timely manner does not absolve that student from knowing and complying with the content of such communications. All use of email must be consistent with all Teachers College and Columbia University policies including Acceptable Use Policies. (See www.tc.edu/computing/aupolicy and policylibrary.columbia.edu/acceptable-use-it-resources-network-and-computing-policy).

INTERNET ACCESS
Access to the Internet is available throughout campus via both wired and wireless means. There are public workstations in labs, the library, Everett Lounge, and kiosks around the College. From outside the College, students find that broadband connections are essential to access the more bandwidth intensive College resources.

MESSAGE CENTER AND EMAIL LISTS
The Message Center is accessed through myTC, and gives you a customizable list of announcements and classifieds for the TC Community. By clicking on “Preferences” at the bottom of the Message Center channel, you can customize how you receive notification of the different categories of messages. If you choose to customize your settings in this way, you will receive a weekly summary of activities as well as various official announcements.

Email lists are maintained for all currently registered students for announcements from College administration and the Student Senate. There are also lists for each major, and you will receive news from your program through the lists. If you join a student organization, you may be placed on that organization’s list. Reading these announcements will keep you current with upcoming events as well as important deadlines.

MyTC PORTAL
MyTC is a customizable, interactive web portal that acts as the “door” to TC Apps and the Message Center, as well as other resources. TC Apps include your TC Gmail account. The portal comes with a variety of “information channels” such as college and course announcements, news, links to courses (Moodle), the Student Information System and search engines. To access myTC go to my.tc.edu. MyTC requires a Columbia University Network Identifier (UNI) and password. The password is obtained by activating your account at uni.columbia.edu.
COMMUNICATION & TECHNOLOGY (CONT.)

RESIDENTIAL COMPUTER NETWORK CONNECTIONS
Each unit in student residences has an Ethernet jack. Any resident student with a personal computer (PC/Mac) that meets the required minimum configurations including ongoing anti-virus and operating system updating can connect to the Internet at high-speed, and access resources like Email and the World Wide Web. You will find more information on using your computer on the College network on www.tc.edu/cis. In particular, you should follow the suggestions outlined in the following Computer Security paragraph.

SOFTWARE FOR STUDENTS
Site-licensed software such as Matlab, NVivo, McAfee virus protection, and Endnote bibliographic database program is available to you without charge. These are accessible via download from myTC or in 234HM. Go to my.tc.edu and click on “Software and Tools” in the TC bookmarks channel.

WORKSHOPS
ACS holds a series of technology training workshops each semester. Information regarding schedules, fees and orientation materials is available on our website by going to the TC homepage and selecting the “Help & Training” option from the “Technology” section. Click on "Jump to" on the upper right of the TC Web homepage and select "Technology Support" from Quicklinks. You can also obtain this information in 234 Horace Mann Hall or the Student Computing Support Center in 242 Horace Mann Hall.

LIBRARY RESOURCES

THE GOTTESMAN LIBRARIES
The Gottesman Libraries at Teachers College offer a diverse set of information services to meet the needs of faculty and students in all programs of the College. The library staff is dedicated to helping students find and use the information that they need for all of their academic work. In addition, both online and on-site services and facilities are organized to support the production of new intellectual materials for education, research, and development. The EdLab located in the library develops software, media, curriculum materials, and learning tools to support the work of students and faculty.

The Gottesman Libraries offer access to books, journals, online databases, and more in all academic areas of the College. Materials not in the library collections can be requested directly from a link on the library homepage. The Russell Hall facility provides both quiet and conversation areas, individual study carrels and group study rooms that can be reserved, computer work areas, and both wireless and wired network connections for laptops. The adaptive technology lab provides a variety of adaptive software and other special equipment for persons with disabilities. The library cafe offers coffee and snacks. Russell Hall is open most days of the year; evening and weekend hours vary with the academic calendar.

Teachers College students have access to all of the Columbia University libraries (library.columbia.edu ) which, along with our library, comprise one of the world’s greatest research collections. Your TC ID card will allow you to enter and borrow from any Columbia library.
Columbia students, faculty and staff have reading access to most New York University libraries upon presentation of a current, valid Columbia I.D. Card. You can use your TC ID to enter the Bobst Library at New York University.

For access to materials in area libraries more generally, the Gottesman Libraries will provide a New York Metropolitan Reference and Research Library Agency (METRO) Referral Card for a specific title at one of the 250 member libraries if that title is not at Columbia or in the New York Public Library.

In addition, because of the Library’s membership in the Research Libraries Group (www.oclc.org), Teachers College students are eligible for on-site access to the 93 member libraries, including Yale, Princeton and Rutgers universities.

COLUMBIA UNIVERSITY LIBRARIES
Your TC ID will give you access to enter and borrow from all TC and Columbia libraries.

ON-CAMPUS LIBRARY SERVICES
When you visit the library in person, you can:
- Borrow books and Teachers College dissertations
- Use printed journals, videos and software
- Print or copy materials using your student ID
- Ask research questions of a reference librarian
- Attend tours, book talks, and research workshops
- Access a range of curriculum materials
- Enjoy exhibits, including written publications and artwork, by members of the Teachers College community

OFF-CAMPUS LIBRARY SERVICES
From off-campus, you can:
- Find out what books, journals and other items we own, by searching our online catalog, EDUCAT, at educat.tc.columbia.edu
- Log in to a range of databases that let you locate and retrieve articles on education, psychology, medicine, nursing, linguistics, and more, via our home page
- Search PocketKnowledge (pocketknowledge.tc.columbia.edu), the digital archive of Teachers College, for publications by members of the Teachers College community
- Access the library’s online video collection and video discussion tool Vialogues (vialogues.com)
- Use Pundit (pundit.tc.columbia.edu), an intelligent course selection tool, to find courses of topics related to your interests
- Use Ednode (ednode.com/people) to find people in the Teachers College community who can become resources for your studies
- Share your work with the Teachers College community on Pressible (pressible.org), the Teachers College online publishing network
- Renew books that you have already checked out, request a hold or recall on books that others have checked out, and request books and articles that are not available at TC or Columbia
- Access reserve readings through electronic reserves
- Ask a research question, by email, live chat or telephone call
- Get help on questions relating to online classes
- Reserve large or small group study rooms for onsite use
College publications are available on-line and some are distributed in hard copy throughout campus, particularly in the lobbies of Zankel Building and Thorndike Hall. They include the following:

**TC Catalog**
catalog.tc.columbia.edu
The Catalog contains important policies and procedures applicable to students respective to the year that they are admitted to their program.

**TC Record**
www.tcrecord.org
A journal of research, analysis, and commentary in the field of education, published continually since 1900 by Teachers College. Students can get on-line access to current and past articles. Registration is required for access and includes periodic e-mail notices.

**The Teachers College Annual Report**
www.tc.edu/annual
A recap of key accomplishments and events at the College, with a themed special report.

**TC Today**
www.tc.edu/news.htm
A seasonal publication about the College for alumni and friends.

**News You Can Use**
www.tc.edu/newsyoucanuse
This quarterly e-letter features stories on TC’s research and publications, international efforts, policy work and initiatives that blend theory and practice.

**Current Issues in Comparative Education (CICE) Journal**
www.tc.edu/CICE
A student-run, bi-annual international on-line journal that promotes an interdisciplinary debate on issues relevant to comparative and international education.

**Columbia Daily Spectator**
2875 Broadway, Room 303
(212) 854-9555
www.columbiaspectator.com
The student newspaper of Columbia University. Published five times a week during the academic year and once a week during the summer, the Spectator is one of the best sources of information about what is going on at Columbia and in the neighborhood.

**Columbia University Record**
(212) 854-3282
www.news.columbia.edu
A bi-weekly newspaper published by the Information Office of Columbia University. It includes a calendar of the lectures, concerts and events occurring on campus.
REGISTRAR AND DOCTORAL STUDIES

Office of the Registrar and Doctoral Studies  |  324 Thorndike Hall  |  (212) 678-4050  |  www.tc.edu/registrar

The Office of the Registrar has the following primary responsibilities: credit course registration, assessment of tuition and fees, enrollment verification (including for Veteran's benefits), issuing transcripts, maintaining academic records, building the course schedule, assignment of classrooms and event rooms, and administering services related to the awarding of degrees. In addition, the office includes Doctoral Studies, which provides a range of services to students advancing toward doctoral degrees and assists several standing doctoral committees.

Schedule of Classes
www.tc.edu/tc-schedule

The online Schedule of Classes has the most recent course information and is updated several times daily. In an effort to provide the most convenient and accurate class listings, printer-friendly and searchable versions of the Schedule of Classes are both available on the TC Web. Since there are schedule changes through the start of classes, you should check the course listings on the TC Web for the most current information.

OFFICE OF TEACHER EDUCATION

Teacher Certification

Students wishing to obtain information and materials in matters pertaining to teacher certification should contact the Office of Teacher Education (OTE). Please visit the office located in 411 Zankel Building or their website (www.tc.edu/ote) for event dates and forms. The office provides general teacher certification information sessions at least twice per semester, teacher certification applications, testing guidelines and preparation guides for the NYSTCE. Students are encouraged to review the student teaching handbook or to meet with OTE certification staff for information on certification in New York and other states.

Student Teaching

The Office of Teacher Education offers student teachers and cooperating teachers a wide variety of professional development opportunities and houses student teaching records. Please visit the office at 411 Zankel Building or their website for event dates and forms. In the beginning of each semester, student teachers are required to obtain a clearance letter upon submission of proof of:

- Tuberculosis (TB/PPD) testing
- Fingerprinting
- Child abuse training
- Violence prevention training
- Online registration with the New York City Department of Ed and the Office of Teacher Education

In addition, student teaching hours are to be submitted at the end of the semester (please download the student teaching packet for the forms and checklist). TB/PPD tests can be arranged through Columbia Health located on the 4th floor of John Jay Hall at Columbia University by calling (212) 854-2284. Students who attend the TB Test Day at TC or have paid the Columbia Health Fee will not be charged for TB tests.
TRANSFER CREDITS

324 Thorndike Hall | (212) 678-6612 | www.tc.edu/transfercredit

Only graduate courses which have been (1) completed with grades of B or higher, (2) submitted on an official transcript from a regionally accredited institution, (3) granted/assigned graduate credit on the transcript of that institution, and (4) completed prior to enrollment at Teachers College. For educational institutions outside of the United States or Canada, a course-by-course evaluation is required. Transfer credit is awarded at the discretion of the Transfer Credit Coordinator and the student's faculty advisor.

For the Master of Education and the Doctor of Philosophy, a maximum of 30 points completed outside of Teachers College may be transferred. Master of Science programs that require 60 credits or more to graduate may transfer up to 30 credits. For the Doctor of Education, a maximum of 45 points may be transferred; moreover, for the Doctor of Philosophy, up to 45 points completed in another institution within Columbia University may be transferred. No transfer credit is awarded for Master of Arts students.

New students enrolled in either summer or fall have until October 15th to apply for transfer credit. New students enrolled in spring have until February 15th to apply for transfer credit. For further information and to obtain the Transfer Credit Request Form please visit the transfer credit website or contact the Transfer Credit Coordinator at tctransfer@tc.edu.

