Summer Term 2013

Registration Information

for Teachers College/Columbia University

www.tc.edu/registrar

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SUMMER 2013 TERM REGISTRATION OVERVIEW

Registration begins via web for continuing students April 29
(Session A, B, or full Summer Term courses)

Registration begins via web for new students May 20
(Session A, B, or full Summer Term courses)

SESSION A AND FULL SUMMER TERM COURSES

Dates and Deadlines

In-person registration May 20
Start of Session A and full Summer courses May 23
Tuition/fee payment deadline for Session A and full Summer courses May 24
Last day to add/drop courses May 29
Last day to change points in variable-point courses June 12
Last day of Session A courses July 3

Session Withdrawal Schedule

Withdrawal Dates Percent Tuition Credit
Before May 30 100%
May 30 – June 5 75%
June 6-12 50%
June 13-19 25%
After June 19 0%

Note: Tuition credit is granted only for withdrawal from the entire summer session or from the full summer term, not for withdrawal from individual courses.

SESSION B COURSES

Dates and Deadlines

In-person registration July 8
Start of Session B courses July 9
Tuition/fee payment deadline for Session B courses July 12
Last day to add/drop courses July 15
Last day to change points in variable-point courses July 23
Last day of Session B and full Summer courses August 19

Session Withdrawal Schedule

Withdrawal Dates Percent Tuition Credit
Before July 16 100%
July 16-22 75%
July 23-29 50%
July 30 – Aug. 5 25%
After Aug. 5 0%

Note: Tuition credit is granted only for withdrawal from the entire summer session or from the full summer term, not for withdrawal from individual courses.

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 (see pages 9-10).

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 Columbia e-mail address that comes before the @ symbol, as in zxq1@columbia.edu.

In addition, new students will need 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).

Note: Fall 2013 registration also begins on May 20 for new students. New Fall 2013 students who would like to begin taking classes in the summer should first see the Admissions Office to have their start term adjusted. Once the adjustment has been made, newly admitted students may register for both Summer and Fall 2013 on May 20.

Classroom Assignments: A complete list of classroom assignments will be available on the online schedule just before the start of classes. You can also visit the Quick Links section the TC web site and click on the link for “Room Assignment Webviewer” to see where your classes meet on any given day.
REGISTRATION INFORMATION AND PROCEDURES

Registration through the myTC Portal: http://my.tc.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 zxql@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. The Special Permission/Override Form is in this bulletin and is available in the Registrar’s Office. Please allow twenty-four hours once the course approval has been obtained for the department or the Registrar to complete the data entry of the form.

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 PINs
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 on 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 by scanning and e-mailing a registration request to registrar@tc.edu. Please make certain to sign your registration change request. 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 course begins to receive full tuition credit. There is no reduction of tuition for special-date classes once the course begins. 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 scanning and e-mailing a signed 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.**

**Registration for Workshops and Special-Date Courses**
Students may register for special-date courses and workshops after the end of the add/drop period (as noted on page 1), but they must complete registration and pay course tuition prior to the start of the workshop or course. For credit registration, students may register through the TC Portal, the Registrar’s fax (212-678-3005), in person in the Office of the Registrar, or by scanning and e-mailing a signed registration request to registrar@tc.edu. Special-date courses and workshops available for graduate credit are listed in the Schedule of Classes. Students will not be permitted to change from credit registration to non-credit registration or from non-credit to credit after the start of the workshop or course.

**Withdrawal From Workshops:** Students must withdraw from a workshop or special-date course prior to the course start date. No tuition rebates will be granted for withdrawal after the course start date.

**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 in the Office of the Registrar or at [http://www.tc.columbia.edu/administration/registrar/forms.htm](http://www.tc.columbia.edu/administration/registrar/forms.htm)

**Pass-Fail or Letter Grading Option:** Selection of either grading option in courses that offer this choice must be made before the close of the third class session.

**Attendance (“R”) Grade Option:** Declaration of this option must be made before two-thirds of the class sessions have met. How “R” credit is applied to degree program requirements is explained on the application form.

**Doctoral Pass (“DP”) Grade Option:** This grade option is available only to certified doctoral candidates in terms subsequent to the term in which the student has been certified by the appropriate doctoral committee. Declaration of this option must be made 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 Student Information System 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](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 course offered at Columbia University. Visit [http://www.tc.columbia.edu/administration/registrar/forms.htm](http://www.tc.columbia.edu/administration/registrar/forms.htm), 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, via fax (212-678-3005), or by scanning and e-mailing the completed form to registrar@tc.edu. 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 2012-2013 academic year, the per-point tuition rate is $1,286, and the college fee is $398. Please see miscellaneous fees below.

