Welcome!

Congratulations on your admission to the Social-Organizational Psychology program at Teachers College, Columbia University. We pride ourselves on being a leader in the field of social-organizational psychology with an internationally recognized academic program. Our innovative curriculum fosters intellectual vitality and the contributions of our world-class students and faculty.

You are entering a unique program that offers both social psychology and organizational psychology under one academic unit. This will prepare you for research, consultation, and leadership positions, as well as for teaching in educational, business, governmental, and community organizations.

You will have the privilege of participating in the revised academic program that our alumni refer to as “cutting-edge” and “essential” to the various roles one can take with a social-organizational psychology degree. You will be taught by nationally and internationally known scholar-practitioners. You will engage in dialogue regarding emerging concepts and practices facing businesses, governments, schools, and other organizations. Moreover, you will participate in a collegial environment that stresses networking with our community of leaders: your student colleagues.

We in the department know that you are eager to begin your program, and we will make our best efforts to assist you with this transition to TC. Again, welcome.

Sincerely,

W. Warner Burke, Ph.D.
Edward Lee Thorndike Professor Of Psychology And Education
Coordinator, Graduate Programs In Social-Organizational Psychology
# Table of Contents

**MASTER OF ARTS (M.A.) DEGREE**
- PSYCHOLOGY: ORGANIZATIONAL ..... 1

**Telephone Directory** ..... 5

**General Information** ..... 8
- GOALS OF THE HANDBOOK ..... 9
- TC Historical Overview ..... 10
- TC Historical Highlights ..... 10

**Getting Around Teachers College** ..... 12
- How to Get to Teachers College ..... 13
- **Parking Lot Locations:** SECURITY ..... 15
- QUICK REFERENCE GUIDE ..... 15
- **TEACHERS COLLEGE MAP** ..... 19

**Getting Started** ..... 21
- Preparation for the Social-Organizational Psychology Program ..... 22
  - What should I expect to occur on Orientation & Registration Day? ..... 22
  - What should I bring on Orientation & Registration Day? ..... 22
  - What can I do before Orientation & Registration Day? ..... 22
  - What if I am unable to make it on-time or attend the day? ..... 22
  - What should I accomplish on Orientation & Registration Day? ..... 23
  - **WEB RESOURCES** ..... 24

**Academic Program** ..... 25
- **MASTERS OF ARTS IN SOCIAL-ORGANIZATIONAL PSYCHOLOGY: AN OVERVIEW** ..... 26
  - Professional Purpose: ..... 26
  - Admission ..... 26
  - Schedule of Classes: ..... 26
  - Program of Study Overview: ..... 26
  - CORE COURSES AND AREAS OF CONCENTRATION ..... 28
    - Core Level 1 ..... 28
    - Core Level 2 ..... 28
    - Breadth Requirement ..... 28
    - Elective/Concentration Courses ..... 28
    - **TOTAL** ..... 28
  - **SAMPLE PROGRAM PLANS** ..... 30
    - INTERNSHIP ..... 32
    - Program Advisement ..... 33
    - Grades and Pass/Fail Policy ..... 33
    - Exemption Guidelines: ..... 33
    - Comprehensive Examination:
**Academic Services**

Office of the Registrar

PIN Registration 40
Class Registration 40
Registration Policies 40
Personal Information Updates 41

TRANSCRIPT REQUESTS 41

OFFICE OF STUDENT ACCOUNTS 41
Tuition and Fee Rates 42
Methods of Payment 42
Tuition Exemption 42
Third-party Agreements 42
Financial Aid 42
Late Payment Penalties 43
Student Refunds 43

OFFICE OF STUDENT AID 43
Teachers College Costs 43
Aid Application Process 43
Aid Disbursement Process 44

LIBRARIES 44
Teachers College The Gottesman Libraries 45
Columbia University Libraries 45
COLUMBIA UNIVERSITY LIBRARIES INDEX 45

COMPUTING AND INFORMATION SERVICES (CIS) 47
E-mail 47
Public Kiosks 47
Class Web/My TC Portal 47
Student Information System (SIS) 47
Labs 47
Laptops 48
Home Computer Access 48

Video and Media Services 48

Workshops & Training 48

CAREER SERVICES 50
Teachers College 50
Columbia University Career Services 51

PROFESSIONAL DEVELOPMENT EXPERIENCES 51

PROFESSIONAL ORGANIZATIONS TO JOIN 51

PROFESSIONAL & PRACTITIONER LITERATURE 51

CENTER FOR EDUCATIONAL OUTREACH AND INNOVATION (CEO&I) 52

DISTANCE LEARNING PROJECT 52

GRADUATION PREPARATION 53

**Student Services**

STUDENT LIFE 56
TC Calendar of Events 56
Columbia University Calendar of Events 56
Student Activities 56

OFF-CAMPUS STUDENT ACTIVITIES 57

ALFRED LERNER HALL 57

SERVICES FOR STUDENTS WITH DISABILITIES 57

INTERNATIONAL SERVICES 57

ON-CAMPUS DINING 57
# PROGRAM IN SOCIAL-ORGANIZATIONAL PSYCHOLOGY

*Department of Organization & Leadership*

## Fitness Facilities

<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>58</td>
</tr>
</tbody>
</table>

## The Writing Center

<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>58</td>
</tr>
</tbody>
</table>

## Bookstores

<table>
<thead>
<tr>
<th>Detail</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>58</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Columbia University Bookstore</td>
<td>58</td>
</tr>
<tr>
<td>Residence Life</td>
<td>58</td>
</tr>
<tr>
<td>On-Campus Housing</td>
<td>58</td>
</tr>
<tr>
<td>Off-Campus Housing</td>
<td>59</td>
</tr>
</tbody>
</table>

## Health Services

<table>
<thead>
<tr>
<th>Detail</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Service and Medical Insurance Fees:</td>
<td>60</td>
</tr>
<tr>
<td>Immunization Information:</td>
<td>60</td>
</tr>
</tbody>
</table>

## Other Services

<table>
<thead>
<tr>
<th>Detail</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers College Human resources</td>
<td>61</td>
</tr>
</tbody>
</table>

## Living in … New York City

<table>
<thead>
<tr>
<th>Detail</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banking</td>
<td>63</td>
</tr>
<tr>
<td>Grocery Stores</td>
<td>63</td>
</tr>
<tr>
<td>Post Offices</td>
<td>63</td>
</tr>
<tr>
<td>Laundry</td>
<td>63</td>
</tr>
<tr>
<td>Gyms</td>
<td>63</td>
</tr>
<tr>
<td>Restaurants</td>
<td>63</td>
</tr>
<tr>
<td>Libraries</td>
<td>64</td>
</tr>
<tr>
<td>Parks</td>
<td>64</td>
</tr>
<tr>
<td>Clubs</td>
<td>64</td>
</tr>
<tr>
<td>Travel</td>
<td>64</td>
</tr>
<tr>
<td>Museums</td>
<td>64</td>
</tr>
<tr>
<td>Annual Events</td>
<td>65</td>
</tr>
</tbody>
</table>
# Telephone Directory