ACADEMIC AFFAIRS

OFFICE OF THE PROVOST
The Provost and Dean of the College, Thomas James, directly oversees the Academic Departments and Programs of Teachers College, the Vice Provost’s Office, the Associate Provost, the Vice Dean, the Associate Deans, the Gottesman Libraries, and the Teachers College Record. The Provost chairs several College-wide committees (e.g., the Standing Committees on Tenure and Promotion and the Conflict of Interest and Commitment Committee) and, through Kristine Roome, Associate Dean, oversees faculty affairs and the College’s Centers and Institutes. Through the Associate Dean for Enrollment Services, Tom Rock, the Provost has responsibility for several administrative offices and functions at Teachers College, including Enrollment Services (which includes Admission, Financial Aid, Marketing, Registrar, and Enrollment Services Technology Support). Through the Associate Provost, Katie Embree, the Provost also oversees the Office of Student Affairs, Office of International Services, Career Services, and the Office of Access and Services for Individuals with Disabilities. The Associate Provost also serves as the primary point of contact for the Harassment Panel, the Student Conduct Policy, and the Psychological Emergency Response Team.

OFFICE OF THE VICE PROVOST
The Vice Provost, William Baldwin, oversees the Office of Accreditation and Assessment, the Office of Institutional Studies, the Office of Sponsored Programs and the Institutional Review Board, and the Center for Educational and Psychological Services. The Vice Provost is the administrative liaison for students interested in the Interdisciplinary Studies in Education program. The Vice Provost also has responsibility for academic compliance, and in that capacity works closely with faculty and academic programs in support for both new program development and the redesign of existing programs.
OFFICE OF TEACHER EDUCATION

A. Lin Goodwin, Vice Dean at Teachers College works closely with the President and Provost/Dean of Teachers College on teacher education, identified by Dr. Fuhrman as an institutional priority. The Vice Dean provides leadership and collaborates with faculty on college-wide teacher education concerns to imagine innovative initiatives and implement reform in teacher education, locally, nationally, and globally. The Vice Dean also supervises all functions of the Office of Teacher Education, chairs the Teacher Education Policy committee, seeks external funding, and contributes to the field of teacher education through research, scholarship and service to the professional community.
STUDENT RESOURCES
SERVICES FOR INDIVIDUALS WITH DISABILITIES

Teachers College strives to be responsive to both the letter and spirit of the Americans with Disabilities Act and other legislation. The College has developed professionally-staffed office to achieve this goal. Programs and services for individuals with disabilities have been developed to ensure that Teachers College is physically, programmatically and attitudinally accessible. The aim of the Office of Access and Services for Individuals with Disabilities (OASID) is to ensure equal access through the provision of a wide range of individualized services for persons with varying disabilities.

Registering with OASID
The registration process includes the completion of a registration form, presentation of medical/clinical documentation and a one on one meeting with an OASID representative. Services are available only to individuals who have completed this process. Although an individual accommodation plan is developed during the initial meeting, the plan can be modified as needed throughout the semester. While students can register with the office at any time, they are encouraged to do so at the beginning of or prior to each semester.

Resources/Accommodations
OASID offers a variety of accommodations, services and resources for those registered with the office. Accommodations are developed on an individualized basis, however some of the most frequently requested accommodations include: Readers, note takers, research assistants, sign language interpreters, computer-assisted real time captioning (CART), alternative format reading materials, testing accommodations, and adaptive technology.

ACTIVITIES & EVENTS

You will find a wide variety of on-campus activities and events each week during the semester. These include art exhibits, film screenings, panel discussions, conferences, workshops and social events, just to name a few. Particular administrative offices, academic departments, research centers and/or student organizations sponsor and organize on-campus activities. You can find out about what is happening on campus in a number of different ways:

The TC Calendar
On the TC homepage - www.tc.edu - you will find particular events listed by date on the right side of the page. You can click on those events to see a full description. The office sponsoring the event is responsible for listing and updating event information on the calendar through an administrative office or academic department.

The TC eBoards
The eBoards display daily and upcoming events at the College and are located near the main entrance of Teachers College (Zankel Building), in Thorndike Hall lobby, in Horace Mann Hall lobby, and in the TC cafeteria. They also incorporate electronic posters announcing upcoming events and important dates at the College. It is available to the community to post institutional announcements, advertisements for future events and events happening at TC with location information. Guidelines and postings can be found at www.tc.edu/calendar.
The Office of Student Development and Activities Weekly Announcements
The Office of Student Development and Activities sends out weekly emails about upcoming events. Browse through these emails to find events of interest.

Administrative Office and Academic Department Websites
Interested in events related to a particular topic, such as conflict resolution or career development? If so, find the appropriate department or office that works on that issue and browse through their website to look for upcoming events and activities.

ATHLETICS, RECREATION & FITNESS

Marcellus Hartley Dodge Physical Fitness Center  |  Columbia University Morningside Campus

Membership Office: (212) 854-2547  
Football/Basketball Tickets: (888) LIONS-11  
Facility Schedules: (212) 854-7149  
Squash Court Reservation: (212) 854-7149  
Voluntary Programs: (212) 854-3439  
Personal Training: (212) 854-4439  
Intramurals/Club Sports: (212) 854-4002  
Sports & Youth Camps: (212) 854-2233

The Marcellus Harley Dodge Physical Fitness Center is a multi-purpose facility utilized by Columbia University students, faculty, employees, alumni and members from affiliated schools in the neighborhood. Family memberships are available to the patron’s spouse/domestic partner, and/or children ages 6-19.

A valid TC ID is required for access to the Dodge Fitness Center. Registered Teachers College students have automatic access to the Dodge Fitness Center.

Dodge Fitness Center features three levels of high-tech aerobic and anaerobic exercise equipment, as well as a 160-meter indoor track, 10 squash courts, a basketball court, a Scandinavian sauna and eight-lane, 25-yard pool. Each level is approximately 2,500 square feet and it is not unusual for over 3,000 people to use the facilities in a single day.

Members can hire the services of a Dodge Fitness Center personal trainer, take a non-credit physical education course, participate in intramural or club sports, or rent a temporary or permanent locker. Non-credit physical education courses are available in aerobics, aerobic dance, body sculpting, martial arts and yoga. Fees for all non-credit physical education courses must be paid at the Dodge Physical Fitness Center. For additional information concerning these classes, call (212) 854-3439 or go to room 336 in the Dodge Physical Fitness Center.
Teachers College Career Services (TCCS) is committed to guiding all TC students and alumni throughout the different phases of the career development process. Whether you are entering a new field, advancing within your current profession, or changing directions, we will help you identify and develop the skills and resources necessary for achieving your career goals.

**CAREER COUNSELING & ASSESSMENT**

TCCS offers individual counseling appointments, either in person or by phone, to assist TC students and alumni with their career development needs. TCCS also offers the Strong Interest Inventory and the Myers-Briggs Type Indicator (MBTI) to help assess career interests and skills (nominal fee charged). All counseling sessions are confidential.

**TCCS LINK (ONLINE CAREER DEVELOPMENT RESOURCE & JOB DATABASE)**

Promotes career opportunities and recruitment initiatives to TC students and alumni. Search full and part-time job openings, internships, volunteer and fellowship opportunities; view and register for career programs, career fairs, on-campus interviews and employer information sessions; access an online resource library, receive messages regarding upcoming career services events, and create job agents. Access TCCS LINK through My TC Portal.

**TCCS ON MyTC PORTAL**

Within the portal, select the TC Services tab. The TCCS Career Services section is located on the right hand side of the page. The following resources are available within this section: TCCS LINK, as well as Vault, and Going Global, Online Career Development Resources, and the Resume and Cover Letter Writing eWorkshop.

**CAREER DOCUMENT REVIEW**

TC students and alumni can have their cover letter/resume/curriculum vitae (CV)/personal statement reviewed in-person during a 30 minute appointment or 15 minute walk-in/speed review.

**WALK-IN HOURS**

A first-come, first-serve service providing TC students and alumni with a "quick" (10-15 minute) counseling appointment.

**MOCK INTERVIEWS**

This service provides TC students and alumni with a forum to practice their interview skills and receive feedback about how to improve their performance for the actual employer interview.

**PROGRAMS & EVENTS**

Offerings include career development workshops and panels, brown bags, career fairs (e.g., Education Career Fair), in person and virtual networking events (e.g., Meet the Firms) and employer information sessions (e.g., NYCDOE).

**eWORKSHOPS**

View TCCS’s core workshops (Resume/Cover Letter Writing, CV/Cover Letter Writing, General Interviewing, Job Search/Networking/Social Media, Salary Negotiation and How to Work a Career Fair/Networking Event) online. Each is available in the TCCS LINK Resource Library.
TCCS WEBSITE
Learn about the services and resources offered, programs and events, industry specific websites and key professional associations; access job search, interview, industry, salary negotiation, and social media guides and tip sheets as well as resume, CV and cover letter writing guides and samples; and review the TC Graduate Survey Report. Visit our website at www.tc.edu/careerservices.

ONLINE RESOURCES & SOCIAL MEDIA
Access online career development tools including Vault, and Going Global through My TC Portal. Learn the benefits of using social media such as LinkedIn and Facebook for networking and job search. Follow TCCS on Facebook (http://www.facebook.com/TCCareerServices), Twitter (http://twitter.com/tccareerservice), and LinkedIn (http://www.linkedin.com/groups/Teachers-College-Columbia-University-Career-4130917).

TEACHERS COLLEGE CAREER SERVICES (TCCS), COLUMBIA UNIVERSITY LINKEDIN GROUP
Create a professional network with TC students and alumni, learn about programs and events, and pose industry questions and comments. Follow TCCS on LinkedIn (http://www.linkedin.com/groups/Teachers-College-Columbia-University-Career-4130917).

TCCS LIBRARY & RESOURCE AREA
Career books and directories, computers and printer are available during office hours for TC students and alumni to use.

GRADUATE SCHOOL PREPARATION
For TC students and alumni interested in pursuing another degree, TCCS can assist with the application process.

CREDENTIAL FILES
With Interfolio, Inc., students can manage their credential files (e.g., letters of recommendation) online.

CHECKLIST FOR NEW STUDENTS

ATTEND ORIENTATION PROGRAMS
Orientation for Summer and Fall 2014 admitted students is September 2, 2014 and January 20, 2015, for Spring 2015 admitted students. Academic orientation will be provided by your department from a faculty member after the general orientation sessions are over.

OBTAIN YOUR PIN
Registration PIN numbers will be distributed by the departments during advisement.

REVIEW THE SCHEDULE OF CLASSES
The Schedule of Classes is available on the web on the TC home-page. The Schedule of Classes on the web has the most recent course information and is updated several times daily. A printer-friendly and a searchable version of the Schedule of Classes are both available. Since there are many schedule changes throughout the start of classes, it is important to check the course listings on the on-line schedule frequently.
CHECKLIST FOR NEW STUDENTS (CONT.)

REVIEW REGISTRATION PROCEDURES & POLICIES
Registration procedures and policies are available here. Click on “How to Register.” This section will outline registration procedures and policies. Be sure to review the Academic Calendar for important deadline dates.

REGISTER FOR CLASSES
You may register online using the myTC portal from any PC including those in the kiosks around TC or from your PC at home. You may also register in person at the Registrars office in 324 Thorndike Hall.

ENROLL IN OR REQUEST TO WAIVE COLUMBIA HEALTH AND STUDENT HEALTH INSURANCE
You may elect to enroll in the Columbia Health Fee and the Columbia Student Health Insurance when you register for classes. Take some time to review your options for coverage. Students beginning classes for Fall 2014 must register by September 16, 2014. Students beginning classes in Spring 2015 must register by February 3, 2015. If you have any questions, please feel free to contact Insurance and Immunization Records, Office of Student Affairs at (212) 678-3006 or email us at health-immunization@tc.edu.

