Fall Term 2017

Registration Information

for Teachers College/Columbia University

www.tc.edu/registrar

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FALL 2017 TERM REGISTRATION OVERVIEW

Note: The schedules below assume the use of U.S. Eastern Standard Time. Students must comply with all deadlines by 11:59 P.M. EST on the date of the deadline. To receive tuition credit for withdrawals, students must withdraw by 11:59 P.M. EST on the last day of each date range in the withdrawal schedule.

Registration begins via web for continuing students April 24
Registration begins via web for new students May 1

Dates and Deadlines

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Person registration</td>
<td>September 5</td>
</tr>
<tr>
<td>Start of Fall courses</td>
<td>September 6</td>
</tr>
<tr>
<td>Tuition/fee payment deadline</td>
<td>September 8</td>
</tr>
<tr>
<td>Deadline for first installment under deferred payment plan</td>
<td>September 8</td>
</tr>
<tr>
<td>Last day to add/drop courses</td>
<td>September 19</td>
</tr>
<tr>
<td>Last day to change points in variable-point courses</td>
<td>October 3</td>
</tr>
<tr>
<td>Deadline for second installment under deferred payment plan</td>
<td>October 7</td>
</tr>
<tr>
<td>Deadline for third installment under deferred payment plan</td>
<td>November 7</td>
</tr>
<tr>
<td>Last day of Fall courses</td>
<td>December 22</td>
</tr>
</tbody>
</table>

Term Withdrawal Schedule

<table>
<thead>
<tr>
<th>Withdrawal Dates</th>
<th>Percent Tuition Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before September 20</td>
<td>100%</td>
</tr>
<tr>
<td>September 20-22</td>
<td>80%</td>
</tr>
<tr>
<td>September 23-29</td>
<td>75%</td>
</tr>
<tr>
<td>September 30 – October 6</td>
<td>70%</td>
</tr>
<tr>
<td>October 7-13</td>
<td>65%</td>
</tr>
<tr>
<td>October 14-20</td>
<td>55%</td>
</tr>
<tr>
<td>October 21-27</td>
<td>50%</td>
</tr>
<tr>
<td>October 28 – November 3</td>
<td>40%</td>
</tr>
<tr>
<td>After November 3</td>
<td>0%</td>
</tr>
</tbody>
</table>

How to Register:

1: Review the online schedule of classes: http://www.tc.columbia.edu/tc-schedule

2: Obtain advisement and any special approvals or overrides required.

3: Register using the myTC Portal (https://my.tc.columbia.edu). You will need your UNI and your UNI password to access the Portal. Remember that your UNI is the part of your TC e-mail address that comes before the @ symbol, as in zxq1@tc.columbia.edu.

In addition, new students will a registration PIN to register. You can obtain your registration PIN from your advisor after receiving academic advisement.

4: Make payment through the myTC Portal or with the Office of Student Accounts (133 Thompson).

Classroom Assignments: A complete list of classroom assignments will be available on the online schedule just before the start of classes.
REGISTRATION INFORMATION AND PROCEDURES

Registration through the myTC Portal: http://my.tc.columbia.edu
Students may register for classes online using their UNI and UNI password to access the system. Your UNI is the first part of your TC e-mail, as in zxq1@tc.columbia.edu. If you have not yet set up your UNI account or have forgotten your UNI or password, please go to http://uni.columbia.edu for assistance. Web services include registration, up-to-date schedules of classes, student schedules, unofficial transcripts, and financial account transactions. Find the login prompt for myTC on the main TC web site (http://www.tc.edu) in the upper right-hand corner of the screen. Once in the TC Portal, browse to the “TC Services” tab to access online enrollment services.

Advising and Special Permission Courses
It is the responsibility of each student to obtain advising and approval for their course selections from their academic advisor prior to registering. Registering for classes that your advisor has not approved can seriously compromise your ability to fulfill degree requirements and may have unintended financial consequences. Students must also obtain permission from the course instructor for any course listed in the Schedule of Classes as requiring instructor approval.

Overrides for waivers of prerequisites, co-requisites, major restrictions, degree restrictions, or closed classes must be authorized in writing and recorded by either the academic department hosting a given class or by the Registrar’s Office.

All approvals/overrides must be recorded before you can register via the myTC Portal. Note that simply turning in the Special Permission/Override Form does not register you for the course. After submitting the form, you must use the myTC Portal to complete your registration.

Registration PIN’s
In addition to UNI and UNI password, any student new to TC will need a registration PIN to register. Students will not receive registration PIN’s until after they have received advisement. If, after receiving advisement, you misplace your registration PIN, contact your major program office.

Holds
Holds may be placed on your record which can block your registration. All holds must be removed by the originating office before you will be able to register. You may check if you have any holds in the myTC Portal.