<table>
<thead>
<tr>
<th>Listing</th>
<th>Location</th>
<th>Phone number (212)</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>146 Horace Mann</td>
<td>678-3710</td>
<td><a href="http://www.tc.columbia.edu/admissions">http://www.tc.columbia.edu/admissions</a></td>
</tr>
<tr>
<td>Alfred Lerner Hall</td>
<td>Broadway between 114th and 115th Streets (main campus)</td>
<td>854-5800</td>
<td><a href="http://www.columbia.edu/cu/lernerhall/index.html">http://www.columbia.edu/cu/lernerhall/index.html</a></td>
</tr>
<tr>
<td>Alumni Services</td>
<td>197 Grace Dodge</td>
<td>678-3215</td>
<td><a href="http://www.tc.columbia.edu/alumni">http://www.tc.columbia.edu/alumni</a></td>
</tr>
<tr>
<td>Audiovisual Services</td>
<td>3rd Floor Russell Hall</td>
<td>678-3822</td>
<td></td>
</tr>
<tr>
<td>Bicycle Racks</td>
<td>Security, B-6 Whittier Hall</td>
<td>678-3098</td>
<td><a href="http://www.tc.columbia.edu/security">http://www.tc.columbia.edu/security</a></td>
</tr>
<tr>
<td>Bookstore, Teachers College</td>
<td>1224 Amsterdam at 120th St.</td>
<td>678-3920</td>
<td><a href="http://www.bkstore.com/teachers">http://www.bkstore.com/teachers</a></td>
</tr>
<tr>
<td>Bookstore, Columbia University</td>
<td>Lerner Hall, lower level</td>
<td>854-4131</td>
<td><a href="http://www.bkstore.com/columbia">http://www.bkstore.com/columbia</a></td>
</tr>
<tr>
<td>Bulletin Boards</td>
<td>Student Life, 159 Thorndike Hall</td>
<td>678-3406</td>
<td><a href="http://www.tc.columbia.edu/stlife">http://www.tc.columbia.edu/stlife</a></td>
</tr>
<tr>
<td></td>
<td>Morningside Shuttle</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parking Office Morningside Campus</td>
<td>854-5508</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Security Office</td>
<td>854-2796</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Morningside Heights Evening Shuttle</td>
<td>854-5508</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parking Office Morningside Campus</td>
<td>854-5508</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Security Office</td>
<td>854-2796</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Morningside/Lamont-Doherty Earth Observatory</td>
<td>854-5508 854-5029 914-365-8550</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evening Shuttle</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parking Office Earth/Environmental Science Dept. Lamont-Doherty Earth Observatory</td>
<td>854-5508</td>
<td></td>
</tr>
<tr>
<td>Campus Information, Columbia University</td>
<td>Central Switchboard</td>
<td>854-1754</td>
<td><a href="http://www.columbia.edu">http://www.columbia.edu</a></td>
</tr>
<tr>
<td>Campus Information, Teachers College</td>
<td>Central Switchboard</td>
<td>678-3000</td>
<td><a href="http://www.tc.columbia.edu">http://www.tc.columbia.edu</a></td>
</tr>
<tr>
<td>Career Services, Teachers College</td>
<td>44 Horace Mann Hall</td>
<td>678-3140</td>
<td><a href="http://www.tc.columbia.edu/~career-services">http://www.tc.columbia.edu/~career-services</a></td>
</tr>
<tr>
<td>Career Services, Columbia University</td>
<td>East Campus Building, Lower Level</td>
<td>854-5609</td>
<td><a href="http://www.columbia.edu/cu/ccs">http://www.columbia.edu/cu/ccs</a></td>
</tr>
<tr>
<td>Center for Educational Outreach &amp; Innovation (CEO&amp;I)</td>
<td>107 Main Hall</td>
<td>678-3987</td>
<td><a href="http://www.tc.columbia.edu/ceoi">http://www.tc.columbia.edu/ceoi</a></td>
</tr>
<tr>
<td>Computer Sales Desk</td>
<td>102 Philosophy Building</td>
<td>854-8108</td>
<td><a href="http://www.columbia.edu/acis/comprepcomm.html">http://www.columbia.edu/acis/comprepcomm.html</a></td>
</tr>
<tr>
<td></td>
<td>101 Philosophy</td>
<td></td>
<td><a href="http://www.tc.columbia.edu/acis/comprepcomm.html">http://www.tc.columbia.edu/acis/comprepcomm.html</a></td>
</tr>
<tr>
<td>Computer Labs</td>
<td>Horace Mann Lab</td>
<td>678-3300</td>
<td><a href="http://www.tc.columbia.edu/computing/classrooms/labs.htm">http://www.tc.columbia.edu/computing/classrooms/labs.htm</a></td>
</tr>
<tr>
<td></td>
<td>Macy Lab</td>
<td>678-3304 678-3807</td>
<td></td>
</tr>
<tr>
<td>Listing</td>
<td>Location</td>
<td>Phone number (212)</td>
<td>Website</td>
</tr>
<tr>
<td>--------------------------------------------------------------</td>
<td>---------------------------------</td>
<td>--------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Departments (Academic) at Teachers College</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts and Humanities (A&amp;H)</td>
<td>334B Horace Mann Hall</td>
<td>678-3799 or 678-3469</td>
<td><a href="http://www.tc.edu/departments/arts.htm">http://www.tc.edu/departments/arts.htm</a></td>
</tr>
<tr>
<td>Biobehavioral Studies (BBS)</td>
<td>1159 Thorndike Hall</td>
<td>678-3895</td>
<td><a href="http://www.tc.edu/departments/biobehavioral.htm">http://www.tc.edu/departments/biobehavioral.htm</a></td>
</tr>
<tr>
<td>Counseling &amp; Clinical Psychology (CCP)</td>
<td>428 Horace Mann Hall</td>
<td>678-3257</td>
<td><a href="http://www.tc.edu/departments/counseling.htm">http://www.tc.edu/departments/counseling.htm</a></td>
</tr>
<tr>
<td>Curriculum &amp; Teaching (C&amp;T)</td>
<td>306 Main Hall</td>
<td>678-3765</td>
<td><a href="http://www.tc.edu/departments/curriculum.htm">http://www.tc.edu/departments/curriculum.htm</a></td>
</tr>
<tr>
<td>Health &amp; Behavior Studies (HBS)</td>
<td>531 Thorndike Hall</td>
<td>678-3964</td>
<td><a href="http://www.tc.edu/departments/health.htm">http://www.tc.edu/departments/health.htm</a></td>
</tr>
<tr>
<td>Human Development (HUD)</td>
<td>453 Grace Dodge Hall</td>
<td>678-3882</td>
<td><a href="http://www.tc.edu/departments/human.htm">http://www.tc.edu/departments/human.htm</a></td>
</tr>
<tr>
<td>International &amp; Transcultural Studies (ITS)</td>
<td>348 Macy Hall</td>
<td>678-3947</td>
<td><a href="http://www.tc.edu/departments/international.htm">http://www.tc.edu/departments/international.htm</a></td>
</tr>
<tr>
<td>Organization &amp; Leadership (ORL)</td>
<td>213 Main Hall</td>
<td>678-3258</td>
<td><a href="http://www.tc.edu/departments/organization.htm">http://www.tc.edu/departments/organization.htm</a></td>
</tr>
<tr>
<td>Distance Learning Project</td>
<td>360 Grace Dodge Hall</td>
<td>1-888-633-6933</td>
<td><a href="http://dlp.tc.columbia.edu">http://dlp.tc.columbia.edu</a></td>
</tr>
<tr>
<td>Emergencies see also Security</td>
<td>Main Hall</td>
<td>911 678-3333</td>
<td>Contact TC Security so they can direct emergency units to the proper location</td>
</tr>
<tr>
<td>Fax (general line)</td>
<td>18 Russell Hall</td>
<td>678-4048</td>
<td><a href="http://www.tc.columbia.edu/~wpcenter">http://www.tc.columbia.edu/~wpcenter</a></td>
</tr>
<tr>
<td>Teachers College</td>
<td>basement of Thompson</td>
<td>678-3307</td>
<td><a href="http://www.tc.columbia.edu/stlife/poolandfitness.htm">http://www.tc.columbia.edu/stlife/poolandfitness.htm</a></td>
</tr>
<tr>
<td>Human Resources</td>
<td>112 Main Hall</td>
<td>678-3175</td>
<td><a href="http://www.tc.columbia.edu/administration/hr">http://www.tc.columbia.edu/administration/hr</a></td>
</tr>
<tr>
<td>International Center for Cooperation and Conflict Resolution</td>
<td>232 Horace Mann Hall</td>
<td>678-3402 678-3289</td>
<td><a href="http://www.tc.edu/academic/icccr">http://www.tc.edu/academic/icccr</a></td>
</tr>
<tr>
<td>Media Services</td>
<td>3rd Floor, Russell</td>
<td>678-3822 or 678-3823</td>
<td><a href="http://www.tc.columbia.edu/cis/media">http://www.tc.columbia.edu/cis/media</a></td>
</tr>
</tbody>
</table>
# Program in Social-Organizational Psychology

*Department of Organization & Leadership*

<table>
<thead>
<tr>
<th>Listing</th>
<th>Location</th>
<th>Phone number (212)</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization &amp; Leadership (dept office)</td>
<td>213 Main Hall</td>
<td>678-3258</td>
<td></td>
</tr>
<tr>
<td>Adult Learning &amp; Leadership</td>
<td>201 Main Hall (ORLD)</td>
<td>678-3760</td>
<td></td>
</tr>
<tr>
<td>Education Leadership</td>
<td>212 Main Hall (ORLA)</td>
<td>678-3139 or 678-3726</td>
<td><a href="http://www.tc.columbia.edu/academic/o&amp;ldept">http://www.tc.columbia.edu/academic/o&amp;ldept</a></td>
</tr>
<tr>
<td>Higher &amp; Postsecondary Education</td>
<td>206 Main Hall (ORLD)</td>
<td>678-3750</td>
<td></td>
</tr>
<tr>
<td>Nurse Executive</td>
<td>201 Main Hall (ORLN)</td>
<td>678-3421</td>
<td></td>
</tr>
<tr>
<td>Politics &amp; Education</td>
<td>212 Main Hall (ORLF)</td>
<td>678-3726 or 678-3139</td>
<td></td>
</tr>
<tr>
<td>Social-Organizational Psychology</td>
<td>222 Main Hall (ORLJ)</td>
<td>678-3249</td>
<td><a href="http://www.tc.columbia.edu/academic/o&amp;ldept/socorghome.htm">http://www.tc.columbia.edu/academic/o&amp;ldept/socorghome.htm</a></td>
</tr>
<tr>
<td>Social-Organizational Psychology Office</td>
<td>226 Thompson Hall</td>
<td>678-3154</td>
<td></td>
</tr>
<tr>
<td></td>
<td>226 Thompson Hall</td>
<td>678-8152</td>
<td></td>
</tr>
<tr>
<td>Photocopying/Printing</td>
<td>34 Main</td>
<td>678-3403</td>
<td><a href="http://www.tc.columbia.edu/~wpcenter">http://www.tc.columbia.edu/~wpcenter</a></td>
</tr>
<tr>
<td>Police Station (local 26th Precinct)</td>
<td></td>
<td>678-1311</td>
<td></td>
</tr>
<tr>
<td>Registrar</td>
<td>152 Horace Mann</td>
<td>678-4050</td>
<td><a href="http://www.tc.columbia.edu/registrar">http://www.tc.columbia.edu/registrar</a></td>
</tr>
<tr>
<td></td>
<td>Main Hall</td>
<td>911 and x3333</td>
<td></td>
</tr>
<tr>
<td></td>
<td>111 Low Library</td>
<td>854-2796</td>
<td></td>
</tr>
<tr>
<td>Services for Students with Disabilities</td>
<td>162 Thorndike Hall</td>
<td>678-3889</td>
<td><a href="http://www.tc.columbia.edu/administration/ossd">http://www.tc.columbia.edu/administration/ossd</a></td>
</tr>
<tr>
<td></td>
<td>678-3853 (TTY)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social-Organizational Psychology Office</td>
<td>222 Main Hall</td>
<td>678-3249</td>
<td><a href="http://www.tc.columbia.edu/academic/o&amp;ldept/socorghome.htm">http://www.tc.columbia.edu/academic/o&amp;ldept/socorghome.htm</a></td>
</tr>
<tr>
<td></td>
<td>226 Thompson Hall</td>
<td>678-3154</td>
<td></td>
</tr>
<tr>
<td></td>
<td>678-8152</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Accounts</td>
<td>133 Thompson</td>
<td>678-3056</td>
<td><a href="http://www.tc.columbia.edu/administration/bursar">http://www.tc.columbia.edu/administration/bursar</a></td>
</tr>
<tr>
<td>Student Aid</td>
<td>138 Horace Mann</td>
<td>678-3714</td>
<td><a href="http://www.tc.edu/financialaid">http://www.tc.edu/financialaid</a></td>
</tr>
<tr>
<td>Student Life</td>
<td>159 Thorndike</td>
<td>678-3406</td>
<td><a href="http://www.tc.columbia.edu/stlife">http://www.tc.columbia.edu/stlife</a></td>
</tr>
<tr>
<td>Student Senate</td>
<td>159 Thorndike</td>
<td>678-3406</td>
<td><a href="http://www.tc.columbia.edu/students/senate">http://www.tc.columbia.edu/students/senate</a></td>
</tr>
<tr>
<td>Teachers College</td>
<td>678-3000</td>
<td></td>
<td><a href="http://www.tc.columbia.edu">http://www.tc.columbia.edu</a></td>
</tr>
<tr>
<td>Touch-Tone Phone System</td>
<td></td>
<td>678-3200</td>
<td></td>
</tr>
<tr>
<td>Video</td>
<td>18 Russell</td>
<td>678-4049 or 678-3403</td>
<td><a href="http://www.tc.columbia.edu/~wpcenter">http://www.tc.columbia.edu/~wpcenter</a></td>
</tr>
<tr>
<td>Word Processing</td>
<td>46B Horace Mann</td>
<td>678-3789</td>
<td><a href="http://www.tc.columbia.edu/centers/writingcenter">http://www.tc.columbia.edu/centers/writingcenter</a></td>
</tr>
</tbody>
</table>

**Cross-campus Calls:**

- If you are calling Teachers College from Columbia University’s Main Campus, you need to dial 94 and then the last 4 digits of the phone number.