CREATE AN EMAIL ACCOUNT
Students are required to activate the Columbia University Network ID (UNI) which includes access to myTC and their free Teachers College Gmail account.

TC’S COURSE MANAGEMENT SYSTEMS
TC Apps Moodle is a management system that allows you to access information about your courses including syllabi, course materials, announcements, online discussions, and chat sessions. The classes in which you are enrolled are automatically listed in myTC. To access the site for your courses, simply click on the Courses tab, then Go to Moodle. Once in the system, you have access to all of the courses you are taking or teaching.

REVIEW YOUR FINANCIAL AID PACKAGE
You should have applied for financial aid before attending orientation, preferably during the admission process. You can check on your aid status through the myTC portal. If you received Work-Study eligibility, begin to review available jobs on-line at www.tc.edu/hr.

MAKE YOUR TUITION, FEES, AND HOUSING PAYMENTS
Your tuition is due in full by Friday, September 5, 2014, for the fall semester and Friday, January 23, 2015, for spring semester. You are responsible for making sure that your tuition and fees are paid, whether it is through loans, grants, tuition exemption, third-party, or out-of-pocket. Students enrolling under a third-party agreement must submit an authorization form to the Office of Student Accounts for approval. Direct questions or concerns to the Office of Student Accounts located at 133 Thompson Hall or (212) 678-3056.

UPDATE YOUR ADDRESS INFORMATION
Make sure that the Registrar has your current mailing and permanent addresses. You can verify this information on-line through the myTC portal, myTC, under the “Personal Information” menu option. You can change your address in person only at the Registrar’s Office (324 Thorndike Hall).
CHECKLIST FOR NEW STUDENTS (CONT.)

GET YOUR ID CARD
Your photo ID card gives you access to TC, Columbia, and provides discounts to many local museums and events. The Office of Card Services located in 106 Whittier Hall is responsible for issuing ID cards to new students.

INTERNATIONAL STUDENTS
Make sure to register with the Office of International Services in L5 Whittier Hall. For more information, go to http://www.tc.columbia.edu/students/internationalservices/.

OFFICE OF ACCESS & SERVICES FOR INDIVIDUALS WITH DISABILITIES
To sign up for services, arrange for accommodations, and learn more about the Office of Access and Services for Individuals with Disabilities, contact them at (212) 678-3689 or 163 Thorndike Hall.

IMMUNIZATION REQUIREMENTS
Submit Meningitis Response and Measles, Mumps, and Rubella (MMR) Proof of Vaccination Forms to Insurance and Immunization Records at 159 Thorndike Hall. This form is due no later than September 3, 2014, for students enrolling in Fall 2014 classes and January 21, 2015, for students enrolling in Spring 2015 classes.

STUDENT ORGANIZATIONS
To learn more about student organizations, attend the Student Senate and Student Organizations Wine & Cheese Reception on September 2, 2014.
http://www.tc.columbia.edu/studentactivities/index.asp?Id=Get+Involved%21&Info=Student+Organizations

CHECKLIST FOR CONTINUING STUDENTS

REVIEW THE SCHEDULE OF CLASSES
Review the Schedule of Classes at (www.tc.edu/tc-schedule), which has the most recent course information and is updated several times daily. A printer-friendly and a searchable version of the Schedule of Classes are available. Since there are many schedule changes throughout the start of classes, it is important to check the course listings online frequently.

REVIEW ALL REGISTRATION PROCEDURES & POLICIES
The Registration Procedures and Policies are available at www.tc.edu/tc-schedule. Click on “Registration Information.” Please be sure to review the Academic Calendar for important deadline dates including the last day for add/drop.

UPDATE YOUR ADDRESS INFORMATION
Make sure that the Registrar has your current mailing and permanent address. You can verify this information online through the myTC portal under the “Personal Information” menu option. You can only change your address in person at the Registrar’s Office.
SPECIAL PERMISSION
Obtain special permission for special approval courses and course overrides for any courses that require an override for degree restrictions, major restrictions, prerequisite or co-requisite requirements, or to enter a closed course.

HOLDS
Resolve holds on your account that prevent registration with the appropriate department can be found on the myTC portal.

REGISTER FOR CLASSES
You may register online using the myTC portal from any PC including those in the kiosks around TC or from your PC at home. You may also register via Touchtone Services on the telephone: (212) 678-3200.

ENROLL IN OR REQUEST TO WAIVE COLUMBIA HEALTH AND STUDENT MEDICAL INSURANCE
Coverage options may be obtained online at www.tc.edu/health and at the Insurance and Immunization Records Office, located at 159 Thorndike Hall. The deadline to enroll, upgrade or request to waive is September 17, 2013.

REVIEW YOUR FINANCIAL AID PACKAGE
You can review your aid status through the myTC portal on the web. If awarded Work-Study, begin to review available jobs online at www.tc.edu/hr.

MAKE YOUR TUITION, FEES, AND HOUSING PAYMENTS
Your tuition is due in full by Friday, September 6, 2013 for the fall semester and Friday, January 24, 2014 for spring semester. You are responsible for making sure that your tuition and fees are paid, whether it is through loans, grants, tuition exemption, third-party, or out-of-pocket. Students enrolling under a third-party agreement must submit an authorization form to the Office of Student Accounts for approval. Direct questions or concerns to the Office of Student Accounts, located in 133 Thompson Hall or call (212) 678-3056.

STUDENT ID
Check that your Student ID card has a valid expiration date. The Office of Card Services located in 106 Whittier Hall is responsible for issuing ID Cards to students, faculty and staff.

DINING SERVICES

TC DINING DOLLAR$ The TC Dining Dollar$ program is a "cash to card" declining balance program which allows any enrolled student to add money to their TC Account via their ID card and purchase food at any TC dining establishment, tax exempt. Cash can be added at any cash register in either the Grace Dodge Dining Hall or Everett Cafe. (Only cash is accepted.) Columbia "Flex pay" accounts via ID cards are also accepted, but tax is still applied to those purchases. All flex pay funds must be added through Columbia. There is an automated machine located in Russell on the first floor of the library.
DINING SERVICES (CONT.)

CULINART AT TEACHERS COLLEGE
Ground floor, Grace Dodge Hall  |  (212) 678-3168  |  culinart@tc.edu
culinartonline.com/teacherscollege
Open Monday-Thursday 8am-7:30pm and Friday 8am-2:30pm. During the school year, the Grace Dodge Dining Hall serves an array of hot and cold meals, beverages and snacks. From hand-carved meats and Tuscan oven pizza specialties to tossed-to-order Spinning Salads, a full New York-style and European deli, and much more, the Dining Hall offers something from everything. Vegetarian, vegan and gluten-free options are available, and CulinArt's Eat Well program promotes fresh, wholesome ingredients and healthful cooking methods. Full catering services are also available through CulinArt. Our Catering Guide is available online or in the Food Service Office located in 71 Grace Dodge Hall.

EVERETT LIBRARY CAFE
Main Floor, Zankel Building  |  (212) 678-3810
“Proudly brewing Starbucks Coffee” just outside the library, open Monday through Thursday 8:00am-8:00pm and Friday 8:00am-4:00pm during the school year, the Everett Library Cafe serves a variety of hot and cold coffee drinks, teas, juices, assorted baked goods and grab n' go salads, sandwiches and snack packs.

FINANCIAL AID
Melanie Williams-Bethea, Director  |  134 Thompson Hall  |  (212) 678-3714
Probably one of the most visited offices on campus, Financial Aid processes student applications for the awarding of federally funded financial aid. It also processes departmental requests for the awarding of Teachers College scholarships, as well as lender requests for the verification of student eligibility for private loans.

GRADUATE WRITING CENTER
The Graduate Writing Center’s mission is to support TC students in becoming better writers. In terms of your coursework at TC, our purpose is to teach you the skills you need to communicate effectively as an academic writer. We support TC students in meeting their learning objectives through one-on-one peer consultations and writing workshops. Our consultants are trained to work alongside you in the writing process and can assist you with a variety of writing needs from larger ideas such as organization and development down to the smaller, yet essential, details of documentation and sentence clarity.

WRITING CONSULTATIONS
Meet one-on-one with a peer writing consultant about your specific writing needs. Writing consultants are TC students who have excellent writing skills and enjoy working with other students. Consultants come from a variety of disciplines across campus. One-on-one consultations are $25/hr. Clients are billed upon making an appointment at the Graduate Writing Center.
WRITING WORKSHOPS
Hands-on workshops address a variety of writing concerns relevant to graduate student writers. Look for upcoming workshops, including Academic Writing, APA Referencing, Literature Reviews, Concept Mapping, Dissertation Writing Boot Camp, and more. Workshops are generally held on Saturday mornings for three hours, and free of charge for TC students!

WALK-IN OPTIONS
The GWC holds walk-in hours on the 2nd floor of Gottesman Library during the fall and spring semesters. Consultants are available for brief (15 minutes) sessions. Check the website for dates and times of library walk-in hours. Walk-in appointments may also be available at the Graduate Writing Center. Students can call the Graduate Writing Center for additional information, including availability of walk-in appointments.

GRANT & FUNDING OPPORTUNITIES
422K Thompson Hall  |  www.tc.columbia.edu/osp
The Office of Sponsored Programs provides many resources for doctoral students seeking financial assistance and experience for grant writing.

HUMAN RESOURCES
Randy Glazer, Assistant Vice President of Human Resources  |  120 Whittier Hall  |  (212) 678-3175
www.tc.edu/hr
Job postings include positions such as work study, office assistants, professional and secretarial positions, and research assistants. Eligibility for work study is determined by the Office of Financial Aid. See the Human Resources web page and bulletin boards for postings and benefits, including tuition exemption information. See the Career Services section of this Handbook for more information on employment opportunities.

STUDENT ACCOUNTS
The Office of Student Accounts strives to provide professional, prompt, courteous, reliable and secure service to students, faculty, staff, alumni and others that comprise the campus community. These services include: handling inquiries regarding tuition, housing, and other accounts receivable issues; billing and collecting tuition, housing, and other applicable fees; and processing disbursement of federal, private and institutional aid, and refund checks. In addition, Student Accounts manages deferred payment plans and tuition remission, and interacts with other offices to resolve discrepancies with accounts. Student statements are made available online in an electronic format via the myTC Portal. Student billing statements are generated on monthly basis for any outstanding balances. eBill notifications are emailed to the student’s TC Gmail, the college’s official means of communication. The email provides instructions to login to the myTC Portal to retrieve the billing statement from a safe and secure site. Teachers College uses a third-party vendor, Higher One, for accepting electronic check payments, installment plans, eRefunds and electronic billing.

Visit our web site for more information on the services provided by our office. tc.edu/studentaccounts
COLUMBIA HEALTH PROGRAM AND COLUMBIA STUDENT HEALTH INSURANCE

In partnership with Columbia University, Teachers College offers the Columbia Health Fee and the Columbia Student Health Insurance to all registered students enrolled in degree-granting programs. Insurance and Immunization Records in the Office of Student Affairs manages the enrollment and waiver requests of the Columbia Health Fee and the Columbia Student Health Insurance.

The Columbia Health Fee provides students with many important resources including primary medical care, counseling services, and self-care programs. Click on the following link for more information on what the Columbia Health Fee offers: Columbia Health Information (http://www.tc.columbia.edu/health/index.asp?Id=Columbia+Health&Info=Columbia+Health+Fee)

Columbia Student Health Insurance coverage is provided by Aetna Student Health, Inc. and works closely with Columbia Health to provide quality care. Click on the following link for more information on Columbia Student Health Insurance plans: Columbia Student Medical Insurance Information.