Changes of Registration
Students can make registration changes online, in person in the Registrar’s Office (324 Thorndike), through the Registrar’s fax (212-678-3005), or e-mailing a registration request to registrar@tc.edu. See below for specific deadlines and procedures:

Special-date Course: Defined as any course or workshop whose meeting dates do not coincide with the dates of the full academic term.

Adding/Dropping Courses: Students may continue to add or drop courses through the add/drop period. See page 1 for specific dates. After these dates, students will only be able to add workshops or special-date courses starting later in the term, prior to the course’s first meeting. In addition, students must drop courses with special dates before the courses begin to receive full tuition credit. There is no reduction of tuition for special-date classes after they have begun. Failure to attend classes does not lead to an automatic dropping of courses.

Withdrawal: After the add/drop deadline has passed, students may only withdraw from courses. No tuition refund or credit is granted for withdrawal from special-date courses after a course’s first meeting date. Any course withdrawn after the add/drop deadline will appear on the student’s record with a grade of “WD.” Failure to attend classes does not lead to an automatic withdrawal. During summer terms, students will only receive pro-rated tuition credit for withdrawal from all summer term or summer session classes. No refunds or tuition credit will be
granted for withdrawal from individual courses. During fall and spring terms, students may receive pro-rated refunds/ tuition credits for individual course withdrawal based on the date of withdrawal. See page 1 for the withdrawal and refund schedule that applies to this term.

Changes of Points in Variable-Point Courses: Students may add or drop points in variable-point courses through the deadlines shown on page 1. Changes of points may be completed in person at the Office of the Registrar, via the Registrar’s fax (212-678-3005), on the myTC Portal, or by e-mailing a registration request to registrar@tc.edu.

Late Registration
Registrations are not permitted after the end of the add/drop period (see dates on page 1) except under exceptional circumstances requiring special approval from the Registrar and payment of a $100 late fee. Attendance in a class without being registered will not entitle a student to register after the deadline.

Changes in Grading Options
The following changes in grading options may be made in the Office of the Registrar by the deadlines indicated below. Forms to complete these changes are available on the Registrar’s office web site at www.tc.edu/registrar, in the Forms section.

Pass-Fail or Letter Grading Option: Students must select either grading option before the third class session.

Attendance (“R”) Grade Option: Students must select this option before two-thirds of the class sessions have met. The application form explains how “R” credit may apply to degree programs requirements.

Doctoral Pass (“DP”) Grade Option: Only certified doctoral candidates may elect to receive a DP grade and only in terms subsequent to the term in which the student was certified by the appropriate doctoral committee. Eligible students must select this grade option before two-thirds of the class sessions have met.

Cross-Registration
All TC students have the option of taking courses at Columbia University, Barnard College, Union Theological Seminary, and Jewish Theological Seminary. During fall and spring terms, doctoral students beyond their first year of study may register at participating institutions in the Interuniversity Doctoral Consortium (IUDC). Students may register for most Columbia courses online through the myTC Portal by entering Columbia call numbers in place of CRN’s. However, specific registration procedures can vary by school. Visit the Cross-Registration section of the Registrar’s web page (http://www.tc.edu/registrar) for further details.

Registration in Advanced Columbia University Undergraduate Courses
Students in degree programs may petition the Registrar to register for an advanced undergraduate course offered at Columbia University. Visit the forms section of the Registrar’s web page print out and complete the “Undergrad Registration Form,” review the policies shown on the form, and return it to the Registrar’s Office in person or via fax (212-678-3005). Please note that there is a separate form available on the Registrar’s web page to seek to count advanced undergraduate credit towards a Teachers College degree.

ID Cards
New students may receive a TC ID card once they have registered for classes. A valid TC ID card is needed for access to campus academic buildings and the residence halls at all times. If your TC ID card is lost or stolen, please report it immediately to the Office of Card Services. The replacement card fee is $20. ID cards can be obtained in the Office of Card Services located in suite 1B Whittier Hall.

Tuition and Fees
Tuition and fee rates are set annually by the Board of Trustees. For the 2017-2018 academic year, the per-point tuition rate is TBD, the college fee is TBD, and the Ph.D. dissertation defense charge is TBD. Please see miscellaneous fees below.
Late and Miscellaneous Fees

For late registration ................................................. $100
Late Payment Fee (flat fee) ........................................ $50
Late Payment Fee .................................................. 1-1/3%

(Late Payment flat fee is assessed once per term, in addition to late payment fee of 1-1/3% on any outstanding balance if payment is not received in full by term payment deadline.)

Deferred Payment Plan Fee ..................................... $50
Student identification card replacement ...................... $20

Fees listed here and elsewhere in this schedule are reviewed periodically and subject to change without prior notice. Additional fees may be added.