- If you are calling Columbia University’s Main Campus from Teachers College, you need to dial 71 and then the last 5 digits of the phone number.
GOALS OF THE HANDBOOK

This handbook was created to serve as your initial resource and reference guide and to help you with your transition to the program, school, and environs.

Though this handbook can answer many of your questions, it is not a definitive resource. Your best supplements to this booklet are faculty, fellow students, and the staff around the College and University.

TEACHERS COLLEGE AND NEW YORK CITY

New York City’s multicultural, urban environment informs almost everything that Teachers College does. The City is an extension of the classroom. We, like the City, are continuously changing and improving, and we support a global community to prepare you for the global economy. Your surroundings will foster your graduate study, research, and professional development. This vibrant City also provides unique venues for our students to network through cultural, intellectual, and athletic and recreational activities. For instance, our students frequently interact at theaters, museums, concerts, lectures, and discussion groups.

Moreover, Teachers College students can also take advantage of courses offered at one of the world’s most prestigious universities by signing up for courses in other divisions of Columbia University. You can also take courses at other institutions in the area, including Union Theological Seminary and Jewish Theological Seminary. Future and current leaders from around the world are studying at these institutions, where you can take part and participate with these leaders of education, business, government, and community organizations.

The College is located in Morningside Heights, a section of Manhattan that has a long tradition of intellectual excellence and historical significance. The neighborhood is also one of the safest in New York City, and the streets are usually filled with residents and tourists, browsing through the bookstores and visiting historic and architectural wonders such as the Cathedral of St. John the Divine, Riverside Church, and Grant's Tomb.
TC Historical Overview

Teachers College was founded in 1887 by the philanthropist, Grace Hoadley Dodge, and philosopher, Nicholas Murray Butler.

Although the College was originally founded to provide a new kind of schooling for the teachers of at-risk children in New York, over time the College has expanded.

The College took on the challenge and instituted programs of study in areas of administration, economics, and politics. Other programs developed in such emerging fields as counseling, curriculum development, and school health care.

Currently, TC enrolls over 5,030 full- and part-time graduate students from the United States and over 80 other countries. With an annual operating budget of $69 million (1998-99) and an endowment of $148 million, Teachers College is able to award approximately $6 million annually in scholarships and fellowships with around 51 percent of the students receiving financial aid.

TC Historical Highlights

1886 654 East 11th Street is leased as Annex No. 9 University Place, occupied by the Industrial Education Association.

1887 The College is founded by Grace Hoadley Dodge as the New York School for the Training of Teachers. Dr. Nicholas Murray Butler is appointed as its first president and later assumes the presidency of Columbia University.

1892 Permanent charter is granted. Name is changed to Teachers College.

1894 College moves to West 120th Street.

1898 Teachers College becomes affiliated with Columbia University as a professional school for the training of teachers while retaining its legal and financial independence.

1899 First Ph.D. degree is conferred on a Teachers College student.

1900 Teachers College record is published.

1904 Bureau of Publications, later renamed Teachers College press, is created.

1935 First Ed.D. degree is conferred.

1954 The Afghanistan project, an educational assistance program, begins.

1961 “Teachers for East Africa” begins.

1964 Institute of International Studies is established.

1973 The Institute for Urban and Minority Education (IUME) is established.

1977 The Esther A. and Joseph Klingenstein Center for Independent School Education is established.

1981 The Institute of Research and Service in Nursing Education (IRSNE) is established.
1985 The Peace Corps Fellows Program is created.

1986 The Institute for Education and Economy is established.

1986 The Institute for Learning Technologies is established.

1990 The National Center for Restructuring Education, Schools, and Teaching (NCREST) is established.

1992 With the aid of the national Peace Corps office in Washington, D.C., and several private philanthropic organizations, the Peace Corps Fellows Program is replicated in American colleges and universities from coast to coast.

1996 College departments are reorganized and the Professor Warner Burke is named as the first department chair. Department of Organizational Leadership is formed.
GETTING AROUND TEACHERS COLLEGE
GETTING AROUND TEACHERS COLLEGE

Teachers College alone owns and occupies twelve buildings; this includes its residential facilities. Most of the buildings are situated between Broadway and Amsterdam Avenue between 120th and 121st Streets, just north of Columbia University’s Morningside Heights campus.

Tours are offered by the Office of Admissions every Tuesday and Friday at 1:00 pm. Call (212) 678-3710 to arrange for one.

The campus address is:
Teachers College, Columbia University
525 West 120th Street
New York, NY 10027

How to Get to Teachers College

By Air:
Three international airports connect with New York City by taxi, bus, and subway. From John F. Kennedy Airport and LaGuardia Airport, bus services to Grand Central Terminal and various Manhattan hotels are available ($2.00). Also from LaGuardia Airport, there is a more direct bus service (M60) to West 116th Street and Broadway ($2.00). From Newark Airport, the New Jersey Transit bus service runs to the Port Authority Bus Terminal (approximately $19.00).

Although New York City cabs operate on mileage meters, cab fares can vary with traffic conditions. From JFK airport, the New York City Taxi and Limousine Commission (TLC) has established a “Flat Fare” program: the flat fare from JFK into Manhattan is $45.00 plus any tolls, and tip. The reverse is not true, however, as there is no set fare to JFK from any point in New York City (thus, you pay the metered rate, plus tip and tolls). Tolls currently are between $4.00 and $6.00 depending on the route and time of day. There is no “Flat Fare” rate to-and-from LaGuardia airport. The set fare from New York City to Newark International Airport is the regular metered rate of fare, plus a $15.00 surcharge, plus all tolls going to and returning from the airport. Tips are additional. Designated airport passenger pick-up areas usually have cab dispatchers available to assist you.

For more information, visit:
http://www.ny.com/transportation/airports. For frequently asked questions, check out:
By Railroad:
From Grand Central Terminal: located at East 42nd Street and Park Avenue, Metro North and Conrail, as well as some Amtrak trains from Canada and Upstate New York, terminate here. Follow subway directions to the Shuttle (S) going to “Times Square” 42nd Street. Transfer at Times Square to the No. 1 local train going uptown. See Subway directions on the following page.

From Penn Station: located at West 34th Street and Seventh Avenue, all other Amtrak service and the Long Island Railroad, New Jersey Transit, and the New Jersey PATH train commuter lines terminate here. Follow subway directions to the No. 1 local train going uptown. See Subway directions on the following page.

For more information, visit:
Amtrak, http://www.amtrak.com

By Bus:
Bus transportation into New York City from neighboring states and communities usually terminates at Port Authority Bus Terminal, located at West 42nd Street and Eighth Avenue.

Within New York City, four bus routes stop at West 120th Street and Broadway (Teachers College): M4 (available from both Grand Central Station and Penn Station), M5, M11, and the M104 (available from the Port Authority Bus Terminal). The fare ($2.00) required is exact change in coins, Metropolitan Transit Authority token, or Metro card.

By Subway:
IRT Broadway-Seventh Avenue local: take the No. 1 train (red line) to the 116th Street stop. Walk north on Broadway to 120th Street. Teachers College is located on the corner of 120th Street and Broadway.

Be sure that you are on (or transfer to) the local line at the 96th Street Station. The express lines (No. 2 or No. 3) do not serve Columbia University.

There are subway entrances at Penn Station and the Port Authority Bus Terminal.

For more information visit:
New York City Subway Resources, www.nycsubway.org

New York Subway Finder, www.krusch.com/nysf.html

By Car:
The Henry Hudson Parkway (West Side Highway) in New York City runs parallel to the Hudson River and offers convenient access to Teachers College. The highway can be reached from most of the main routes entering New York City. The nearest major highway link to it is Interstate Highway 95 (I-95).

When driving north on the Henry Hudson Parkway / West Side Highway, exit at 95th Street. At the first traffic light, turn north (left) onto Riverside Drive; at 120th Street turn east (right) and go two blocks east to the College.

When driving south on the Henry Hudson Parkway / West Side Highway, exit at 125th street. At the end of the service road, make a left onto 125th street. At the
second light, make a right onto Broadway. Travel south on Broadway until you hit 120th Street.

The main entrance is located midway between Broadway and Amsterdam Avenue, on the north side of West 120th Street.

Parking Lot Locations:
- **Morningside Garage**: 3100 Broadway (at 123rd Street), (212) 864-9877
- **E & B Operating Corp.**: 137 West 108th Street (between Amsterdam and Columbus Avenues), (212) 865-8315
- **Park Yorkshire Garage**: 151 West 108th Street (between Amsterdam and Columbus Avenues), (212) 865-2314
- **Upper Westside Parking Garage**: 234 West 108th Street (between Amsterdam Avenue and Broadway), (212) 222-8800
- **Riverside Church Garage**: 120th Street (between Riverside Drive and Claremont Avenue), (212) 870-6736
- Evening parking is available at **Riverside Church**, call (212) 866-1000

On-the-street Parking:
Metered parking can be found on 120th, along Amsterdam and Morningside, and many of the surrounding numbered streets.