REQUIRED PARTICIPATION

Students meeting the following criteria are automatically enrolled in the Columbia Health Fee and the Gold level of the Columbia Student Health Insurance:

1. Students enrolled in a degree-granting program who are registered for 12 or more billable credits; and/or:
2. Students enrolled in a degree-granting program and living in the residential halls.

Enrollment is on an annual basis and the fees will be applied during fall and spring registration. Students who are enrolled in the fall cannot drop the coverage during the spring semester even if their enrollment drops below 12 billable credits. Please be advised that if you meet the criteria of automatic enrollment, you will be enrolled for the entire year regardless of when your course registration takes place.

INSURANCE SELECTION

There are two levels of the Columbia Student Health Insurance Plan: Gold or Platinum. Please review the information concerning these two plans very carefully by looking at the detailed descriptions of the medical plans on the on our website (http://www.tc.columbia.edu/health/index.asp?Id=Insurance&Info=Insurance+Benefits).

Selection of an insurance plan is valid beginning September 1, 2014, until August 14, 2015, and must be completed online using myTC portal by Tuesday, September 16, 2014. A student cannot change their insurance plan level or enroll in insurance after this deadline.

INSURANCE WAIVERS

Students who are required to enroll in the Columbia Health Fee and carry the Columbia Student Health Insurance Plan may request to waive the Columbia Student Health Insurance with proof of acceptable, comparable medical insurance coverage. The request to waive insurance must be completed online using myTC Portal by Tuesday, September 16, 2014, and will be valid until August 14, 2015. Please note that insurance waivers must be submitted annually. Before submitting a request to waive insurance, confirm that the alternate insurance meets Columbia University’s criteria for comparable coverage.
All requests are considered but approval is not guaranteed. If you have not provided sufficient information or if your plan does not meet all of the requirements, you will be contacted by Insurance & Immunization Records. You may be asked to provide additional information or be automatically enrolled in (and charged for) the Gold Level of the Columbia Student Health Insurance Plan. Please be mindful that the request to waive is only valid for the insurance premium, not for the Columbia Health P fee. Enrollment in the Columbia Health Fee is valid for the entire year and cannot be waived regardless of comparable insurance coverage if you fall under the required participation criteria above. Students who are enrolled in the Columbia Health Fee in the fall cannot drop enrollment during the spring semester even if their registration drops below 12 billable credits.

VOLUNTARY PARTICIPATION
Any registered student enrolled in a degree-granting program may enroll voluntarily in the Columbia Health Fee and the Columbia Student Health Insurance. The enrollment process must be completed online using myTC Portal by Tuesday, September 16, 2014, and will be valid until August 14, 2015. A student cannot change their insurance plan level after this deadline. Enrollment is on an annual basis and the fees will be applied during fall and spring registration. Enrollment after the deadline is considered only if a student loses other health insurance coverage. Students must contact Insurance & Immunization Records at health-immunization@tc.edu within 30 days of losing their insurance, and provide documentation of coverage termination.

PERIOD OF COVERAGE
The period of coverage for the Columbia Health Fee and the Columbia Student Health Insurance Plan is September 1, 2014, through August 14, 2015. Insurance cards will be sent directly to you from Aetna Student Health. It is very important that your address information that is on file with the Office of the Registrar be accurate.

DEPENDENT CARE
Students who enroll in the Columbia Student Health Insurance Plan may also choose to insure their eligible dependents, which include:
- The student’s lawful spouse or domestic partner residing with the student. (Note: appropriate documentation is required, including a marriage license or form of domestic partnership.)
- The student’s unmarried children, including stepchildren and foster children who are under the age of 26, are not self-supporting, and reside with the student, or for whom the student is court-ordered to provide insurance.
- Newborn or newly adopted children.

New dependents (e.g., due to marriage, birth, adoption, etc.) may be added to the Policy only within 31 days of their addition to the family.

A modified version of the Gold level of the Plan is available for coverage of eligible dependents. Please note that there are some differences between the Gold level of the Plan for students and the coverage for eligible dependents. Students must enroll their dependents and submit acceptable documentation to verify dependent spouse/domestic partner enrollment to Insurance & Immunization Records. Please visit our website for more information and enrollment forms.
All requests are considered but approval is not guaranteed. If you have not provided sufficient information or if your plan does not meet all of the requirements, you will be contacted by Insurance & Immunization Records. You may be asked to provide additional information or be automatically enrolled in (and charged for) the Gold Level of the Columbia Student Health Insurance Plan. Please be mindful that the request to waive is only valid for the insurance premium, not for the Columbia Health P fee. Enrollment in the Columbia Health Fee is valid for the entire year and cannot be waived regardless of comparable insurance coverage if you fall under the required participation criteria above. Students who are enrolled in the Columbia Health Fee in the fall cannot drop enrollment during the spring semester even if their registration drops below 12 billable credits.

VOLUNTARY PARTICIPATION
Any registered student enrolled in a degree-granting program may enroll voluntarily in the Columbia Health Fee and the Columbia Student Health Insurance. The enrollment process must be completed online using myTC Portal by Tuesday, September 16, 2014, and will be valid until August 14, 2015. A student cannot change their insurance plan level after this deadline. Enrollment is on an annual basis and the fees will be applied during fall and spring registration. Enrollment after the deadline is considered only if a student loses other health insurance coverage. Students must contact Insurance & Immunization Records at health-immunization@tc.edu within 30 days of losing their insurance, and provide documentation of coverage termination.

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- Newborn or newly adopted children.
New dependents (e.g., due to marriage, birth, adoption, etc.) may be added to the Policy only within 31 days of their addition to the family.

A modified version of the Gold level of the Plan is available for coverage of eligible dependents. Please note that there are some differences between the Gold level of the Plan for students and the coverage for eligible dependents. Students must enroll their dependents and submit acceptable documentation to verify dependent spouse/domestic partner enrollment to Insurance & Immunization Records. Please visit our website for more information and enrollment forms.
DENTAL CARE
Aetna Advantage™ Dental Coverage gives students the ability to select a primary care dentist (PCD) from the large Aetna Network. The participating dentists are conveniently located within the tri-state area and some offer weekend office hours. This plan provides a wide range of service options including preventative and diagnostic care following a $5 per visit copay. For more information please go here. Please visit Aetna Advantage Dental Coverage for enrollment.

VISION CARE
Aetna Vision Discount Program - Aetna Vision discount benefits are available only to students enrolled in the Gold or Platinum levels of the Student Health Insurance Plans. The Aetna Vision Discount Program offers a discount on optics (prescription and non-prescription), including designer frames and name-brand contact lenses at many nationwide locations. Coverage provides access to discounted prices for many eye care products, including sunglasses, contact lenses, non-prescription sunglasses, contact lens solutions and other eye care accessories. In addition, you can receive up to a 15% discount on LASIK surgery (the laser vision correction procedure). A listing of participating providers is available through the "DocFind©" feature at www.aetnastudenthealth.com/columbiadirect.html.

The Aetna Vision providers closest to Teachers College, Columbia University are:
Columbia Opticians, Inc.
1246 Amsterdam Avenue (at 121st Street)
212-316-2020

The Spec Shop
2868 Broadway (between 111th and 112th Streets)
212-865-9825

INSURANCE BROCHURES
You can find the most up to date Aetna Student Health insurance and Columbia Health Fee brochures on tc.columbia.edu/health/index.asp?id=Insurance&Info=What%27s+New+in+the+Columbia+Health+Insurance+Plan+for+2014-15

STUDENT HEALTH INSURANCE
Aetna Student Health | (800) 859-8471 | www.aetnastudenthealth.com/columbiadirect.html
The Columbia Student Health Insurance Plan is administered by Aetna Student Health. There is a Gold and a Platinum level of the plan—the level of coverage you choose depends on your personal health care needs. The premiums for the plan are assessed on your tuition bill through Student Accounts. Information on health coverage can be found in the detailed description of the Columbia Student Health Insurance Plans. Once enrolled, any additional questions about coverage or claims should be directed to Aetna Student Health at (800) 859-8471.
INSURANCE & IMMUNIZATION RECORDS (CONT.)

IMMUNIZATION REQUIREMENTS
Insurance & Immunization Records at Teachers College is responsible for collecting measles, mumps and rubella immunization records as well as a meningitis vaccine response. New students for Summer/Fall 2014 must submit a completed Immunization Record Form before the first day of classes for Fall 2014: Wednesday, September 3, 2014; for Spring 2015: Wednesday, January 21, 2015.

Documentation of Immunity to Measles, Mumps, and Rubella: New York State Public Health Law 2165 requires all students born on or after January 1, 1957, and registered for six or more credits to document proof of their immunity to measles, mumps and rubella before their first term of study. Immunity can be documented by providing exact dates of immunization shots (MMR or 2 measles, 1 mumps, 1 rubella), or by providing results of positive blood test (titers), or in the case of measles and mumps, by providing dates of physician diagnosis of the disease. For additional methods to show proof of immunity, go to http://www.tc.columbia.edu/i/a/document/30664_completing_immunizations_orientation1415.pdf

Meningococcal Meningitis Decision: New York State Public Health Law 2167 requires that college and university students receive information from their institutions about meningococcal meningitis.

COUNSELING & PSYCHOLOGICAL SERVICES
Alfred Lerner, 8th Floor  |  (212) 854-2878
Counseling and Psychological Services offers short-term individual counseling, couples counseling for students and their partners, student life support groups, medication consultation, and training and emergency consultation to all undergraduate and graduate students who have paid the Columbia Health Fee. Emergency consultations and crisis intervention are provided to students in acute distress, and psychopharmacological consultations are available as needed. To facilitate a free and open discussion of sensitive matters, Counseling and Psychological Services adhere to strict standards of confidentiality.

INTERNATIONAL SERVICES
OFFICE OF INTERNATIONAL SERVICES
Teachers College has a long history of welcoming international students, scholars and faculty to our academic and social community. Currently, approximately 700 students from over 85 countries are enrolled at all degree levels and in every department. The Office of International Services (OIS) provides extensive orientation and intercultural programs throughout the year; information on responsibilities, benefits and options under immigration laws and regulations; counseling on personal, financial, cultural, academic and other concerns; and campus-wide international awareness events.

The OIS staff also assists students in contacting campus and community resources when appropriate. In addition, the office provides visa and orientation services for international visiting scholars, resources for delegations of international visitors and assistance to the college community on international issues.

Information of interest to international students is distributed weekly to all who are subscribed to the voluntary OIS listserv, “Weekly Update.” Subscription information is available on the OIS website. The OIS website also provides information to prospective, incoming and current students on visas and immigration matters, financial aid, employment, and community connections. Students are encouraged to communicate with International Services via email or by stopping by the office in L5 Whittier Hall.
IMMIGRATION & TAX INFORMATION

In addition to orientation sessions, informational meetings are scheduled for all international students to learn more about their rights and responsibilities for maintaining student status. Information on immigration procedures is also available from the OIS and on their website. Knowledgeable OIS staff members help students understand the requirements and benefits of non-immigrant student status, as well as process the necessary forms. The OIS is the office responsible for certifying international students’ eligibility for on-campus and off-campus employment, and for compliance with the international student/scholar tracking system (SEVIS) as required by US government regulations.

During “income tax season” (February to April), TC international students who are “non-resident aliens” for tax purposes are provided, free of charge, access to US federal tax return preparation software. OIS staff is not able to answer tax questions, but they can direct students to helpful publications and information.