**Late and Miscellaneous Fees**

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late registration</td>
<td>$100</td>
</tr>
<tr>
<td>Late Payment Fee (flat fee)</td>
<td>$50</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>1-1/3%</td>
</tr>
<tr>
<td>Deferred Payment Plan Fee</td>
<td>$50</td>
</tr>
<tr>
<td>Student identification card replacement</td>
<td>$20</td>
</tr>
</tbody>
</table>

*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 Student Accounts; 525 West 120th Street, Box 305; New York, NY 10027. The drop off payment box is located at the door of the Office of Student Accounts, 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 [https://my.tc.edu](https://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 Student Accounts, 133 Thompson Hall. During the academic year, the Office of Student Accounts 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 with a representative of the Office of Student Accounts 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 required 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.

**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 Students Accounts 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 Student Accounts 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 credits that applies to this term. Only charges for tuition, no other fees, may be subject to rebate.
HEALTH SERVICES AND IMMUNIZATIONS

Summer Health Service Program

Summer Columbia Health Program: All TC students registered for summer courses may opt to enroll in the Summer Columbia Health Program by paying the Summer Columbia Health Fee (cost released in May). The fee covers primary care, counseling and psychological services, health education, support for survivors of sexual assault, as well as the public health services the department provides to the university community. The Columbia Health Fee also covers a specified set of off-campus services (some of these services require a prior referral).

Dates of Coverage: The Summer Health Service Program provides coverage from June 1 – August 31, 2013.

Student Medical Insurance Coverage for Returning Students: Student Medical Insurance cannot be purchased for the summer months, June 1 – August 31. Students enrolled in the Basic or Comprehensive level of the Columbia Student Medical Insurance Plan in the Spring 2013 semester will retain coverage through August 31, 2013.

Early Arrival Plan for New Students: For new students arriving on campus earlier than the beginning of classes in the fall, Aetna Student Health offers an optional Early Arrival Insurance Plan. This plan is recommended for students who will have no other coverage during this period. There are two options for the Early Arrival Plan. Students can elect coverage from July 1 – August 31, 2013 or from August 1 – August 31, 2013 only. A student who elects this coverage must also enroll in the Columbia Plan for the fall and spring coverage periods. The benefits are comparable to those provided through the Basic level of the Columbia Plan. The cost for this plan will be released in May 2013; please refer to www.tc.edu/health.

Immunization Requirements

Insurance & Immunization Records at Teachers College, Columbia University is responsible for collecting measles, mumps, and rubella immunization records as well as a meningitis vaccine response. New students for Summer/Fall 2013 must submit a completed Immunization Record Form before the first day of classes for Fall 2013, September 4, 2013.

• 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 6 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, refer to the immunization requirements at www.tc.edu/health.

• 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.

The combined immunization form provides the above information and allows you to certify your decision. This form is available online here or at the Insurance and Immunization Records Office at 159 Thorndike Hall. The form must be submitted to:

Insurance and Immunization Records
Office of Student Activities & Programs
Teachers College, Columbia University
525 West 120th Street, Box 308
New York, NY 10027
Email: health-immunization@tc.edu
Fax: 212-678-3681
Or deliver it in person to: Insurance and Immunization Records located at 159 Thorndike Hall

Students who do not submit the required form by the deadline may be denied access to registration. Please make sure that your name and TC ID are clearly written on the form. For additional information concerning the immunization requirements, please visit our website.
WHERE TO SECURE COURSE PERMISSION
Listed below are the names, telephone numbers, and e-mail addresses for department contacts. Special Permission/Override Form follows this page.

ART AND HUMANITIES

Chair: Prof. Ruth Vinz vinz@tc.edu (212) 678-3469
Dir of Academic Admin: Ravi Ahmad ahmad@tc.edu 678-4082, 334L Horace Mann
Department Secretary: Gretchen Richoux gr2425@tc.columbia.edu 678-3799, 334M Horace Mann
Tamika Bota (AL/TESSL) tesolofc@tc.edu 678-3975, 316 Zankel
Angela Allmond (Art Ed) allmond@tc.edu 678-3419, 444A Macy
Jessica Wilkinson (Arts Administration) artsadmin@tc.edu 678-3268, 413 Zankel
Rebecca Solow (Bilingual/Bicultural Education) bilingual-bicultural@tc.edu 678-3758, 351 Macy
Margaret Scanlon (English) scanlon@tc.edu 678-3070, 327 Horace Mann
Rachel Rizzo (Hist/Phil) rer2142@tc.columbia.edu 678-4138, 334A Horace Mann
Amy Morrison (Music) morrison@tc.edu 678-3285, 520A Horace Mann
Kate Sheeran (Social Studies) sheeran@tc.edu 678-4083, 420 Zankel