**SECURITY**

B-6 Whittier Hall
For non-emergencies: 212-678-3098
For emergencies: 212-678-3333
Safe-Walk: 854-SAFE
http://www.tc.columbia.edu/security

To report a crime to the police in an emergency: dial 911.
For non-emergencies, dial the local 26th precinct at: (212) 678-1311

QUICK REFERENCE GUIDE

<table>
<thead>
<tr>
<th>For Questions About:</th>
<th>Office or Website:</th>
<th>Contact Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisors</td>
<td>Social-Organizational Psychology MA Office</td>
<td>Contact your advisor during office hours or see:</td>
</tr>
<tr>
<td></td>
<td>222 Main Hall</td>
<td>Dr. Sarah Brazaitis • (212) 678-3866 •</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:sb33@columbia.edu">sb33@columbia.edu</a> or Dr. Gina Buontempo • (212) 678-4019 •</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:buontempo@tc.edu">buontempo@tc.edu</a></td>
</tr>
<tr>
<td>Alumni Benefits and Activities</td>
<td>197 Grace Dodge Hall</td>
<td>(212) 678-3215</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.tc.columbia.edu/alumni">http://www.tc.columbia.edu/alumni</a></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>Teachers College, corner of 120th &amp; Amsterdam Avenue</td>
<td>(212) 678-3920</td>
</tr>
<tr>
<td></td>
<td>Columbia University, Lerner Hall</td>
<td>(212) 854-4131</td>
</tr>
<tr>
<td>Business School Course Registration</td>
<td>Schedule of Classes:</td>
<td>Questions: contact the Social-Org Psych Program office at:</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.progcolumbia.edu/students/affairs/selection">http://www.progcolumbia.edu/students/affairs/selection</a></td>
<td>(212) 678-3249 • (212) 678-8109</td>
</tr>
<tr>
<td></td>
<td>Registration Form:</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.tc.edu/academic/o&amp;ldept/socialorg/detail.html">http://www.tc.edu/academic/o&amp;ldept/socialorg/detail.html</a></td>
<td></td>
</tr>
<tr>
<td>For Questions About:</td>
<td>Office or Website:</td>
<td>Contact Information:</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d=Helpful-Links</td>
</tr>
<tr>
<td>Cancelled Classes</td>
<td></td>
<td>(212) 678-3249</td>
</tr>
<tr>
<td>* one course</td>
<td></td>
<td>(212) 678-3154</td>
</tr>
<tr>
<td>* college closed</td>
<td>If a class is cancelled due to exigent circumstances, the program office will make a concerted effort of informing students via e-mail. In addition, when possible, a note will be placed on the classroom door. If the school is closed due to weather or other emergencies, check the TC website <a href="http://www.tc.columbia.edu">www.tc.columbia.edu</a> or call the switchboard.</td>
<td>(212) 678-3000</td>
</tr>
<tr>
<td>Caps and Gowns</td>
<td><a href="http://www.tc.columbia.edu/commencement/capgown.htm">www.tc.columbia.edu/commencement/capgown.htm</a></td>
<td></td>
</tr>
<tr>
<td>Clubs &amp; Student Activities</td>
<td>159 Thorne Hall <a href="http://www.tc.columbia.edu/stlife">http://www.tc.columbia.edu/stlife</a></td>
<td>(212) 678-8109 or (212) 678-3249</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(212) 678-8253 [fax]</td>
</tr>
<tr>
<td>Comprehensive Exam: Sign-up Information</td>
<td>Social-Organizational Psychology MA Office 222 Main Hall</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Exam: Administration of Exam &amp; Questions</td>
<td>Social-Organizational Psychology MA Office – 222 Main Hall</td>
<td>Dr. Gina Buontempo <a href="mailto:buontempo@tc.edu">buontempo@tc.edu</a></td>
</tr>
<tr>
<td>Comprehensive Exam: Review of Exam</td>
<td>Social-Organizational Psychology MA Office 222 Main Hall</td>
<td>Dr. Gina Buontempo <a href="mailto:buontempo@tc.edu">buontempo@tc.edu</a></td>
</tr>
<tr>
<td>Conflict Resolution Courses</td>
<td>International Center for Cooperation and Conflict Resolution (ICCCR) 232 Horace Mann Hall <a href="http://www.tc.columbia.edu/%7Eacademic/icccr">http://www.tc.columbia.edu/%7Eacademic/icccr</a></td>
<td>(212) 678-3289 or 678-3402</td>
</tr>
<tr>
<td>Counseling Program (Ed.M.)</td>
<td>Consult your academic advisor.</td>
<td>Contact your advisor during office hours or see: Dr. Sarah Brazaitis  (212) 678-3866 <a href="mailto:sjb33@columbia.edu">sjb33@columbia.edu</a></td>
</tr>
<tr>
<td>Course Assistant</td>
<td>To locate potential openings, contact the respective faculty who teach the course which you “mastered” Pick-up a post-hire packet at Human Resources, 112 Main Hall <a href="http://www.tc.columbia.edu/administration/hr">http://www.tc.columbia.edu/administration/hr</a> contact the Department’s Director of Academic Administration to complete one section which requires department sign-off.</td>
<td>(212) 678-3249</td>
</tr>
<tr>
<td>* Opportunities</td>
<td></td>
<td>(212) 678-8109</td>
</tr>
<tr>
<td>* HR Paperwork</td>
<td></td>
<td>(212) 678-3175</td>
</tr>
<tr>
<td>Course Override Approval</td>
<td>Office of the Registrar, 152 Horace Mann Contact the instructor of the course which you seek entrance or his/her secretary.</td>
<td>Instructor’s number:  Secretary’s number: Registar: (212) 678-4050</td>
</tr>
<tr>
<td>Course/Reading Packets</td>
<td>Duplicating, 36 Main Hall (basement of Main Hall) <a href="http://www.tc.columbia.edu/~wpcenter/">http://www.tc.columbia.edu/~wpcenter/</a></td>
<td>(212) 678-3403</td>
</tr>
<tr>
<td>Course Reserve Materials</td>
<td>Gatesman Libraries Circulation Desk  be sure to locate the library reserve number and course number <a href="http://educaet.tc.columbia.edu/">http://educaet.tc.columbia.edu/</a></td>
<td>(212) 678-3494</td>
</tr>
<tr>
<td>Diplomas</td>
<td>Office of the Registrar, 152 Horace Mann</td>
<td>(212) 678-4050</td>
</tr>
<tr>
<td>Disability Services</td>
<td>Office of Access and Services for Individuals with Disabilities (OASID), 162 Thorneike</td>
<td>(212) 678-3689 (voice/TDD)</td>
</tr>
<tr>
<td>Disciplinary Actions or Filing a Complaint</td>
<td>Associate Dean of the College, 113 Main Hall Ombudsperson, 128 Main Hall</td>
<td>(212) 678-3052</td>
</tr>
<tr>
<td>Distance Education Courses</td>
<td>Distance Learning Project, 360 Grace Dodge Hall <a href="http://dlp.tc.columbia.edu/">http://dlp.tc.columbia.edu/</a></td>
<td>(212) 678-3291</td>
</tr>
<tr>
<td>Doctoral Studies</td>
<td>153 Horace Mann Hall  • Gary Ardan (key contact for Ph.D. Program</td>
<td>(212) 678-4058</td>
</tr>
<tr>
<td>E-mail</td>
<td>Academic Computing, 234 Horace Mann Columbia Help-Desk, 102 Philosophy Building</td>
<td>(212) 678-3302</td>
</tr>
<tr>
<td></td>
<td>Also visit the Social-Organizational Psychology web page “helpful links” scholarship/financial resources link: <a href="http://www.tc.edu/academic/o&amp;ldept/socialorg/detail.html?i=Helpful-Links">http://www.tc.edu/academic/o&amp;ldept/socialorg/detail.html?i=Helpful-Links</a></td>
<td>(212) 678-8152 or (212) 678-3249</td>
</tr>
</tbody>
</table>
**Graduation Activities**

**General Information Dates**

- See your advisor for sign-off
- Registrar’s Office for the form and processing, 152 Horace Mann

Your advisor’s number: ____________________________
Registrar: (212) 678-4050

**Graduation Form**

- Pre-application Consultation (ORLJ 6343)
- Practicum in Change and Development (ORLJ 5362)

Group Dynamics (ORLJ 5362) application

Download the form from: [http://www.tc.edu/academic/o&ldept/socialorg/detail.html?id=Helpful+Links](http://www.tc.edu/academic/o&ldept/socialorg/detail.html?id=Helpful+Links) and return it to the Organizational Psychology office, 226 Thompson Hall

Phone Numbers

- (212) 678-8152 or (212) 678-3249 • (212) 678-8253 [fax]

**Health Insurance & Immunization**

- Student Life Center, 159 Throndike Hall
- Forms: [http://www.tc.columbia.edu/administration/health-services/InsuranceHealth.htm](http://www.tc.columbia.edu/administration/health-services/InsuranceHealth.htm)

**Contact Information:**

- (212) 678-3482

**Housing (on-campus)**

- Office of Student Housing, 1st Floor Whittier Hall
- [http://www.tc.columbia.edu/~administration/res-life/](http://www.tc.columbia.edu/~administration/res-life/)

**Housing (off-campus)**


**Identification Cards**

- Whittier Hall Main Floor

**Independent Study**

- Contact the respective faculty member indicating research interests.
- Faculty Phone Number: ____________________________

**International Center for Cooperation and Conflict Resolution (ICCCR) general and course information**

- 232 Horace Mann Hall
- [http://www.tc.columbia.edu/%7Eacademic/icccr/](http://www.tc.columbia.edu/%7Eacademic/icccr/)

**International Student Services**

- 163 Throndike Hall

**Internships**

- Office of Career Services, 44 Horace Mann Hall
- [http://www.tc.columbia.edu/~career-services](http://www.tc.columbia.edu/~career-services)

**Internship Course (ORLJ 5012)**

- Internship Coordinator, Social-Organizational Psychology
- 222 Main Hall
- Internship Coordinator, International Center for Cooperation & Conflict Resolution (ICCCR), 232 HM Hall
- Dr. Beth Fisher-Yoshida • (212) 678-3402 or 8106

**Job Opportunities**

- Office of Career Services, 44 Horace Mann Hall
- [http://www.tc.columbia.edu/~career-services](http://www.tc.columbia.edu/~career-services)
- Teachers College Human Resources, 112 Main Hall

**For Questions About:**

- **Office or Website:**
- **Contact Information:**

**Library Orientation & Tours**

- Gottesman Libraries, 1st floor Information Desk
- (212) 678-3494

**Listserv problems**

- You must be registered in the program to be listed on the program listserv. If you need a past email, contact another student, or you are having technical problems, contact Academic Computing Services, 234 Horace Mann Hall.
- (212) 678-3302

**PIN: Personal Identification Number**

- New Students: Registration process or check 222 Main Hall/226 Thompson Hall after 5:00 pm, Sept 3.
- Returning Students: Inquire at the Office of the Registrar (152 Horace Mann Hall) or see: Department of Organization and Leadership Office (213 Main Hall)

**Phone Numbers**

- Teachers College switchboard
- Columbia University switchboard
- (212) 678-3000
- (212) 854-1754

**Practicum in Change and Consultation (ORLJ 6343) application**

- Download the form from: [http://www.tc.edu/academic/o&ldept/socialorg/detail.html?id=Helpful+Links](http://www.tc.edu/academic/o&ldept/socialorg/detail.html?id=Helpful+Links) and return it to the Organizational Psychology office, 222 Main Hall