PROGRAMS & ACTIVITIES

A variety of programs for international students, and for all members of TC interested in intercultural issues, are scheduled throughout the year.

In both fall and spring semesters, the OIS, in cooperation with a number of offices on the TC and Columbia campuses, offers a variety of workshops to assist new and continuing international students to become successful graduate students. These sessions are designed and organized by OIS staff and International Orientation Interns, based on their studies in international education as well as their personal experiences. International students who are new to US higher education are especially encouraged to participate in Academic Language and Culture, a free workshop series offered every Fall and Spring semester and designed to introduce students to US academic culture and academic expectations. The OIS also organizes a variety of other sessions, tours, and workshops, including:

- Library Research Strategies
- Job Search Strategies for International Students
- A Guide to Health Services and Medical Insurance
- Stress Management and Culture Shock
- Essential Academic Information
- Making the Most of Your US Experience
- Using Columbia Campus Facilities
- Group Visits to NYC Attractions

In November of each year, International Education Week (IEW) is celebrated in the U.S. and around the world. Teachers College participates in IEW by highlighting the College’s long history of leadership in international educational exchange, development and scholarship. Faculty, students and visiting scholars are invited to share their international research projects in poster sessions, panel presentations and other activities.
INTERNATIONAL SERVICES (CONT.)

Each Spring, TC international students plan and host International Week. The entire TC community looks forward to this annual, week-long event. It provides everyone with the opportunity to learn more about the countries and cultures of TC’s international students. Presentations of food, music, dance, cinema, traditional artifacts and national dress from around the world allow the entire TC community to appreciate similarities and to celebrate diversity. International students are encouraged to host an event about their country or to join with others to present an activity of international interest.

Global Classroom, an international speakers’ bureau sponsored by One To World (formerly Metro International) offers an on-campus workshop in the fall semester for New York-area international students who would like to share their cultures with American elementary, middle and high school students. Other popular One To World activities include community visits during American holidays, trips to cultural events, “campus to career” programs, walking tours of New York City, and an evening cruise around Manhattan. Complete information is available at www.one-to-world.org. Also, the monthly schedule of events at International House (www.ihouse-nyc.org) is posted and applications for nonresident membership can be picked up at International Services.

NEW INTERNATIONAL STUDENT ORIENTATION
At the beginning of the Fall and Spring semesters, new international students are strongly encouraged to attend New International Student Orientation. At these sessions, continuing international students offer their advice and hints on life as a graduate student in New York City. Topics include personal security, financial aid, living on a tight budget, strategies for academic success, and cultural adjustment. New students are also introduced to Teachers College offices and facilities and to the neighborhood.

New students in F-1 and J-1 visa status are required to attend visa orientation sessions given by the OIS on US government regulations relating to their status as well as immigration benefits, including Employment and practical training. Additionally, students are required to attend one of the employment workshops. Employment Workshops are scheduled throughout the year to help continuing and graduating students take advantage of F-1 employment options.

ADVISING & COUNSELING
Experienced, professional International Student Advisors are available to advise individual students regarding personal, financial, immigration, cultural, academic and other concerns. To meet with an advisor, appointments as well as walk-in hours are available. When it is appropriate, an advisor will assist the student in contacting other offices or professionals.
The College Ombuds is a resource available to students for help in solving problems and conflicts, and for expressing other concerns that affect their academic or work life in the College. Students should use the services of the Ombuds when they need advice or after efforts to solve their problem have not been successful. They should, however, first try to resolve their concerns through other available channels before seeking the help of the Ombuds.

**THE OMBUDS**
- Listens to concerns and helps clarify the issues in a situation or problem.
- Evaluates a range of solutions and options.
- Offers coaching in how to deal with a situation or solve a problem.
- Gathers information about the source and conditions of a problem.
- Provides information about relevant Teachers College policies and practices.
- Identifies other College resources for solving a problem and makes referrals.
- Creates avenues for communication among those involved in solving a problem, including setting up meetings when necessary.
- Facilitates a collaboration of the parties involved in finding or mediating a solution.
- Identifies issues and trends in problems and concerns common to those seeking the help of the Office for consideration by the College community as a whole.

**CONFIDENTIALITY**
Discussions with the Ombuds are confidential as permitted by law, except in matters of actual or imminent physical or mental risk, abuse, or harm. In such matters the Ombuds considers the safety and interests of the involved parties in maintaining confidentiality, and determines whether officials of the College should be notified.

The Office of the Ombuds does not keep records of individual problems or situations.

**IMPARTIALITY AND INDEPENDENCE**
The Ombuds is an advocate for the solution of a problem, not for any particular party, and gives equal attention to the position and rights of all concerned. The Office, however, does not have any decision-making authority in the outcome.

The Ombuds does not hold any other position in the College, and is independent of any organizational unit or group.

**ACCESS**
The Ombuds is available by appointment throughout the week.

**INFORMALITY**
The use of the Office of the Ombuds is not a substitute for formal procedures, such as filing a grievance. The Ombuds also does not participate in any grievance procedures, although the Office can help the visitor understand the process for filing a complaint or a grievance or for putting the College on notice of a problem.
RESIDENTIAL SERVICES

The Office of Residential Services strives to meet the educational mission of the institution by fostering a multicultural campus community that supports students, faculty and staff in their academic and professional endeavors. The office is staffed by trained professionals in the field of student development and residential services related areas. Our office is open during the Fall and Spring, Monday - Friday, 9am - 5pm. During the summer, the hours are Monday - Thursday, 9am - 5pm, and Friday 9am - 3pm. Individuals may request earlier or later appointments and they can be scheduled based on availability.

LIVING ON CAMPUS

Teachers College residence halls bring together graduate students from all over the world in an environment that provides a unique opportunity to establish new friendships, explore other worldviews, and take advantage of all that New York City offers. Living close to campus affords students easy access to the library, classrooms, gymnasium, and other Columbia University facilities. Students may choose to take advantage of a wide range of planned residence hall activities, club meetings, departmental lectures, and cultural events that take place on TC's campus in addition to the larger Columbia campus. Particular emphasis is placed on providing graduate students and their families with a stimulating, inclusive, and caring environment that enhances the out-of-classroom experience and fosters intellectual, personal, and professional growth.

Teachers College offers a variety of housing options for single and married students, students with domestic partners, and single parents. There are approximately 650 students living in 4 residence halls in the vicinity of the Teachers College campus. We have approximately 600 rooms/apartments for single students and 50 apartments available for families. We currently have one residence hall under renovation that we anticipate will open prior to the 2015-2016 academic year that will add additional units for both single students and families. Housing offers are based on availability of rooms/apartments, geographic priority, and the date of receipt of the completed housing application and supporting materials. Applicants who live outside a 30-mile radius of TC have the highest priority. The Office of Residential Services accepts applications up to one year prior to a student beginning their academic program at the College, and recommends the following timeline for submitting an application:

- Fall term entry: February 1
- Spring term entry: September 1
- Summer term entry: December 1

The residence halls are staffed by professional and graduate live-in staff members. These staff members work together to enhance the efforts of the Office of Residential Services to foster a safe, supportive and productive living environment for residents.

Community Assistants (CAs) are graduate students responsible for programming, community development, and crisis intervention for specific areas within the residence halls. The CAs are also responsible for several administrative functions including room inventories, check-in/check-out procedures, policy enforcement, documenting and keeping accurate records, following up on maintenance concerns and making appropriate referrals to other offices on campus. Students who are interested in these positions should contact the office in mid-December. The selection process takes place in early spring for staff appointments that begin in the summer.
Residential Services Coordinators (RSCs) are graduate students responsible for providing assistance with the overall management in residential building(s)/areas. Principal responsibilities include assisting with: CA training and development, community development in the residence halls, crisis management, student conduct, administration and building management, guest and conference housing, and other departmental responsibilities. Students who are interested in these positions should contact the office in mid-December of each year.

The Associate Director/Assistant Director/Managers are full-time professional staff members who work to manage, direct and provide leadership for the overall residential community. This includes the areas of assignments and billing, community development, custodial management, guest and conference housing, Card Services, and Residential Mailroom operations. These individuals plan and implement staff hiring and training, oversee the conduct process, monitor and guide hall activities, oversee safety and security issues in the building, serve as resources for programming, and help ensure residents’ needs are being met.

GUEST HOUSING
The Office of Residential Services has a limited number of guest rooms located in our residence hall at 517 West 121st St. for short-term stays related to programs or business at Teachers College and Columbia University. Rooms may be reserved by faculty, staff, students and College conference attendees. 517 West 121st St. offers a TV lounge, computer lab/conference room, exercise room, and two beautiful courtyards. All are available for guests’ use. There are also community kitchens on every other floor in the building.

All rooms, except our ADA room, are furnished with central heat and A/C, microwave, refrigerator, TV with premium cable, DVD player, and one double (full-size) bed. Our ADA room has all of the same amenities as our standard rooms; however, it has a twin size bed and a handicap-accessible bathroom. All of our rooms feature private baths and are non-smoking. A daily towel exchange (during business days) is available. To make a reservation, please call (212) 678-3235. A credit card is required to reserve a room.

OFF-CAMPUS HOUSING
The Office of Residential Services is committed to assisting incoming and matriculated students in securing affordable, adequate off-campus housing through resources and services to help you complete a successful search.

You may call the Office of Residential Services to schedule an appointment to speak to a staff member who can help you with questions about your search.

Throughout the year we conduct various Off-Campus Housing Workshops for interested students. These sessions are designed to provide you with strategies and resources you can utilize to successfully complete your search for an off-campus apartment. Also, you may find potential roommates. Please contact the Office of Residential Services for specific dates.

Another resource is the Off-Campus Housing Assistance Office (OCHA) which is managed and operated by Columbia University’s Office of Institutional Real Estate. They provide counseling assistance to Columbia affiliates in their search for housing in non-Columbia-owned properties in the metropolitan area. Located at 401 West 119th St. and their website is www.columbia.edu/cu/ire/ocha.
Student Development & Activities promotes professional, co-curricular, recreational, social and cultural programs. Student Development & Activities seeks to build community, celebrate diversity, develop leadership and foster healthy living.

**STUDENT ACTIVITIES**

Student Activities supports and advises all student organizations recognized at Teachers College; coordinates the College orientation programs; sponsors social and networking events; encourages students to network with faculty and staff in regards to professional growth and development. In addition, Student Activities is responsible for the distribution of the weekly announcements of College sponsored events and the student handbook.

**BULLETIN BOARD ANNOUNCEMENTS**

Bulletin boards throughout the College highlight conferences, student activities, organizations, art shows, and other campus events. Students can also use the bulletin boards to post organizational or personal announcements. There is no authorization necessary for posting however, we ask that you adhere to the following guidelines:

- Post only on bulletin boards. Posting is not permitted on walls, doors or windows.
- Post only relevant content as indicated on the board.
- Remove all flyers after your event has taken place.
- Use tacks only. Tape is not permitted.
- Use only designated areas for listings.
- Do not remove or cover up another flyer to accommodate your own.

**CASUAL CONVERSATIONS**

This program series provides students with the opportunity to hear faculty and administrators share their research interests and professional experiences. Students also have the opportunity to interact with featured guests to get answers to specific questions they may have in mind. For more information on upcoming Casual Conversations programming, visit our website, at www.tc.edu/studentactivities.

**TICKETS SALES**

Our office offers discounts tickets to on- and off-Broadway shows, sporting events, and AMC Movie theaters. Tickets are available for purchase in 160 Thorndike Hall.