BIOBEHAVIORAL SCIENCES

Chair: Prof. Steve Silverman silverman@tc.columbia.edu (212) 678-3895
Dir of Academic Admin: Maria Lamadrid lamadrid@tc.columbia.edu 678-3324, 1159 Thorndike
Secretary: Yvonne Wallace (Speech/Lang Pathology) ywallace@tc.columbia.edu 678-3894, 1161 Thorndike
Erynn Lowery (Movement Sciences & Neuroscience) lowery@tc.edu 678-3267, 328 Horace Mann
Jacqueline Deas (E.D. Mysak Clinic) deas@tc.columbia.edu 678-3267, 328 Horace Mann

COUNSELING & CLINICAL PSYCHOLOGY

Chair: Prof. Marie Miville mlm2106@columbia.edu (212) 678-3257
Dir of Academic Admin: Enrika Davis edavis@tc.edu 678-3343, 432A Horace Mann
Secretary: Carol Pitter pitter@tc.edu 678-8127, 328C Horace Mann
Rebecca Shulevitz (Clinical Psych.) shulevitz@tc.edu 678-3267, 328 Horace Mann
Elizabeth Taverez (Counseling Psych.; Interim) et2453@tc.edu 678-3397, 428 Horace Mann

CURRICULUM & TEACHING

Chair: Prof. Marjorie Siegel ms399@columbia.edu (212) 678-3765
Dir of Academic Admin.: Alisha Arthur arthur@tc.edu 678-3401, 306E Zankel
Secretary: Felicia-Smart-Williams smart-williams@tc.columbia.edu 678-3169, 306C Zankel

EDUCATION POLICY & SOCIAL ANALYSIS

Chair: Prof. Jeffrey Henig henig@tc.columbia.edu (212) 678-3165
Dir of Academic Admin.: Sherene Alexander salexander@tc.columbia.edu 678-8318, 212-F Zankel
Admin Assistant: Sarah Roe roe@tc.columbia.edu 678-3165, 212 Zankel
Gosia Kolb (Education Policy, Politics & Education) kolb@tc.columbia.edu 678-3765, 212 Zankel
Liz Carroll (Econ & Education, Sociology & Education) carroll@tc.columbia.edu 678-3677, 212 Zankel

HEALTH & BEHAVIOR STUDIES

Chair: Prof. Steve Peverly stp4@columbia.edu (212) 678-3964
Dir of Academic Admin: Bob Tucker rmt12@columbia.edu 678-3084, 531A Thorndike
Secretary: Marsha Streeter mps27@columbia.edu 678-3130, 529K Thorndike
Maeve O’Grady (App. Ed. Psy.) ogrady@tc.edu 678-3964, 531A Thorndike
Cynthia Green (Nutrition Ed., Nursing Ed) cg180@columbia.edu 678-3942, 528 Thorndike
Kalasia Daniels (Special Ed.) daniels@tc.edu 678-3880, 528 Thorndike
Evelyn Quinones (Health Ed.) quinones@tc.edu 678-6607, 532D Thorndike

HUMAN DEVELOPMENT

Chair: Prof. John Black black@tc.columbia.edu (212) 678-3964
Dir of Academic Admin.: Diane Katanik katanik@tc.columbia.edu 678-4007, 551B Grace Dodge
Secretary: Raymond Cheung rc2693@tc.columbia.edu 678-3310, 453F Grace Dodge
Laurie Behrman (Cognitive Studies; Dev. Psych.) lb369@columbia.edu 678-3882, 453 Grace Dodge
INTERNATIONAL & TRANSCULTURAL STUDIES
Chair: Prof. Gita Steiner-Khamsi  gs174@columbia.edu  (212) 678-3947
Dir of Academic Admin.: Dianne Sadnytzky  sadnytzky@tc.edu  678-3388, 357B Grace Dodge
Dept. Secretary: Mark Owen  mowen@tc.columbia.edu  678-3947, 357 Grace Dodge
Bridget Bartolini (Anthro & Applied Anthro)  beb2131@tc.columbia.edu  678-3309, 375 Grace Dodge
Sarah Sherman (CIE/IED)  sherman@tc.edu  678-3184, 374 Grace Dodge
Lisa Daehlin (IED/CIE)  daehlin@tc.edu  678-3763, 353 Grace Dodge