**Pre-requisite Psychology classes**

- If applicable
- See your advisor

**Registering for Courses**

- Three Options (after Advisor consultation):
  - online: [https://info.tc.columbia.edu/banprod/pls/plsql/twkgwbis_P_WWWLogin](https://info.tc.columbia.edu/banprod/pls/plsql/twkgwbis_P_WWWLogin)
  - phone: (212) 678-3200
- (212) 678-3302 (or technical problems)
- (212) 678-4050
<table>
<thead>
<tr>
<th><strong>Registration Holds</strong></th>
<th>Determine the hold (i.e. library, student accounts) and contact the appropriate office to remedy the matter: <a href="https://info.tc.columbia.edu/banprod/plsql/twgkbis.P_WW_WLogin">https://info.tc.columbia.edu/banprod/plsql/twgkbis.P_WW_WLogin</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Social-Organizational Psychology Forms</strong></td>
<td>Visit the following webpage: <a href="http://www.tc.edu/academic/o&amp;ldept/socialorg/detail.html?did=Helpful+Links">http://www.tc.edu/academic/o&amp;ldept/socialorg/detail.html?did=Helpful+Links</a></td>
</tr>
<tr>
<td><strong>Student Information System</strong></td>
<td>Academic Computing and Information Services Office, 234 Horace Mann Hall <a href="http://www.tc.columbia.edu/cis/">www.tc.columbia.edu/cis/</a></td>
</tr>
<tr>
<td><strong>Syllabi Binder of ORLJ courses and non-ORLJ Social-Organizational Psychology MA Office</strong></td>
<td>Social-Organizational Psychology MA Office 222 Main Hall</td>
</tr>
<tr>
<td><strong>Teaching Assistant</strong></td>
<td>See COURSE ASSISTANT</td>
</tr>
<tr>
<td><strong>TC Portal (aka Classweb)</strong></td>
<td>Take a workshop from the Computing and Information Services Office, 234 Horace Mann Hall <a href="http://www.tc.columbia.edu/cis/">www.tc.columbia.edu/cis/</a></td>
</tr>
<tr>
<td><strong>Tuition costs/bills</strong></td>
<td>Office of Student Accounts, 133 Thompson Hall <a href="http://www.tc.columbia.edu/administration/bursar/">http://www.tc.columbia.edu/administration/bursar/</a></td>
</tr>
<tr>
<td><strong>Updating Personal Information</strong></td>
<td>Two Options: (a) Registrars Office, 152 Horace Mann (b) Student Information System, <a href="http://www.tc.columbia.edu">www.tc.columbia.edu</a></td>
</tr>
<tr>
<td><strong>Waiving a course</strong></td>
<td>See your advisor</td>
</tr>
<tr>
<td><strong>Writing Workshops</strong></td>
<td>Education Leadership Office, 212 Main Hall Contact Marilyn Breeze at (212) 678-3139</td>
</tr>
</tbody>
</table>
PROGRAM IN SOCIAL-ORGANIZATIONAL PSYCHOLOGY
Department of Organization & Leadership

GETTING STARTED
**GETTING STARTED / ORIENTATION & REGISTRATION**

**Preparation for the Social-Organizational Psychology Program**

**What should I expect to occur on Orientation & Registration Day?**
- Seeking advisement and registering for classes (including issuance of your personal identification number “PIN”)
- Purchasing books from the TC bookstore
- Buying course readers from the TC Duplicating Center (if applicable to any of your courses)
- Obtaining your student ID card
- Participating in your student loan entrance interview – a federal requirement for loan recipients
- Setting up your e-mail account (which can only occur after registration)
- Making your tuition payment
- Speaking with current students to obtain “tips and tricks” to navigating around the program, the College, and the University
- Learning more about career development ideas and options
- Hearing about the various professional organizations
- Interacting with the department faculty
- Networking with your new professional colleagues
- Picking up your New Student CD and M.A. Program Sheets
- Some of you may be even more adventurous and try to accomplish even more, such as:
  - Visiting the Columbia fitness center
  - Wandering around Morningside Heights
  - Exploring the Career Services offices at TC and Columbia
  - Having dinner with your colleagues on Broadway

**What should I bring on Orientation & Registration Day?**
- Pen and notepad
- Copies of your past transcripts (if available, this will assist with the advisement process)
- A recent copy of your resume for your file
- Your admissions letter (if available)
- Any questions that you may have prepared

**What can I do before Orientation & Registration Day?**
- Browse the websites of Teachers College and Columbia University (in particular, please surf the sites under “Resources for Students” at [www.tc.columbia.edu](http://www.tc.columbia.edu)).
- Submit your immunization records as required by N.Y. State; they should be sent to the Office of Student Life (for questions, call (212) 678-3406).
- If you deferred, make sure that you check with the Office of Admissions – confirming your arrival under the 45-credit, social-organizational M.A. degree (for questions, call (212) 678-3710).
- Confirm the processing of your financial aid forms. For questions, call (212) 678-3714:
  - [http://www.tc.edu/financialaid](http://www.tc.edu/financialaid)
    - Accept financial aid package
    - Determine lender
    - Complete requisite forms
- Confirm (or start searching for) your housing arrangements and retain all the paperwork,
  - [http://www.tc.columbia.edu/~administration/res-life](http://www.tc.columbia.edu/~administration/res-life) (on-campus housing)
- Look into your health insurance options:
  - [http://www.tc.columbia.edu/stlife/health.htm](http://www.tc.columbia.edu/stlife/health.htm)
- View documents available online at:
  - [http://www.tc.columbia.edu/academic/o&dep/socialorg/links.html](http://www.tc.columbia.edu/academic/o&dep/socialorg/links.html) … this will include:
    1. The 45-credit program guide
    2. The 45-credit program worksheet
    3. Suggested classes to take with a sequence option provided
- Read faculty publications, such as:
- Browse the TC Schedule of Classes (particularly the Department of Organization & Leadership’s program in Social-Organizational Psychology [course codes: ORLJ]):
  - [http://www.tc.columbia.edu/~administration/o&dep/schedule/](http://www.tc.columbia.edu/~administration/o&dep/schedule/)

**What if I am unable to make it on-time or attend the day?**
We realize that some of you may not have the option to take the day off from work. We will do our best to accommodate you in this transition to your new academic program. Here are some pointers:

If you are late: find out the location of your cohort. Check with the secretary in Main Hall 222 or 213 for this information. You may receive a later registration time; earlier time slots will be distributed in the mid-morning sessions.

If you are unable to attend: several people will be available from 6:00 pm–8:00 pm to assist via phone and with walk-ins. Since we do not receive the PINs until Orientation/Registration Day and we will be preoccupied with the events of the day, we will be unavailable to issue PINs to non-attending students until after 4:00 pm of Orientation/Registration Day. In
order to receive your PIN via phone, fax, or e-mail, you will need to submit a letter indicating authorization to release your PIN via your choice of transmission. The letter should contain your full legal name, social security number, and signature. This procedure is in place to address the privacy rights of the student. Please fax the authorization letter to the program office in 222 Main Hall (212) 678-8253 or mail to:

Program in Social-Organizational Psychology  
Teachers College, Columbia University  
525 West 120th Street, Box 6  
New York, NY 10027

Students should not register until after speaking with an advisor.

What should I accomplish on Orientation & Registration Day?

- Confirm your intent to enroll in the Admissions Office, 146 Horace Mann, if you have not done so already.
- Attend the new student orientation.  
  http://www.tc.edu/stlife/ (see orientation page)
- Read the program plan requirements.  
  Beginning with the core courses, you should map out your courses.
- Review the schedule of classes.  
  Visit the website at: 
  http://www.tc.columbia.edu/tc-schedule
- Seek advisement with a Social-Organizational Psychology professor on registration day.  
  In order to ensure proper class sequencing and registration, consult your advisor.
- Obtain your Personal Identification Number (PIN), which will be provided to you at your program advisement meeting.
- Register for classes.

OPTION 1: TC Web

1. Go to Teachers College website:  
   http://www.tc.columbia.edu
2. Log in to the Student Information System (located in the pull-down menu: “My TC”).
3. Your “User ID” is your social security number.  
   Your PIN number is the 6-digit number selected at registration. Enter these numbers in the specified places.
4. Once logged on, click on “Student Services and Financial Aid”.
5. Select “Registration”.
6. Select the applicable option from the menu (i.e., Add / Drop Classes).

Computers are available on-campus at:
- 252 Horace Mann Hall
- 345 Macy Hall
- The Gottesman Libraries
- Everett Student Lounge
- Computer kiosks throughout TC

OPTION 2: Touch-Tone System *(212-678-3200 or x3200 at TC)

Students may register using the Touch-tone System by calling the number above and using their student ID number (SSN or TC ID) and six-digit PIN. Follow the applicable prompts. In-house TC phone locations (x3200 on in-house phones):
- Outside Room 221 Main Hall
- Below the EXIT sign at the top of the 2nd floor Main Hall stairway
- Additional in-house phones throughout TC

IMPORTANT: On the Touch-tone System, please remember to CONFIRM your registration and exit out of the system fully using the menus; if you do not, your registration may be cancelled. Service is normally available during registration periods from 8:00 a.m. through 11:00 p.m., Monday through Saturday.

OPTION 3: In person at the Registrar’s Office, 152 Horace Mann Hall.

- Visit the Student Aid Office, 138 Horace Mann, to confirm your financial aid package (if applicable).
- Complete loan applications and other necessary forms including your Entrance Interview for Loans. Forms are available at:  
  http://www.tc.edu/financialaid/forms.htm
- Pay tuition and fees either online or phone with a credit card of visit the Office of Student Accounts, 133 Thompson.
- Teachers College accepts cash, check, money order, and most major credit cards to satisfy tuition costs. Forms of payment may be used individually or in combination.
- Get a Teachers College ID card.  
  New photo ID cards and ID validation stickers are available at the Security Office located in Whittier Hall. For fall registration day, IDs will be taken on the first floor of Whittier Hall.
- Purchase text books.  
  TC Bookstore is at the corner of 120th and Amsterdam.
- Get Virtually Connected.  
  Activate your email account online:
  1. Go to Columbia’s web page:  
     http://www.columbia.edu
  2. Click on “Computing and Email”
  3. Select “ACTIVATE/Manage account”
  4. Select “AcIS Computer Account Maintenance for Current Faculty, Staff and Students”
  5. Select “Create/Activate a NEW Account”
  6. Then follow the prompts
- Update Personal Information.  
  To stay in the TC loop, be sure to update your mailing and e-mail address with the Office of the Registrar (152 Horace Mann). You’ll be on the
mailing list for newsletters and future TC information. In addition, you will want to get your education credit tax forms mailed to your new address. You can change your preferred e-mail address through the Student Information System:

1. Go to Teachers College website
2. Log onto the Student Information System
3. Enter your User ID (social security number) and PIN (six-digit number provided at registration).
4. Click on “Personal Information”
5. Enter “Update Address(es) and Phone(s)”
6. Follow the prompts