**PROGRAMS FOR DOCTORAL STUDENTS**

The office offers discussions and workshops specifically for doctoral students to aid them in their transition to Teachers College and their area of discipline.

**ORIENTATION**

The Orientation Program is one of several events coordinated by Student Development & Activities designed to complement the new student experience. There are orientation programs in the Fall, Spring and Summer semesters for all new students. For a complete schedule of events for orientation, please refer to our website: www.tc.edu/studentactivities.
CITY & CAMPUS
MORNINGSIDE HEIGHTS & HARLEM

Teachers College is a vibrant and integrated part of the Morningside Heights neighborhood of New York City. The campus consists of five residence halls and eight interconnected buildings. Take time to explore the campus and neighborhood, and admire the Gothic architecture dating back to the early 19th century. Whether you are a part-time or full-time student, we encourage you to become familiar with not only the campus, but also the entire neighborhood.

Morningside Heights is situated about 60 blocks north of Midtown, on Broadway, between 110th St. and 125th St. This is also home to a number of other leading educational and cultural institutions, including Barnard College, Union Theological Seminary and the main campus of Columbia University (see listing below). For this reason, many turn-of-the-century newspaper reports hailed Morningside Heights as “America’s Acropolis.” The Heights is a dynamic, exciting neighborhood. Once characterized by bodegas and mom-and-pop stores of all varieties, the Heights (to the consternation of some; the joy of others) has taken on a new character. Designer clothing stores, gourmet food shops and moderate to expensive restaurants featuring an international range of cuisines are replacing the old-time shops and stores.

Harlem encompasses the area north of Morningside Heights up to 151st St. and west of Fifth Ave. It is a neighborhood rich in culture and history and has undergone revitalization in the last 15 years. Harlem is home to entertainment centers like the famous Apollo Theater 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 Bill Clinton.

This multicultural, urban environment impacts almost everything TC does and will provide unique educational and social opportunities found nowhere else. Teacher education students complete their practicum in the New York City public schools, while social and organizational psychology students work as interns in businesses from Wall Street to Midtown. Arts education students are interns at museums, galleries and arts organizations. And when you need to unwind, use your student ID for free admission to cultural institutions like the Metropolitan Museum of Art or get discounted tickets to performances at world-renowned venues like Lincoln Center. We encourage you to explore all that the campus, the neighborhood and the city have to offer.

Barnard College, an undergraduate women’s college, was founded in 1889 and has been affiliated with Columbia University since 1898. Barnard’s library is open to TC students. The campus is located across Broadway, parallel to the main campus of Columbia.

Union Theological Seminary was founded in 1836 by the “New Light” Presbyterians. The Seminary broke its ties with the Presbyterian Church in 1892 and has remained independent since. Union’s Burke Library (to which TC students have full access) is one of the world’s finest theological libraries with over 600,000 holdings. Its campus is located on Broadway across from Horace Mann Hall and occupies two blocks between West 120th St. and West 122nd St.

Jewish Theological Seminary was founded in 1887 and is a focus of the Conservative Jewish movement in the United States, a center for Jewish scholarship, and a training institute for rabbis and cantors. The library, like that at Union, is world famous for the size and completeness of its collection. The campus of Jewish Theological Seminary is located one block north of TC, on West 122nd St., between Broadway and Amsterdam Ave. Venture to its cafeteria for a delicious kosher meal.
Manhattan School of Music (MSM) was founded in 1917 and moved to its current location (previously occupied by Juilliard School of Music) in 1969. MSM has long had a reputation as being one of the finest music conservatories in the nation. The members of the American String Quartet are permanent artists-in-residence; other world-renowned artists offer master classes. MSM regularly schedules concerts and operatic productions of outstanding quality. These performances - many of them free - contribute greatly to life in the Heights.

Bank Street College of Education is located on West 112th St., off Broadway. For more than 80 years, Bank Street has been one of the leaders in child-centered education. Its mission is to discover the environments in which children grow and learn to their full potential, and to educate teachers and others to create these environments. Composed of a Graduate School of Education, a model School for Children, an onsite Family Center, a Division of Continuing Education, and a Publications and Media Group, Bank Street influences thousands of children, youths, parents and educators throughout the United States and abroad.

The Cathedral of St. John the Divine, at West 112th St. and Amsterdam Ave., is the seat of the Episcopal Diocese of Manhattan. St. John’s is the largest Neo-Gothic cathedral in the world. The Cathedral is the site for many outstanding concerts, performances and art exhibits. There is a small gift shop/bookstore that is worth investigating.

The Interchurch Center is located at West 120th St. between Claremont and Riverside Drive. Constructed in 1958, the American headquarters of many Protestant denominations as well as the National Council of Churches are located here. A small art gallery is located off the main entrance. An ATM is located on the main floor of the Claremont entrance. Visit the cafeteria for delicious meal options that are both inexpensive and abundant in variety.

Riverside Church is located at West 120th St. and Riverside Dr. It was erected with the financial support of the Rockefellers. A trip to the top of Riverside’s tower is only $1.00 and offers one of the best views of the city.

Grant’s Tomb is just across the street from Riverside Church. President Ulysses S. Grant and his wife are entombed there above ground. There is also a small museum dealing with his life and career. On his birthday, April 27, cadets from West Point provide a small ceremony complete with rifle volleys.
Business Services Center

Mail Services
Members of the TC community should not spend hours on line in NYC’s crowded post offices. For their convenience, the following services can be found in the Business Services Center.

Postage Stamps for Sale
Packages can be sent via the U.S. Mail, UPS or FedEx. Most services are available except for insurance and money order purchase. Mail/parcels with prepaid labels may also be dropped off for USPS/UPS/FedEx pickup in the late afternoon.

Fax Services
Sending faxes – prices vary by destination. Receiving faxes at our number (212) 678-4048. Faxes received that are five pages or under are not charged.

TC Souvenir Clothing and Other Items for Sale
(see our displays in the TC Cafeteria and Thorndike Hall Lobby). T-shirts in several colors, hooded sweatshirts, caps, mugs, pens, business card holders, pennants, teddy bears and other items. Also available: white paper at a low price ($3.45/ream), “resume” paper, envelopes and paper/bordette for bulletin boards.
SAFETY & SECURITY

New York City is one of the world’s safest metropolitan communities and our Morningside Heights neighborhood is one of the safest neighborhoods in the City.

However, we do live and work in an urban environment and crimes can and do occur. The safety of our Teachers College students, faculty and staff is one of the College’s highest priorities. While a full-time staff of certified proprietary public safety personnel is employed by the College to help keep our campus safe and secure, a truly safe campus can only be achieved through the cooperation and awareness of all students, faculty and staff. You can help maintain your own safety by complying with College security policies, and by following common sense personal safety practices as follows:

TAKE RESPONSIBILITY FOR YOUR OWN SAFETY

- Be aware of your surroundings and what is going on around you. Keep your head up and your eyes moving.
- Walk purposely, at a steady pace, with a self-assured stride. Confidence deters attackers.
- When walking at night, walk in well-lighted and well-trafficked areas. Avoid walking through parks, parking lots, isolated or deserted areas.
- Use the buddy system. When traveling at night try to arrange to walk or ride with friends.
- Walk in the center of sidewalks away from doors and bushes.
- If you suspect you are being followed, indicate your suspicion by looking behind you. If you are on foot, cross the street, change direction, or vary your speed. Walk to a location where there are other people, to the nearest open store, or to a Columbia University “Safe Haven” location (denoted by a red lion decal on window).
- Avail yourself of the free Columbia University Shuttles and/or the free Columbia University Escort Service: (212) 854-SAFE or (212) 854-5555. Stay away from isolated ATM locations. Plan ahead so you can avoid using ATM machines at off-hours.
- Do not feel bullied by people who look you in the eyes. Look them in the eyes. Eye contact makes everyone uneasy. Use that to your advantage.
- Be wary of strangers at night. It is better to be rude than to be in trouble.
- Trust your instincts. Don’t allow rationality to over-ride your “sixth sense”–it could protect you from danger.
- Do not resist armed robbers. Property can be replaced--your life can not.
- Do not openly display and study maps on a public street as this indicates you are a stranger to the community, unfamiliar with your surroundings, and a potential victim.

TAKING PUBLIC TRANSPORTATION

- Know your timetables to avoid long waits--especially if you are alone.
- Avoid empty subway cars.
- Late at night, buses are safer than subways. Sit close to the bus driver.
- Plan your route in advance. At night, do not get off a bus or subway in a neighborhood you are not familiar with.
- Try to avoid isolated bus or subway stops.
- Keep your handbag and personal property in front of you and hold it close to your body.
- Don’t open your purse or wallet while boarding the bus.
- Stay alert and be aware of the people around you.
COLUMBIA UNIVERSITY SHUTTLE BUSES
Teachers College students, faculty and staff have free access to Columbia University’s Shuttle Buses. This service is free of charge to members of the Teachers College Community with a valid TC ID card. Information about CU Shuttle Buses can be found on the CU Transportation or CU Public Safety website (transportation.columbia.edu).

COLUMBIA UNIVERSITY ESCORT SERVICE
Teachers College students, faculty and staff have free access to Columbia University’s Escort Service. This service is free of charge to members of the Teachers College Community with a valid TC ID card.

The Escort Service is a footed patrol or a security vehicle service that is available from 8:00 p.m. to 3:00 a.m. During the school year, the Escort Service will send two specially trained students to accompany students, faculty or staff to their door any time from 8:00 p.m. to 3:00 a.m., seven nights a week. Escorts carry two-way Columbia University Public Safety radios. This service is available from W. 108th St. to W. 110th St. between Amsterdam Ave. & Riverside Dr., & from W. 111th St. to W. 122nd St. between Morningside Dr. and Riverside Dr. For more information about this service you may visit the CU Department of Public Safety web site at www.columbia.edu/cu/publicsafety

AVOIDING THEFT OF PERSONAL PROPERTY
Theft is the unlawful taking of personal property and is the single most common crime on most college campuses. What can you do to prevent theft? Simply remove the opportunity by following the suggestions below:

Student Residence:
- Lock your doors/windows whenever you leave your room or apartment.
- Do not allow unescorted strangers inside your room/apartment.
- Be suspicious of unknown persons loitering in the area.
- Never leave an exterior door propped open.
- Keep a record of your valuables.

Offices and Classrooms:
- Avoid keeping handbags under your desk or classroom work table.
- Lock your office door if the office is left unattended, even for short periods.
- Do not bring large sums of cash to work or school. Carry only the credit cards and required identification.
- If you must leave your purse or wallet in your work area, lock it in a locker or desk. In a classroom, keep it in front of you where you can see it at all times.

Library:
- Do not leave personal property unattended even for a minute.
- Report any suspicious persons/activities to library personnel or to the Office of Public Safety.
- Keep personal property in view at all times.
- Try not to bring valuables with you to the library.
- Athletic facilities at the Morningside campus of Columbia University:
  - Secure all personal property in a locker.
  - Avoid carrying large sums of money or other valuables with you to the athletic facility.
  - Report any suspicious persons to the athletic staff, to the Columbia Office of Public Safety, or to the TC Office of Public Safety. Keep your locker locked whenever unattended.
SAFETY & SECURITY (CONT.)

If You Have a Car:
- Park in a well-lit area and close all windows and lock all doors.
- Put packages or valuables out of sight: CD players, cell phones, iPods, GPS systems, and other expensive items in full view invite theft.
- If you park in a commercial lot or garage, leave only the ignition key with the attendant.
- Do not keep your license, registration or title in your car. Thieves can use these documents to sell your car if stolen or to impersonate you when police challenge them.