MATHMATICS, SCIENCE & TECHNOLOGY
Chair: Prof. O. Roger Anderson  ora@ldeo.columbia.edu  (212) 678-3405
Dir of Academic Admin: Jeff Jaech  jj2205@tc.columbia.edu  678-3405, 321 Thompson
Secretary: Betty Ann Driver  driver@tc.columbia.edu  678-3405, 321 Thompson
Krystle Hecker (Mathematics)  hecker@tc.columbia.edu  678-3381, 323 Thompson
Chaney Matos (Comm., Computing & Tech)  matos@tc.columbia.edu  678-3344, 322 Thompson
Makeda Lewis (Science)  Lewis2@exchange.tc.columbia.edu  678-8174, 412 Zankel

ORGANIZATION & LEADERSHIP
Chair: Prof. Warner Burke  wwb3@columbia.edu  (212) 678-3258
Dir of Academic Admin: Deborah Walden  walden@tc.columbia.edu  678-3831, 220 Zankel
Dept. Secretary: Chrissandra Taylor  ctaylor@tc.columbia.edu  678-8232, 213A Zankel
Lynda Hallmark (Soc-Org Psychology)  hallmark@tc.columbia.edu  678-3390, 213 Zankel
Tanzina Taher (Education Leadership)  taher@tc.columbia.edu  678-3273, 222 Zankel
Awilda Cabrera (Adult Learn. & Higher Ed.)  cabrera@tc.columbia.edu  678-3984, 211 Zankel
Alison Howell (Exec. Program for Nurses)  aeh2176@tc.columbia.edu  678-3946, 203A Zankel

INSTRUCTIONS FOR USING THE SPECIAL PERMISSION/COURSE RESTRICTION OVERRIDE FORM
Please use only one form per course.

STUDENTS:
This form may be used to:
1. Obtain special permission for a course. (Special Permissions can be entered into the TC system by the department)
2. Obtain an override for a class whose enrollment has reached or exceeded the maximum designated by the department.

Have your instructor complete this form by initialing either item #1 or #2 on this form and signing the bottom. Either the academic department or the Registrar can enter override #1 for you. Only the Registrar’s Office can enter override #2.

You must register via TC-Web once your permission/override has been processed.

INSTRUCTORS:
Please remember that your initials next to line #1 will override any academic restriction on the course, including prerequisite, co-requisite, degree, and/or major restrictions. However, an override on line #1 will not allow a student to register in a full course section; you must specify that you will allow enrollment beyond your course’s enrollment cap by initialing next to line #2. Sign the form in the space at the bottom when complete.
Special Approval/Course Restriction Override Form

Student Name ____________________________ TC ID Number ____________________________

Course # (e.g. A&HA 4000) ________________ CRN (5-digit number, e.g. 00000) ________________ Term ____________________________

Note to Student: You must register via TC-Web once the permission/override is processed. Please use only one form per course.

Note to Instructor: Please read this form carefully; granting special approval will allow the student to register, overriding of any academic restrictions. Use your initials as indicated. No form with check marks or “X” marks will be processed.

1. _______________ **Special Approval:** The student has my approval to register for the above-named course. I understand that the student may not have taken prerequisite courses, may not be enrolled in the standard co-requisite courses, and/or may not be in the major program or degree level for which this course is intended. By granting approval, I override any prerequisite, co-requisite, major, and/or degree restriction.* (This permission may be entered into the system by the departmental contact person.)

2. _______________ **Closed Class Override:** The student may register for the above-named course, which has reached or exceeded its enrollment limit as designated by the academic department.

* Prerequisite restriction: Enrollment in course requires previous successful completion of another course.
* Co-requisite restriction: Enrollment in course requires concurrent registration for another course.
* Major/degree restriction: Enrollment in course requires that students be in a certain major program and/or degree level.

Instructor’s Signature ____________________________ Date ____________________________
OTHER INFORMATION

Location of Service Offices

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>301 Thorndike</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>134 Thompson</td>
</tr>
<tr>
<td>International Services</td>
<td>163 Thorndike</td>
</tr>
<tr>
<td>Registrar and Doctoral Studies</td>
<td>324 Thorndike</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>133 Thompson</td>
</tr>
<tr>
<td>Teacher Education and School-Based Support Services</td>
<td>411 Zankel</td>
</tr>
</tbody>
</table>

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 and 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