- **Sign up for (or waive) Student Health Service and Medical Insurance.**
  Forms are available at: [http://www.tc.columbia.edu/stlife/health.htm](http://www.tc.columbia.edu/stlife/health.htm)

- **Submit Immunization Information to the Student Life Center.**
  Forms are available at: [http://www.tc.columbia.edu/stlife/health.htm](http://www.tc.columbia.edu/stlife/health.htm)

**WEB RESOURCES**

**General Websites:**
- Columbia University: [http://www.columbia.edu](http://www.columbia.edu)
- Teachers College: [http://www.tc.columbia.edu](http://www.tc.columbia.edu)
- Student Resources: [http://www.tc.columbia.edu/student-resources](http://www.tc.columbia.edu/student-resources)

**Calendar of Events:**
- Teachers College: [http://www.tc.columbia.edu/calendar](http://www.tc.columbia.edu/calendar)

**Financial Resources Databases:**
- [http://www.finaid.org](http://www.finaid.org)
- [http://www.fastweb.com](http://www.fastweb.com)
- [http://www.collegenet.com](http://www.collegenet.com)
- [http://www.4scholarships.com](http://www.4scholarships.com)
- [http://www.scholarships-usa.com](http://www.scholarships-usa.com)
- New York State Funding: [http://www.hesc.com/check_status.html](http://www.hesc.com/check_status.html)

A listing compiled by the program office which is more geared toward our students can be found on the “Helpful Links” section. You can retrieve the database at:

PROGRAM IN SOCIAL-ORGANIZATIONAL PSYCHOLOGY
Department of Organization & Leadership

ACADEMIC PROGRAM
Academic Program

Masters of Arts in Social-Organizational Psychology: An Overview

Professional Purpose:

This M.A. program is designed to provide proficiency and advanced knowledge in the social psychology of organizations. Qualified students are given the opportunity to develop their program in a manner consistent with their career interests, capacities, and background.

The program provides access to courses at Teachers College as well as other areas of Columbia University. The program awards one general degree entitled “Psychology: Organizational,” regardless of the specific classes taken. Students may decide to pursue a broadly based program, and therefore take a variety of courses, or they may concentrate their courses in a more specific area, such as human resource development, organizational change and consultation, or conflict resolution.

The program is designed to provide education leading to professional employment or to continuation of graduate work beyond the master’s degree. Students are often employed in the positions typically found within the personnel or human resource function of mid- or large-size organizations. Examples include positions in training, career development and counseling, personnel research, organization development consultation, management development, employee relations, selection and assessment, and human resource planning.

http://www.tc.columbia.edu/academic/o&ldept

Admission

Persons from a variety of academic backgrounds and work experiences may qualify for admission to the program. Primary consideration for admission is given to previous academic record, work experience, letters of reference, GRE scores, and the personal statement.

Applications for admission should be requested from the Office of Admission, Teachers College, 525 West 120th Street, New York, NY 10027 (212-678-3710). Admission material and information can also be found on the Web at: www.tc.columbia.edu. A completed application, official transcripts of previous studies, GRE scores, and descriptions of work experiences must be provided in addition to the personal statement. The personal statement should indicate the applicant’s career objectives and the reasons why this program is well suited to the student’s stated needs, interests, and qualifications. The application process is self-managed and no applicants will be considered until all of the above information is received by the Teachers College Office of Admissions. Further, a candidate may be requested to have an interview with a faculty advisor before a final admissions decision is rendered.

Application Deadlines for the M.A. Degree in Psychology: Organizational

Summer or autumn (priority deadline): January 15th of the year seeking admissions

Summer or autumn (final deadline): April 15th of the year seeking admissions

Spring term (final deadline): November 1st, prior to the start of the spring semester

Schedule of Classes:

- Teachers College courses:
  http://www.tc.columbia.edu/tc-schedule

- Columbia University courses:
  http://www.columbia.edu/cu/bulletin/uwb

Program of Study Overview:

The program curriculum is comprised of major courses consisting of five required core courses, four required advanced core courses, other elective ORLJ courses, and 3 non-ORLJ courses taken for at least 2 points each in related fields. These courses must be taken within Teachers College (see Teachers College Catalog, “General Requirements for the M.A. Degree”). Courses available at the Graduate School of Business, Engineering and Applied Sciences, Social Work, and in other areas of the Columbia University Graduate programs may be taken. These related courses count toward the elective course work, not toward the 3 non-ORLJ courses that must be taken within Teachers College. Students should consult with an advisor to select courses to satisfy the latter requirement. An effort is made to assist students in developing a program of study that will best meet their personal career interests and objectives. Certain required courses may be waived or substituted with others depending on the person’s undergraduate background, graduate study, and work experience.
BREADTH REQUIREMENT:

3 Non-ORLJ Teachers

College courses at least 2 points each

(6-9 credits)

Suggested Outside Organizational Psychology Courses. Please consult with an academic advisor:

- ORL 5000 Methods of Inquiry: Ethnography and Participant Observation (3)
- ORL 6500 Qualitative Research Methods on Orgs: Design and Data Collection
- ORL 6501 Qualitative Research Methods on Orgs: Data Analysis & Reporting
- C&T 4395 Models of Teaching: Practicum (1)
- CCPJ 4064 Principles and Methods of Psychological Counseling (3)
- CCPJ 4065 Career Development of Women (2–3)
- CCPJ 5020 Racism and Racial Identity in Psychology and Education (3)
- CCPJ 5062 Career Counseling and Development (2–3)
- CCPJ 5361 Preparation for Individual Counseling and Interviewing (3)
- CCPX 4030 Psychology of Adjustment (3)
- CCPX 5034 Developmental Psychopathology (3)
- HBSS 4120 Topics Health Education: Stress (2–3)
- HBSS 4120 Topics Health Education: Health and Business (2–3)
- HBSS 4140 Developing Workplace Health Promotion Programs (3)
- HUDF 5020 Methods of Social Research: Survey Methods (3)
- HUDK 5034 Research Methods for Cognition and Learning (3)
- HUDK 5198 Psychology of Instructional Systems Designs (3)
- HUDM 4050 Introduction to Measurement (2–3)
- HUDM 4122 Probability and Statistical Inferences (3)
- HUD 5021 Methods of Empirical Research (3)
- HUD 5055 Evaluations of Institutions, Programs and Curricula (3)
- HUDM 5056 Evaluations of Institutions, Programs and Curricula (3)
- HUDM 5058 Choice and Decision Making (3)
- HUDM 5059 Psychological Measurement (3)
- MSTU 4010 The Nature of Communication (2–3)
- MSTU 4031 Programming I (4)
- MSTU 4052 Computers, Problem Solving and Cooperative Learning (Parts I & II) (3)
- MSTU 4083 Instructional Design of Educational Technology (3)
- MSTU 4085 New Technologies for Learning (2–3)
- MSTU 5510 Topic Seminar: Technology, Education, and Social Policy (3)
- ORLA 4011 Behavior in Organizations (3)
- ORLA 4046 School Finance: Policy/Practice (3)
- ORLA 5017 Groups and Interpersonal Behaviors (2–6)
- ORLA 5018 Understanding authority and exercising leadership (3)
- ORLA 5530 Action Research in Organizational Behavior (3)
- ORLD 4051 How Adults Learn (3)
- ORLD 4052 Program Development: Assessing Learning Needs and Evaluating Outcomes (3)
- ORLD 4053 Facilitating Adult Learning (3)
- ORLD 5055 Staff Development and Training (Parts I & II) (3)
- ORLD 5056 Adult Education: Social Action (3)
- ORLD 5057 Adult Learning and Education: Theory and Practice (3)
- ORLD 5061 Advanced Staff Development and Training (3)
- ITSF 4012 Cross-cultural studies of learning (3-4)

ELECTIVES/CONCENTRATION COURSES: ORLJ or Non-ORLJ course(s) at least 2 credits

(9-12 credits)

The following courses are suggested electives within ORLJ. Students may choose from among these electives and other relevant electives that are not listed here.

- ORLJ 4901-012 Research Team: Managerial Negotiations (3)
- ORLJ 5005 Leadership and Supervision (3)
- ORLJ 5012 Organizational Internship (2–3)
- ORLJ 5013 Negotiations in Organizations (3)
- ORLJ 5015 Executive Selection and Development (3)
- ORLJ 5016 Special Topics in Organizational Psychology:
  - Advanced Functions in Organizations (3)
  - Motivation and Reward Systems (3)
- ORLJ 5017 Small Group Intervention (3)
- ORLJ 5018 Using Survey Research in Organizations (3)
- ORLJ 5018 Database Interventions (3)
- ORLJ 5019 Multi-Rater Feedback (2–3)
- ORLJ 5020 Preparation for Coaching (3)
- ORLJ 5046 Intercultural Communication (3)
- ORLJ 5047 Development of the Multicultural Self (3)
- ORLJ 6343 Practicum in change and consultation in organizations (4)
- ORLJ 6350 Adv. practicum in conflict resolution and mediation, section I (3)
**Program in Social-Organizational Psychology**  
*Department of Organization & Leadership*

- ORLJ 6350 Adv. practicum in conflict resolution and mediation, section II: designing conflict management systems (3)

### Core Courses and Areas of Concentration

Within the program, persons may elect to concentrate in any one of three areas:

#### Human Resource Development

Sample listing of recommended courses for this area of concentration:

- ORLJ 5046 Intercultural Communication (3)
- ORLJ 5047 Development of the Multicultural Self (3)
- ORLD 4051 How Adults Learn (3)
- ORLD 5055 Staff Development and Training (3)
- CCPJ 5062 Career Counseling and Development (3)

#### Organization Change and Consultation

Sample listing of recommended courses for this area of concentration:

- ORLJ 5017 Small Group Intervention (3)
- ORLJ 5020 Preparation for Coaching (3)
- ORLJ 6343 Practicum in Change and Consultation in Organizations (4)
- ORLJ 5005 Leadership (3)

#### Conflict Resolution

(Note: Students interested in receiving a Certificate of Attendance in Conflict Resolution must complete a sequence of 5 courses and 1 semester of internship.) Sample listing of recommended courses for this area of concentration:

- ORLJ 5340 Basic Practicum in Conflict Resolution and Mediation Skills (3)
- ORLJ 6040 Fundamentals of Cooperation, Conflict Resolution and Mediation in Different Institutional Contexts (3)
- ORLJ 6350 Advanced Practicum in Conflict Resolution and Mediation, Section I (3)
- ORLJ 6350 Advanced Practicum in Conflict Resolution and Mediation, Section II: Designing Conflict Management Systems (3)

Students are not required to choose a concentration. Thus, if a student desires a broadly based and general degree in organizational psychology, courses may then be selected, with the assistance of an advisor, across all three areas of concentration.