Payment Options

Various forms of payment are accepted for tuition and fees and may be used individually or in combination. Teachers College accepts checks, money orders, and cash. A deferred payment plan, a tuition pre-payment plan, tuition exemption, third-party billing agreements, and financial aid are also available to finance a Teachers College education. Some restrictions may apply.

Personal Checks, Cashier Checks, or Money Orders: Must be made payable to Teachers College. These types of payments can either be submitted in person, placed in the drop box, or mailed to the Office of the Bursar; 525 West 120th Street, Box 305; New York, NY 10027. The drop off payment box is located at the door of the Office of the Bursar, 133 Thompson Hall. Do not place cash in this box. Please indicate the student identification number and a valid daytime telephone number on the face of the check or money order. Online fee-free ACH (checking or savings account) payments are also accepted. Online payments can be made by accessing the myTC site at http://my.tc.edu. Returned checks are assessed a returned check fee and may be subject to collection fees, if necessary.

Cash Payments: Must be made in-person at the Office of the Bursar, 133 Thompson Hall. During the academic year, the Office of the Bursar staff is available Monday through Thursday 9:00 a.m. until 6:00 p.m. and Friday 9:00 a.m. until 5:00 p.m.

Deferred Payment Plan: Students may choose to participate in the deferred payment plan during the fall and spring semesters. The deferred payment plan allows students to spread total tuition and fees, less any aid disbursed, over three equal installments during the semester. An agreement between the student and Teachers College must be completed no later than the current term’s payment deadline, as noted on page 1. A $50 fee is required to participate in the plan and the first installment is due at the time the student signs the agreement. Term installment deadlines, if available for this semester, are shown on page 1.

Failure to remit payment as scheduled in the Deferred Payment Plan will result in the assessment of a late payment penalty of 1 1/3 percent on any unpaid balance.

Tuition Exemption: Students employed at the University may be eligible for tuition exemption. Human Resources must authorize tuition exemption forms with a valid HR personnel signature. Authorized tuition exemption forms must be submitted in person by the payment deadlines noted on page 1. If a student registers late, payments including tuition exemption forms are due at the time of the late registration. Various fees including, but not limited to, course fees, college fees, health service fees, medical insurance, and late registration fees are not covered by tuition exemption.

Third-Party Agreements: Students enrolling under a third-party agreement must submit an authorization form to the College for approval. A third party is usually an outside agency (not an individual) that agrees to pay all or part of the charges incurred by a particular student. The authorization form must include the student’s name, relevant semester(s), and the total amount of tuition and fee charges that the third party is willing to pay. The form must be signed by an official of the third-party agency. A third-party agreement between the College and the agency must be completed annually before the start of the academic year (or in some cases before the beginning of every semester).
Financial Aid: If all required applications and documentation have been filed with the Office of Financial Aid by the deadline, financial aid awards should be available at the time of registration. Late application filing and anticipated financial aid do not constitute a deferment. Since all tuition and fees are due at the time of in-person registration, late payment penalties will be assessed on any outstanding balance as described under the “Late Payment Penalties” section of this document. For further information about financial aid, consult the current Academic Catalog online.

Registration Changes After Payment Due Date
If you register or add points to your schedule after the payment deadline for the term, you must remit payment to the Bursar’s Office immediately or face a late payment charge. Refunds of tuition resulting from courses dropped during the add/drop period or from withdrawals are usually processed by the Office of the Bursar within one week.

You may review your schedule and bill on TC-Web. If you are on campus, you may request a printed schedule/bill from the Office of the Registrar. You should review your schedule and bill often to ensure that you are registered for the correct courses and that your account is settled.

Late Payment Penalties
Failure to clear all account balances may result in two late payment penalties. An initial late payment fee of $50 will be charged on any outstanding balance during the first billing period, and a 1-1/3 percent monthly late payment penalty (16 percent annually) will be assessed on any outstanding balance past due thereafter. In addition, failure to make timely payment of housing charges and fees violates the dormitory agreement and may result in eviction. Unpaid accounts may be referred to a collection agency.

Withdrawal From Classes
By registering for classes, a student has entered into a legal and binding contract to pay all tuition, fees, and penalties charged by Teachers College. After the add/drop deadline has passed, students may only withdraw from courses. No tuition refund or credit is granted for withdrawal from special-date courses after a course’s first meeting date. Any course withdrawn after the add/drop deadline will appear on the student’s record with a grade of “WD.” Failure to attend classes does not lead to an automatic withdrawal. During summer terms, students will only receive pro-rated tuition credit for withdrawal from all summer term or summer session classes. No refunds or tuition credit will be granted for withdrawal from individual courses. During fall and spring terms, students may receive pro-rated refunds/tuition credits for individual course withdrawal based on the date of withdrawal. See page 1 for the withdrawal and refund schedule that applies to this term. Only charges for tuition, no other fees, may be subject to rebate.
HEALTH SERVICES AND IMMUNIZATIONS
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 enrollment in these programs. The Columbia Health Fee provides students with important resources including primary medical care, counseling services, and self-care programs. Columbia Student Health Insurance coverage is provided by Aetna Student Health and works closely with Columbia University to provide quality care.