EMERGENCY BOXES
Yellow radio-operated emergency boxes with blue lights on top are located throughout the greater Columbia University campus.

To operate: Open door (pull handle) and depress red button to speak, release red button to hear message. Give Public Safety your location. Public Safety personnel will be dispatched. These boxes allow students to immediately access Public Safety.

These boxes can be found at the following locations:
Teachers College Campus
120th St. Russell Hall/Zankel Building
Columbia Campus
Southeast corner of Mathematics Building (lamp post)
Pupin Plaza
Revson Plaza
Uris/Fairchild area
Outside John Jay Tennis Courts
Dodge Hall – upper campus entrance
Sundial – College Walk
Gate outside Wien Hall
Front of Kent Hall
415 West 118th St. between Amsterdam Ave. and Morningside Dr.
514 West 114th St.
614 West 114th St. (River Hall)
Furnald Lawn
460 Riverside Dr.
411 West 115th St.
140 Morningside Dr. at West 122nd St. (parking lot)
Front of 448 Riverside Dr.

Additional Locations
Columbia Soccer Stadium (218th St.)
Andy Coakley (Baseball) Field (218th St.)
50 Haven Ave. (on the fence in front of Bard Hall)
169 Street & Fort Washington Ave. (near Hammer Center side entrance)
On the fence outside Towers 1 and 2 (171st St. & Haven Ave.)
611 West 113th St. (parking lot)
On building facade, W. 120th St. & Amsterdam Ave.
CAMPUS SEX CRIMES PREVENTION
Teachers College Office of Public Safety, in complying with the notification requirements of the federal “Campus Sex Crimes Prevention Act,” provides sex offender registration information for any students, employees or residents of the College. The Office of Public Safety is located in Suite 1A, Whittier Hall. Additionally, information on any sex offenders who are also residents of the city of New York in Morningside Heights can be found at the New York Police Department 26th Precinct. New York State law mandates that anyone required to register as a sex offender do so with both their local law enforcement (municipal or county) agency at their residence and also with the police or security department of any institution of higher learning at which they are enrolled as a student (full-time or part-time), are an employee (full-time or part-time), or reside (or intend to reside or stay) on any property owned or controlled by the institution of higher learning.

CAMPUS SECURITY REPORT AND NEW YORK STATE EDUCATION LAW, ARTICLE 129-A
In compliance with the federal Campus Security Act (also known as the “Clery Act’) and Article 129-A of the New York Education Law, Teachers College prepares an annual Campus Security report. The most recent version of the report, including all required crime statistics, may be found at http://www.tc.columbia.edu/policylibrary/index.asp?id=Policy+Library&Info=Library+Home. Paper copies of the report are available upon request to the Teachers College Public Safety Office, Whittier Hall, 525 W. 120th St., Box 225, New York, New York 10027, (212) 678-3340. The U.S. Department of Education makes campus crimes statistics, including those submitted by Teachers College, available at ope.ed.gov/security.

SEXUAL ASSAULT PREVENTION & EDUCATION
Sexual Assault prevention, education and outreach is provided to the Teachers College community by the Sexual Violence Prevention and Response Program at Columbia University, located at 301 Lerner Hall, MC 3841, Columbia University, New York, NY 10027, (212) 854-3500.

EMERGENCY MEDICAL TREATMENT FOR SEXUAL ASSAULT/RAPE SURVIVORS
If you are sexually assaulted: Go to a safe place. Ask someone you trust to stay with you. Don’t wash, change clothes or douche before calling or going for help. Don’t touch any evidence of the incident even if the assault took place in your room or home. Go to the nearest emergency medical facility. Seek appropriate medical and/or counseling services. If you are a survivor of a recent sexual assault, you need to assure yourself that you are medically well. The Sexual Assault Information is provided by the Rape, Abuse & Incest National Network (RAINN) and is available on the web at www.rainn.org

POLICY STATEMENT ON A DRUG-FREE CAMPUS
Teachers College is committed to creating and maintaining an environment for its students, staff and faculty that is free of drug and alcohol abuse. The College recognizes that the abuse of illicit drugs and alcohol is a potentially grave threat to the College, to its educational mission and programs, and to the safety and well-being of the community as a whole. Accordingly, while several offices of the College are prepared to assist individuals seeking corrective help for drug or alcohol-related problems, it is the College’s policy that the unlawful manufacture, possession, use, or distribution of illicit drugs, alcohol or other controlled substances on or about the campus or any site of a College-sponsored or sanctioned activity is strictly prohibited and will not be tolerated. The consequences of illegal drug and alcohol use are stated in federal, state and municipal laws. The College and all of its members are subject to these laws. The sale, service, possession and consumption of alcoholic beverages at Teachers College is governed by the New York State Alcoholic Control Law and by other laws of the State of New York. The “Statement of Teachers College Policy on Alcoholic Beverages” is available to students in this document.
OFFICE OF PUBLIC SAFETY CONTACT INFORMATION
John DeAngelis, Director
Room 100, Suite 1A, Whittier Hall
(212) 678-4180

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COLLEGE POLICIES
STUDENTS’ RIGHTS & RESPONSIBILITIES

The rights and responsibilities of students and other members of the Teachers College community are addressed in the annual Catalog and the Statutes of Teachers College as well as in College policies and practices. The sections that follow describe selected policies and practices and outline the disciplinary procedures of the College. These policies were current as of May 1, 2013. The most current versions of Teachers College policies are available in the TC Policy Library, www.tc.edu/policylibrary.

I. Selected Academic Rules
II. Student Conduct Code: Academic Integrity and General Misconduct
III. Family Educational Rights and Privacy Act (FERPA) and Access to Student Records.
IV. Financial Matters
V. Diversity and Non-Discrimination
VI. Selected Health and Safety Information
VII. Information Technology
VIII. Resolving Problems and Concerns

I. SELECTED ACADEMIC RULES

ADMISSION & CONTINUATION OF ENROLLMENT
Refer to policy as listed in the Policy Library

STATEMENT ON ACADEMIC CONDUCT
A Teachers College student is expected to refrain from any conduct, including cheating, plagiarizing, or purchasing documents submitted for academic evaluation, that calls into question his or her academic and/or professional probity.

Decisions regarding academic evaluation in all aspects of students’ work at the College, including course work, certification examinations, clinical or field experiences, and preparation of dissertations, are within the sole jurisdiction of the faculty concerned, including, as appropriate, the department or program staff members. Disciplinary actions (e.g., reprimand, suspension, or dismissal) in cases of misconduct are addressed in the Student Conduct Code.

ACADEMIC STANDARDS
Refer to policy as listed in the Policy Library

GRADES
The instructor for a course has the responsibility for setting the requirements for a course and making an evaluation of students’ work. No officer of the College may supersede the exercise of this responsibility.

Once a grade has been given, the instructor is not free to change the grade unless the instructor indicates to the Registrar that an error was made in the original grade transmitted. If a student believes that an error has been made he or she must take the initiative in bringing about the necessary correction prior to the conclusion of the semester immediately following the semester in which the course was taken. Grades in Teachers College are recorded as evaluative, pass/fail, or attendance. All grading symbols used are listed below, as approved by the Faculty. A student electing to be graded on a basis other than the ones announced by the course instructor must request the option and obtain the instructor’s written approval not later than the close of the third class meeting. An application for grading options is obtainable from the Office of the Registrar and needs to be filed in the Registrar’s Office no later than the close of the third class meeting. Once the option has been approved and filed with the Registrar, it is not subject to change.
All grades are final once submitted to the Office of the Registrar except for grades of “Incomplete.”

Grades are defined as follows:
A+ Rare performance. Reserved for highly exceptional, rare achievement.
A Excellent. Outstanding achievement.
A- Excellent work, but not quite outstanding.
B+ Very good. Solid achievement expected of most graduate students.
B Good. Acceptable achievement.
B- Acceptable achievement, but below what is generally expected of graduate students.
C+ Fair achievement, above minimally acceptable level.
C Fair achievement, but only minimally acceptable.
C- Very low performance. The records of students receiving such grades are subject to review. The result of this review could be denial of permission to register for further study at Teachers College. No more than 3 points of C- may be credited toward any degree or diploma. Students completing requirements for more than one degree or diploma may count 3 points of C- toward only one such award. A student who accumulates 8 points or more in C- or lower grades will not be permitted to continue study at the College and will not be awarded a degree or diploma.
F Failure. The records of students receiving such grades are subject to review. The result of this review could be denial of permission to register for further study at Teachers College. A student who accumulates 8 points or more in C- or lower grades will not be permitted to continue study at the College and will not be awarded a degree or diploma. A course usually may not be repeated unless it is a required course. When the course is required, the student will reregister and obtain a satisfactory grade. The previous grade remains on the transcript.
P Passed. Some courses are graded only on a pass/fail basis for the instances in which greater evaluation specificity is neither required nor desirable and is used to indicate passing performances when only dichotomous evaluation is used. At no time will the transcript carry any other grade nor will supplementary statements be issued. Application for the Pass/Fail option is to be made during the first three class sessions with the approval of the course instructor. Applications are available in the Office of the Registrar. Once the option is approved, it may not be changed.
DP Doctoral pass credit. The grade of DP may be assigned only to a certified doctoral candidate in a Teachers College course, having successfully completed all requirements prescribed by the instructor. The candidate must request DP credit before two-thirds of the class sessions have met. Eligibility is determined upon presentation of the doctoral certification letter, and a record of the request for a DP grade is made by completing a form obtainable from the Office of the Registrar. DP credit is available to doctoral students only in terms subsequent to the terms in which the student is certified. DP credit may not be used toward M.A. or M.S. degree requirements. A maximum of 6 points of DP credit may be used toward Ed.M. degree requirements.
WD Withdrawn. Withdrawal occurring subsequent to the close of the change-of-program period during the term. See the section on withdrawal from courses.
YC Year Course. The symbol “YC” is assigned for the first half of a year course (courses with a “z” suffix). At the end of the second half, the grade is entered on the transcript denoting the instructor’s evaluation.
R Attendance Credit. Students desiring R credit for any course must request permission, in writing, to
the instructor, before two-thirds of the class sessions have met. The instructor may approve or
deny the request. If approval is granted, the instructor may stipulate requirements to be met in
addition to regular attendance. Forms are available in the Office of the Registrar to be used for
obtaining approval. Mathematics majors in the Department of Mathematics, Science and
Technology must have their applications cosigned by the program coordinator. Courses taken
through the Interuniversity Doctoral Consortium may not be taken for an R grade. The applicability
of R credit in meeting degree program requirements is noted as follows: For Master of Arts and
Master of Science degrees, no R credit is permissible. For Master of Education degree programs,
a maximum of six semester hours of attendance credit is acceptable in meeting the point
requirement, but may not be used to satisfy the three-course breadth requirement. For doctoral
programs, a maximum of nine semester hours of attendance credit is permitted toward the
minimum point requirement for the degree, provided they are not used to fulfill the minimum
distribution requirements. The above grades are final and may not be changed.