### Summary: Course Requirements

**Social-Organizational Psychology M.A. Program**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Level 1</strong></td>
<td>15</td>
</tr>
<tr>
<td>• 5 courses @ 3 credits each</td>
<td></td>
</tr>
<tr>
<td><strong>Core Level 2</strong></td>
<td>12</td>
</tr>
<tr>
<td>• 4 courses @ 3 credits each</td>
<td></td>
</tr>
<tr>
<td><strong>Breadth Requirement</strong></td>
<td>6-9</td>
</tr>
<tr>
<td>• 3 courses @ at least 2 credits each</td>
<td></td>
</tr>
<tr>
<td>• Non-ORLJ</td>
<td></td>
</tr>
<tr>
<td>• must be taken at Teachers College</td>
<td></td>
</tr>
<tr>
<td><strong>Elective/Concentration Courses</strong></td>
<td>9-12</td>
</tr>
<tr>
<td>• at least 2 credits each</td>
<td></td>
</tr>
<tr>
<td>• ORLJ or Non-ORLJ</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>45</td>
</tr>
</tbody>
</table>
# Program in Social-Organizational Psychology

## Department of Organization & Leadership

### Core Level 1:
- Functions of Organizations: ORLJ 4002
- Organizational Psychology: ORLJ 4005
- Understanding Behavioral Research: ORLJ 4009
- Human Resource Management: ORLJ 5003
- Psychological Aspects of Organizations: ORLJ 5106

### Core Level 2:
- Group Dynamics: ORL 5362
- Organizational Dynamics: ORLJ 5014 or 5045
- Fundamentals of Cooperation, Conflict Resolution, & Mediation in Different Institutional Contexts: ORLJ 6040

**Plus ONE of the following applications courses:**
- Internship in Organizational Psychology: ORLJ 5012
- Basic Practicum in Conflict Resolution & Mediation Skills: ORLJ 5340
- Practicum in Change & Consultation in Organizations: ORLJ 6343

### Breadth Requirement:
3 “non-ORLJ” courses required; at least 2 credits each; must be taken at Teachers College
- Course #
- Course #
- Course #

### Elective/Concentration Coursework:
Usually ORLJ but can be outside of ORLJ if relevant or other CU course(s), e.g. Business School, School for International & Public Affairs, etc.
- Course #
- Course #
- Course #
- Course #
- Course #
SAMPLE PROGRAM PLANS

Full-time student, 3 semesters:

Year 1, fall
• ORLJ 4002 Functions of Organizations (3)
• ORLJ 4005 Organizational Psychology (3)
• ORLJ 4009 Understanding Behavioral Research (3)
• ORLJ 5003 Human Resource Management (3)
• ORLJ 6040 Fundamentals of cooperation, conflict resolution and mediation in different institutional contexts (3)

Year 1, spring
• ORLJ 5045 Organizational Dynamics (3)*
• ORLJ 5362 Group Dynamics (3)
• ORLJ 5106 Psychological Aspects of Organizations (3)
• Concentration/elective course: ORLJ course or approved coursework+
• Breadth course: non-ORLJ course taken at TC for at least 2 credits*

Year 1, summer
→ Comprehensive exam

Year 2, fall
• advanced core, level II applied course: either ORLJ 5012, ORLJ 5340, or ORLJ 6343
• Breadth course: non-ORLJ course taken at TC for at least 2 credits*
• Breadth course: non-ORLJ course taken at TC for at least 2 credits*
• Concentration/elective course: ORLJ course or approved coursework+
• Concentration/elective course: ORLJ course or approved coursework+
• Breadth course: non-ORLJ course taken at TC for at least 2 credits*

NOTES:
+ This may be an ORLJ course or related coursework such as a relevant counseling psychology course or a relevant class at the business school. See the program listing of potential Elective/Concentration courses.
* If you elect to enroll in a 2-credit course, you will need an additional credit.

Full-time student, 3 semesters + summer:

Year 1, fall
• ORLJ 4005 Organizational Psychology (3)
• ORLJ 4009 Understanding Behavioral Research (3)
• ORLJ 5003 Human Resource Management (3)
• ORLJ 4002 Functions of Organizations (3)

Year 1, spring
• ORLJ 5045 Organizational Dynamics (3)*
• ORLJ 5106 Psychological Aspects of Organizations (3)
• ORLJ 5045 Organizational Dynamics (3)
• Breadth course: non-ORLJ course taken at TC for at least 2 credits*

Year 1, summer
→ Comprehensive exam
• ORLJ 6040 Fundamentals of cooperation, conflict resolution and mediation in different institutional contexts (3)
• Concentration/elective course: ORLJ course or approved coursework+
• Breadth course: non-ORLJ course taken at TC for at least 2 credits*

Year 2, fall
• Advanced core, level II applied course: either ORLJ 5012, ORLJ 5340, or ORLJ 6343
• Concentration/elective course: ORLJ course or approved coursework+
• Concentration/elective course: ORLJ course or approved coursework+
• Breadth course: non-ORLJ course taken at TC for at least 2 credits*

NOTES:
+ This may be an ORLJ course or related coursework such as a relevant counseling psychology course or a relevant class at the business school. See the program listing of potential Elective/Concentration courses.
* If you elect to enroll in a 2-credit course, you will need an additional credit.
**Full-time student, 4 semesters:**

<table>
<thead>
<tr>
<th>Year 1, fall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• ORLJ 4005 Organizational Psychology (3)</td>
<td></td>
</tr>
<tr>
<td>• ORLJ 4009 Understanding Behavioral Research (3)</td>
<td></td>
</tr>
<tr>
<td>• ORLJ 5003 Human Resource Management (3)</td>
<td></td>
</tr>
<tr>
<td>• ORLJ 4002 Functions of Organizations (3)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1, spring</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• ORL 5362 Group Dynamics (3)</td>
<td></td>
</tr>
<tr>
<td>• ORLJ 5045 Organizational Dynamics (3)</td>
<td></td>
</tr>
<tr>
<td>• ORLJ 5106 Psychological Aspects of Organizations (3)</td>
<td></td>
</tr>
<tr>
<td>• ORLJ 6040 Fundamentals of cooperation, conflict resolution and mediation in different institutional contexts (3)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, fall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>→ Comprehensive exam</td>
<td></td>
</tr>
<tr>
<td>• Advanced core, level II applied course: either ORLJ 5012, ORLJ 5340, or ORLJ 6343</td>
<td></td>
</tr>
<tr>
<td>• Breadth course: non-ORLJ course taken at TC for at least 2 credits*</td>
<td></td>
</tr>
<tr>
<td>• Concentration/elective course: ORLJ course or approved coursework+</td>
<td></td>
</tr>
<tr>
<td>• Concentration/elective course: ORLJ course or approved coursework+</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, spring</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Breadth course: non-ORLJ course taken at TC for at least 2 credits*</td>
<td></td>
</tr>
<tr>
<td>• Breadth course: non-ORLJ course taken at TC for at least 2 credits*</td>
<td></td>
</tr>
<tr>
<td>• Concentration/elective course: ORLJ course or approved coursework+</td>
<td></td>
</tr>
<tr>
<td>• Concentration/elective course: ORLJ course or approved coursework+</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**

+ This may be an ORLJ course or related coursework such as a relevant counseling psychology course or a relevant class at the business school. See the program listing of potential Elective/Concentration courses.

* If you elect to enroll in a 2-credit course, you will need an additional credit.

**Part-time student, 2.5 years plus summers:**

<table>
<thead>
<tr>
<th>Year 1, fall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• ORLJ 4002 Functions of Organizations (3)</td>
<td></td>
</tr>
<tr>
<td>• ORLJ 4005 Organizational Psychology (3)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1, spring</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• ORLJ 4009 Understanding Behavioral Research (3)</td>
<td></td>
</tr>
<tr>
<td>• ORLJ 5003 Human Resource Management (3)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1, summer (A &amp; B)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• ORLJ 6040 Fundamentals of cooperation, conflict resolution and mediation in different institutional contexts (3)</td>
<td></td>
</tr>
<tr>
<td>• Breadth course: non-ORLJ course taken at TC for at least 2 credits*</td>
<td></td>
</tr>
<tr>
<td>• Concentration/elective course: ORLJ course or approved coursework+</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, fall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• ORLJ 5045 Organizational Dynamics (3)</td>
<td></td>
</tr>
<tr>
<td>• ORL 5362 Group Dynamics (3)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, spring</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• ORLJ 5106 Psychological Aspects of Organizations (3)</td>
<td></td>
</tr>
<tr>
<td>• advanced core, level II applied course: either ORLJ 5012, ORLJ 5340, or ORLJ 6343</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, summer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>→ Comprehensive exam</td>
<td></td>
</tr>
<tr>
<td>• Breadth course: non-ORLJ course taken at TC for at least 2 credits*</td>
<td></td>
</tr>
<tr>
<td>• Concentration/elective course: ORLJ course or approved coursework+</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, fall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Breadth course: non-ORLJ course taken at TC for at least 2 credits*</td>
<td></td>
</tr>
<tr>
<td>• Concentration/elective course: ORLJ course or approved coursework+</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**

+ This may be an ORLJ course or related coursework such as a relevant counseling psychology course or a relevant class at the business school. See the program listing of potential Elective/Concentration courses.

* If you elect to enroll in a 2-credit course, you will need an additional credit.
INTERNSHIP

Purpose/Course Overview:
The purpose of the internship program is to provide M.A. students in Organizational Psychology with an opportunity to gain practical experience relevant to their interests and to apply theoretical concepts learned in the classroom to real-world situations. Students are not required to work at an internship site for course credit; however, those who elect to take this option should be aware of the other requirements associated with obtaining academic credits.

Course Objectives:
In a developmental manner, the course coupled with the internship is intended to bridge the student’s intellectual, social, and professional capacities. A successful program experience will include academic learning, better organizational understanding, professional opportunities, and personal growth. In order to achieve these through the internship program, the course objective are as follows:

- To gain additional employment search experience (including another opportunity to work with the Office of Career Services at Teachers College and Columbia University),
- To integrate theory with actual practice,
- To support the student during the internship term,
- To expand professional networks, and
- To experience one potential employment setting related to the field of social-organizational psychology.

To meet these objectives, students will be expected to meet a high standard of work ethics and professionalism.

Internship Requirements:
Work in the area of Human Resource Development, Organizational Change & Consultation, Assessment & Evaluation, or Conflict Resolution will meet the criteria for an internship in Organizational Psychology.