**Automatic Insurance enrollment** (Fall/Spring Semesters)
Teachers College Students who are:
1) enrolled in a degree-granting program and registered for 12 or more **billable** credits, AND/OR
2) enrolled in a degree-granting program and living in the residence halls
are automatically enrolled in the Columbia Health Fee and the Gold Level of the Columbia Student Health Insurance. Enrollment lasts through August 14, 2018. Students who begin their registration at Teachers College in the Spring will only be enrolled in (and charged for) insurance for the Spring.

**Gold and Platinum plans**
Click the link above for information on the two levels of the Columbia Health Insurance Plan: Gold and Platinum.

**Period of Coverage**
**FALL 2017:** August 15, 2017 – December 31, 2017
**SPRING 2018:** January 1, 2018 – August 14, 2018

**How to Enroll**
Enrollment must be **completed online** using myTC Portal by **September 30, 2017**. Students cannot change their enrollment for any reason after this deadline. Insurance charges and fees cannot be prorated.

**Voluntary Participation**
Students in degree-granting programs may enroll voluntarily in the Columbia Health Fee and the Columbia Student Health Insurance. Fall enrollment must be **completed online** using myTC Portal by **September 30, 2017**.

**Requesting to waive insurance**
Students may request to waive the insurance with proof of acceptable, comparable health insurance coverage. The request to waive insurance must be **completed online** using myTC Portal. Before submitting a request to waive insurance, confirm that the alternate insurance meets Columbia University’s three criteria for comparable coverage. Students must submit a new insurance waiver each Fall semester while enrolled. Full-time students cannot waive the Columbia Health Fee.

**WAIVER SUBMISSION DEADLINES:**
Fall 2017: September 30, 2017
Spring 2018: February 15, 2018 (new students only)

**Late Enrollment**
Students who wish to enroll in the Columbia Student Health Insurance after the deadline must submit a **Petition to Enroll**, along with proof of a “change in life status” which caused the loss of health insurance coverage. This proof must be given to our office within 30 days of losing coverage.

**Late Waiver**
Students who wish to waive the Columbia Student Health Insurance after the deadline must submit a Petition to Waive, along with proof of a “change in life status” which caused the gain of health insurance coverage. This proof must be given to our office within 30 days of gaining coverage.
Additional Care Options and Information

Dependent Care
Dental Care
Vision Care
Early Arrival Insurance (Summer)

Immunization Requirements
New students in the Summer and or Fall semester must submit a completed Immunization Record Form and a completed meningitis response form on or before the first day of classes on Wednesday, September 6, 2017. Students moving into the residence hall must have their records into our office prior to move in.

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 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, refer to the immunization requirements available HERE.

Meningococcal Meningitis Decision
New York State Public Health Law 2167 requires that college and university students receive information from their institutions about meningococcal meningitis and the vaccine that protects against most strains of the disease that occur on university campuses. Students must formally indicate their decision about being vaccinated.

How to Submit Documentation
Click HERE for information on how to submit your immunization documentation. Students who do not submit the required information by the deadline may be de enrolled from classes. For additional information about immunization requirements, click HERE
# Departmental Registration Contacts

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Admissions 301 Thorndike
Financial Aid 134 Thompson
International Services L5 Whittier
Registrar and Doctoral Studies 324 Thorndike
Student Accounts 133 Thompson
Teacher Education and School-Based Support Services 411 Zankel

Key to Teachers College Course Numbers

• The prefix indicates the department:
  A&H Arts & Humanities
  BBS Biobehavioral Studies
  CCP Counseling & Clinical Psychology
  C&T Curriculum & Teaching
  EDP Education Policy & Social Analysis
  HBS Health & Behavioral Studies
  HUD Human Development
  IND Interdepartmental
  ITS International & Transcultural Studies
  MST Mathematics, Science & Technology
  ORL Organization & Leadership

• The first digit of the course number indicates course level:
  4 initial graduate
  5 intermediate graduate
  6 advanced graduate
  7 dissertation seminar
  8 dissertation advisement
  9 postdoctoral

• The second digit of the course numbers indicates the type of offering:
  0 lecture
  1 lecture
  2 field work
  3 practicum
  4 internship
  5 seminar
  6 colloquium
  7 student teaching
  8 workshop, work conference, or institute
  9 independent study and research