IN Incomplete. The grade of Incomplete is to be assigned only when the course attendance
requirement has been met but, for reasons satisfactory to the instructor, the granting of a final
grade has been postponed because certain course assignments are outstanding. If the
outstanding assignments are completed within one calendar year from the date of the close
of term in which the grade of Incomplete was received and a final grade submitted, the final
grade will be recorded on the permanent transcript, replacing the grade of Incomplete, with a
transcript notation indicating the date that the grade of Incomplete was replaced by a final grade.
If the outstanding work is not completed within one calendar year from the date of the close of
term in which the grade of Incomplete was received, the grade will remain as a permanent
Incomplete on the transcript. In such instances, if the course is a required course or part of an
approved program of study, students will be required to reenroll in the course including
repayment of all tuition and fee charges for the new registration and satisfactorily complete all
course requirements. If the required course is not offered in subsequent terms, the student
should speak with the faculty advisor or Program Coordinator about their options for fulfilling the
degree requirement. Doctoral students with six or more credits with grades of Incomplete
included on their program of study will not be allowed to sit for the certification exam. Grades of
Incomplete assigned in courses offered at Columbia University or through the Interuniversity
Doctoral Consortium will follow the grading policy of the host school.

T Transfer credit awarded. The T grade is applied to transfer courses that meet minimum eligibility
requirements for transfer work and that a faculty advisor has agreed to accept toward a student’s
academic program.

* Missing grade. Final grade has not been assigned by the course instructor.

Note: Different schools and affiliates of Columbia University, as well as members of the Interuniversity
Doctoral Consortium, may have policies, procedures, and deadlines on course grading and incomplete
grades that differ from the grading policy described above. Teachers College students who cross-register
at Columbia, an affiliated institution, or a member of the Interuniversity Doctoral Consortium should note
that their course work at the host school may be subject to the grading policies and procedures of that
school and not of Teachers College.
GRADE CORRECTION PROCEDURE
Refer to policy as listed in the Policy Library

INCOMPLETE GRADE POLICY
Refer to policy as listed in the Policy Library

DEGREE PROGRAM REQUIREMENTS
The College has the responsibility for establishing the requirements for various degrees subject to certain policies set by Columbia University, the New York State Education Department, and professional accrediting agencies. Students should be provided with full information regarding these requirements.

The student’s advisor has the full and final responsibility for approval of the academic program of the individual student within the framework of the established policies of the department and the College, including the student’s program of coursework for each academic term.

EXEMPTION PROCEDURES, MASTERS
Refer to policy as listed in the Policy Library

EXEMPTION PROCEDURES, DOCTORAL
Refer to policy as listed in the Policy Library

EVALUATION PROCEDURES FOR DOCTORAL CERTIFICATION
Refer to policy as listed in the Policy Library

II. STUDENT CONDUCT CODE
Refer to policy as listed in the Policy Library

III. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) & ACCESS TO STUDENT RECORDS
The Family Educational Rights and Privacy Act is a federal law that protects the privacy of student education records. The FERPA regulations (the “Regulations”) are available at www2.ed.gov/policy/gen/reg/ferpa/index.html.

At Teachers College, a student’s official academic record is maintained by the Registrar, and its use is carefully controlled. Official records include the transcript, certain documents submitted in support of admission to the College and degree programs, and the doctoral student’s record maintained by the Office of Doctoral Studies. In accordance with established records management procedures, records are purged periodically and essential documents may be digitized. A Teachers College student or alumnus may inspect his or her student records in accordance with FERPA. With the exceptions set out below, such records are generally not available to anyone other than College representatives with an institutional reason for reviewing them. Transcripts and other student records are released only in accordance with the College’s FERPA statement.
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) STATEMENT

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar or head of the office a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. The student must bring valid photo identification to the appointment. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of correct official to whom the request should properly be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or otherwise in violation of the student’s privacy rights under FERPA. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to withhold consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

Records may be disclosed without consent as follows:

- To “School Officials” with legitimate educational. A “School Official” is a person employed by the College in an administrative, supervisory, academic, research, or support staff position; public safety officials, members of the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or admission committee, or assisting another School Official in performing his or her tasks for the College. In addition, a School Official may include a contractor outside of the College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records such as an attorney, auditor or collection agent. A School Official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

- Upon request and in the discretion of the Registrar, to officials of another school in which the student seeks or intends to enroll.

- To authorized representatives of the U.S. Controller General, Attorney General, or Secretary of Education, or to State and local educational authorities, such as a State postsecondary authority responsible for supervising the College’s state-supported education program. Disclosures under this provision may be made, subject to the requirements of the Regulations, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the College, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs: or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- If designated as “directory information” under the Regulations. The College has designated the following categories of information as directory information with respect to each student: name, mailing, campus and permanent addresses, photo, email address, Columbia University Network ID (UNI), degree program and major field of study, dates of attendance at the College, full-time, half-time or part-time status, degrees conferred and their dates, dissertation title and dissertation committee members and master’s essay title and sponsor. A student who does not wish to have “directory information” released should notify the Office of the Registrar in writing of his or her wish to withhold such information in the future.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the provisions of the Regulations. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, subject to the provisions of the Regulations, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation against him or her.
- To appropriate officials in connection with a health or safety emergency subject to the provisions of the Regulations.
- To parents of a student under the age of 21 regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

Requests for release of records:
Upon written request by a student, the College may release information in that student’s education records at Teachers College to third parties. The student should make a request for such release in writing with the student’s signature to the Office having custody of the record. A student will ordinarily not be provided with copies of any part of his or her record other than the Teachers College transcript unless the inability to obtain copies of any part of his or her record other than the transcript would effectively prevent him or her from exercising his or her right to inspect and review his or her education records. The College may impose a charge for copying a student’s records in connection with such a release. The charge for an official transcript is $5.00; the charge for other copies is 20 cents per page.

Questions about the interpretation of the guidelines should be referred to the Executive Director Academic Affairs Compliance.
IV. FINANCIAL MATTERS
ASSESSMENT OF FEES
Refer to policy as listed in the Policy Library

STUDENT FINANCIAL AID
Refer to policy as listed in the Policy Library

REGISTRATION AGREEMENT
Refer to policy as listed in the Policy Library

V. DIVERSITY & NON-DISCRIMINATION POLICIES
NON-DISCRIMINATION POLICY
Refer to policy as listed in the Policy Library

POLICY ON PROTECTION FROM HARASSMENT
Refer to policy as listed in the Policy Library

VI. SELECTED HEALTH & SAFETY INFORMATION
PSYCHOLOGICAL WELFARE OF OUR STUDENTS
Refer to policy as listed in the Policy Library

STATEMENT OF COLLEGE POLICY ON ALCOHOL
Refer to policy as listed in the Policy Library

DRUG FREE CAMPUS
Refer to policy as listed in the Policy Library

RESOURCES
Assistance Programs
Teachers College is committed to the education of its students regarding the dangers of alcohol and drug abuse. While vigorously enforced policies and sanctions are essential to protect the safety and well-being of the community as a whole, we believe that the best way to achieve and maintain the objective of a drug-free campus and community is through compassionate attention and preventive education. To that end, the College provides on-campus support programs and referral services for those who may require help with alcohol and drug-related problems. For any member of the College community who may have developed an alcohol or drug-related problem, who suspects that they are at risk of developing such a problem, or who seeks information about illegal or controlled substances, several support programs and services are provided on a voluntary and confidential basis.
VII. INFORMATION TECHNOLOGY

E-MAIL USE POLICY
Refer to policy as listed in the Policy Library

POLICY ON ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES AT TC
The purposes of this policy are to promote and improve the effectiveness of Teachers College computing and communications resources and to support the College community’s norms of scholarly discourse, academic integrity, and fairness. As an academic community, the College places a special value on free expression of ideas. However, unlawful or inappropriate use of these information technology (IT) resources can infringe upon the rights of others. Accordingly, all members of the College community are expected to use these resources responsibly. Prevention of abuse of the College’s IT resources is important to:

- Promote the appropriate and productive use of the College’s information technology resources, which are a finite, shared resource of the College community;
- Protect individuals from harassment and undue annoyance;
- Prevent waste of the IT resources and obstruction of College activities; and
- Protect the College and its resources.

Policy
The information technology resources of the College are part of the Columbia University network; all College users must be familiar with and adhere to the University IT policies found at www.columbia.edu/cu/policy and particularly the Acceptable Use of IT Resources Policy, policylibrary.columbia.edu/acceptable-use-it-resources-network-and-computing-policy.

Use of College information technology resources must also conform with College policies, regardless of whether they make explicit reference to electronic or other media. Relevant policies, including those related to professional conduct and protection from harassment, are available in the College’s Policy Library, www.tc.edu/policylibrary.

Students, faculty, staff and others using College and University electronic resources and services assume personal responsibility for their appropriate use and agree to comply with all relevant policies, as well as applicable laws. College IT resources may not be used for any purpose that violates College or University policies or for any illegal or criminal purpose, including violation of copyright law. Copying, storing, displaying, or distributing copyrighted material using College or University computers or networks without the express permission of the copyright owner, except as otherwise allowed under the copyright law, is prohibited. Under the Digital Millennium Copyright Act of 1998, repeat copyright infringements by a user of the College’s IT resources can result in termination of the user’s access to those resources.

It is illegal and a violation of College and University policies to attempt to gain access to or use another person’s ID, password or account, or to send an email impersonating another individual, regardless of where the email originates. Sharing of passwords is prohibited and each user is responsible for the proper use of his or her account and any activity conducted with it.
Communication at the College, whether spoken, written or electronic, should be conducted courteously and with respect for other people’s ideas, privacy, intellectual property, and their right to be free from intimidation, harassment, and unwarranted annoyance including, but not limited to, chain letters and obscene and other unwelcome messages.

All email and postings should have the name of a person from or for whom it is sent, even if replies are not permitted. Broadcast messages to large lists should have an educational or work-related significance to many members of the group.

Messages or files that interfere with or impair the computers or activities of other people including, but not limited to, viruses, worms and Trojan horses, are forbidden. They violate College and University policies and applicable law.

Failure to abide by these policies will have consequences that may range from warnings to suspension of email and other computing privileges to dismissal or termination of employment. Conduct that violates College and University policies may also violate federal, state or local law and subject individuals to civil or criminal liability.

COPYRIGHT POLICY
Refer to policy as listed in the Policy Library

PENALTIES OF VIOLATION OF COPYRIGHT LAW
Refer to policy as listed in the Policy Library

CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF COPYRIGHT LAWS
Anyone found liable for civil copyright infringement may be ordered to pay actual damages or “statutory” damages of $750 to $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court may also assess costs and attorneys’ fees. See www.copyright.gov/title17/92chap5.html. Willful infringement can also result in criminal penalties, including up to five years imprisonment and fines of up to $250,000 per offense.

More information about Copyright may be found on the Columbia University Policy Library, policylibrary.columbia.edu/copyright-policy, the Copyright Advisory Office, copyright.columbia.edu, and the U.S. Copyright Office website, www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq

COMPLAINTS & DISCIPLINE
Refer to policy as listed in the Policy Library
VII. RESOLVING PROBLEMS & CONCERNS
Teachers College provides both informal and formal grievance and dispute resolution procedures.

GRIEVANCE PROCEDURES
Refer to policy as listed in the Policy Library

OMBUDS FOR STUDENTS, FACULTY, & STAFF
Erwin Flaxman, Ph.D., Ombuds
280 Grace Dodge Hall
(212) 678-4169
flaxman@tc.edu
www.tc.edu/ombuds

The College Ombuds is a resource available to students for help in solving problems and conflicts, and for expressing other concerns that affect their academic or work life in the College. Students should use the services of the Ombuds when they need advice or after efforts to solve their problem have not been successful. They should, however, first try to resolve their concerns through other available channels before seeking the help of the Ombuds.

For more information, see http://t4.tc.columbia.edu/student-handbook/studentresources/officeoftheombuds/