The objective of the internship search should be to find an internship that is comprised of activities that will allow you to apply theories and concepts from the field of organizational psychology and give you a realistic picture of employment in the field. If you find a paid position with an organization, you have the choice of whether or not to register for internship credit. If, however, you find an unpaid position, you are strongly encouraged to register for a 2 or 3 credit internship.

As an intern, you must work at least 15 hours per week for a period of at least 10 weeks. Internships requiring more than 20 hours per week are not recommended for full-time students. The only requirement we have of your employer is that your direct supervisor completes a performance evaluation for you to submit with your paper at the end of the term. (You are welcome to keep the internship after the semester is over, as long as you notify your employer that the position is no longer sponsored by Teachers College.)

Finding an Internship:
There are numerous ways to seek and find an internship:

- Career Services in 44 Horace Mann (678-3140) posts both the position listings they receive and those received by the Social-Organizational Psychology program. If you find an internship from the listings in Career Services, or if you find that a position you were interested in has been filled, please notify Career Services, so that the listings can be kept current.
- Post your resume on the various on-line job search sites.
- If you can visualize your dream internship, take the initiative and contact employers on your own. Our students have had great success with this direct strategy.
- Talk with other students currently in the program. Many of them are working full-time or have done an internship and can direct you to potential employers.
- All students who take an internship for credit are required to complete an evaluation of their internship experience at the end of the semester.

Registering for the Internship Course:
Once you have found an internship, complete the Internship Approval Form. Forms may be faxed to (212) 678-8253.

- Once it has been approved by the course instructor, you will be notified via email that special approval has been entered and that you may register for the course.
- Then you may register for ORLJ 5012. You may register for the internship course (ORLJ 5012) for either 2 or 3 credits. If you find an internship mid-semester or later, you may register for the course in the following academic term. Please note the mandatory class sessions that are listed in the Teachers College course schedule.

---

1 For the requirements for the internship in Conflict Resolution, please contact the International Center for Cooperation and Conflict Resolution (ICCCR) at 678-3402.
Program Advisement

A student is expected to consult regularly with an advisor during their course of study. Several faculty including the Director of the M.A. program are specifically available to advise students in the Masters program. However, students are free to select or meet with any faculty member in the program who is willing and available at any time throughout their course of study. Questions about advisors should be directed to the Program Manager, the MA Program Coordinator, or the Director of the MA Program Advisor.

Please also note that it is the responsibility of the student to document all of their course work and other special approvals in a file in the Program Office at 222 Main Hall. It is also advisable for each student to keep personal copies of their documentation.

Grades and Pass/Fail Policy

A student who is given more than two C letter grades will not be permitted to continue study in the organizational psychology M.A. program, and the student will be dismissed from the program. If a student achieves a C- or lower in a course, the student must consult with an academic advisor in the organizational psychology program immediately to discuss academic progress and is subject to review. A student who accumulates eight 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. (See also Teachers College Catalog, “Grades”). In the event where a student is dismissed from the program, the credits will NOT be applied toward the degree and the student must retake the course and achieve a B or better.

Core courses may not be taken as Pass/Fail and students must achieve a C+ or better in these courses to satisfy the M.A. degree in organizational psychology. All courses, including Elective/Concentration courses and those fulfilling the Breadth Requirement, should be taken for a grade, unless the course is only offered with a Pass/Fail grading option. Students may not take more than 2 Pass/Fail courses toward fulfilling their degree.

Exemption Guidelines:

In some cases, students may petition to waive out of a course. In order to waive out of a course, it is the student’s responsibility to demonstrate that their previous undergraduate and/or graduate course work is redundant with material covered in the petitioned course. Students will be asked to provide a variety of materials to establish that a redundancy exists. Examples of relevant material include but are not limited to a combination of the following: undergraduate and/or graduate transcript indicating that relevant course work was taken and that the student received a grade of B or higher in these courses; a syllabus or syllabi (not a course description) indicating the topics covered in their previously taken course(s); relevant thesis work; serving as a teaching assistant for related courses; serving as a research assistant for a professor working on topics related to the petitioned course. Students interested in petitioning to waive out of a class should speak to the instructor of the course and their faculty advisor. Exemption from any course remains at the discretion of the faculty advisor.

Comprehensive Examination:

The comprehensive examination may be taken after a student has completed the five Core Level A courses and at least 32 credits toward the M.A. degree in Social-Organizational Psychology (or is in the process of completing at least 32 credits when the exam is being given). Exams are held three times during the academic year: one in the Fall, once in the Spring, and once in the Summer (usually in early June during Summer "A").

The comprehensive exam is designed to ensure that students graduating from the Social-Organizational Psychology Program are knowledgeable in the primary, foundational areas of the field, including but not limited to the theories of organizational psychology, human resource management, and behavioral research.

The exam consists of two sections: a theoretical section and an applied section. For the theoretical section, approximately three weeks prior to the actual exam date, students will be provided seven questions to prepare for. You should prepare a one-page answer to each question, citing two or more references. The exam will be held three times during the academic year: one in the Fall, once in the Spring, and once in the Summer (usually in early June during Summer "A").

The exam will be held three times during the academic year: one in the Fall, once in the Spring, and once in the Summer (usually in early June during Summer "A").

Students will have a maximum of three hours to complete the exam which provides adequate time to answer each question fully.

Pass/Fail Notification/Repeating the Exam:

Approximately three weeks after the exam, students will be notified either via email or a phone call as to whether or not they passed. All questions on the exam have a total value of 100. Anyone who receives less than 80 on the entire exam will be required to re-write the entire exam in a subsequent semester. Students may only sit through a maximum of two complete administrations of the exam. Failure of two full administrations of the exam
deems the candidate ineligible for degree candidacy to the M.A. program in Social-Organizational Psychology.

Pick-up Procedure:

Students may pick up the exam questions and procedures on the pick-up date or any time thereafter at the Social-Organizational Psychology Office located at 222 Main Hall. For the summer, the office will be open from 9:00am to 5:00pm Mondays through Thursdays and 9:00am to 3:00pm on Fridays.

The student must sign a roster with their name, contact information, and student ID number when picking up the exam. Please bring your TC student ID or valid ID that contains a photo and your name embedded on the card (e.g., driver’s license, state ID card, work ID). Picking up the exam obligates you to take the exam. Thus, not participating in the exam on the official date after pick-up of the exam copy also constitutes a failure.

If a student is unable to pick up the exam, they may request that it be mailed to them, but it will be mailed on, not before, the pick-up date. In order to proceed with a mailing of the exam, the student must submit a letter of request with a photocopy of a valid ID and the student ID number stated also on the sheet. The student may fax requests to (212) 678-8253; however, the exam will not be faxed to students. Another individual may pick up the exam for the student, but only if the student notifies the office in advance, and then the individual picking up the exam must present a letter signed by the student with a photocopy of a valid ID and the student ID number stated within the faxed materials. The letter should indicate the student’s permission for the delegate (i.e., the individual picking up the exam) to pick up the exam. The delegate must present the letter and proof of his/her identification with a picture ID.

Questions related to the exam administration should be directed to the MA Program Advisor.
MA PROGRAM WORKSHEET (45 Credits)

Name _____________________________  I.D. __________________________________
Address ___________________________  E-mail ________________________________
Phone ______________________________  Date Started Program ____________________

A. CORE LEVEL 1

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Course #</th>
<th>Waived</th>
<th>Taken</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functions of Organizations</td>
<td>ORLJ 4002</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational Psychology</td>
<td>ORLJ 4005</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understanding Behavioral Research</td>
<td>ORLJ 4009</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>ORLJ 5003</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychological Aspects of Organizations</td>
<td>ORLJ 5106</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Core Level 1 Courses Credits ________

B. CORE LEVEL 2

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Course #</th>
<th>Waived</th>
<th>Taken</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Dynamics</td>
<td>ORLJ 5362</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational Dynamics &amp; Theory</td>
<td>ORLJ 5045</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundamentals of Cooperation, Conflict Resolution, &amp; Mediation in Different Institutional Contexts</td>
<td>ORLJ 6040</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Plus ONE of the following applications courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Course #</th>
<th>Waived</th>
<th>Taken</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship in Organizational Psychology</td>
<td>ORLJ 5012</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Practicum in Conflict Resolution &amp; Mediation Skills</td>
<td>ORLJ 5340</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practicum in Change &amp; Consultation in Organizations</td>
<td>ORLJ 6343</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Core Level 2 Courses Credits ________

C. BREADTH REQUIREMENT: 3 “non-ORLJ” courses required; at least 2 credits each; must be taken at TC.

<table>
<thead>
<tr>
<th>Outside ORLJ Courses</th>
<th>Course #</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Breadth Course Credits ________
**D. ELECTIVE/CONCENTRATION COURSEWORK:** Usually ORLJ but can be outside of ORLJ (at least 2 credits each) if relevant or other Columbia University course(s), e.g., Business School.

<table>
<thead>
<tr>
<th>ORLJ Courses or Relevant Concentration Courses</th>
<th>Course #</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Elective Course Credits _______

**E. M.A. COMPREHENSIVE EXAM:** Usually taken in your final semester at TC, but always taken after all your core courses have been successfully completed.

<table>
<thead>
<tr>
<th>Date of Exam Pick-up</th>
<th>Date/Time of Exam</th>
<th>Passed?</th>
</tr>
</thead>
</table>

TOTAL MA PROGRAM CREDITS (45 CREDIT MINIMUM) _______
SAMPLE M.A. PROGRAM PLANS

Full-time student, 3 semesters:

<table>
<thead>
<tr>
<th>Year 1, fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>• ORLJ 4002 Functions of Organizations (3)</td>
</tr>
<tr>
<td>• ORLJ 4005 Organizational Psychology (3)</td>
</tr>
<tr>
<td>• ORLJ 4009 Understanding Behavioral Research (3)</td>
</tr>
<tr>
<td>• ORLJ 5003 Human Resource Management (3)</td>
</tr>
<tr>
<td>• ORLJ 6040 Fundamentals of cooperation, conflict resolution and mediation in different institutional contexts (3)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1, spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>• ORLJ 5045 Organizational Dynamics (3)*</td>
</tr>
<tr>
<td>• ORL 5362 Group Dynamics (3)</td>
</tr>
<tr>
<td>• ORLJ 5106 Psychological Aspects of Organizations (3)</td>
</tr>
<tr>
<td>• Concentration/elective course: ORLJ course or approved coursework+</td>
</tr>
<tr>
<td>• Breadth course: non-ORLJ course taken at TC for at least 2 credits*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1, summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>→ Comprehensive exam</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>• advanced core, level II applied course: either ORLJ 5012, ORLJ 5340, or ORLJ 6343</td>
</tr>
<tr>
<td>• Breadth course: non-ORLJ course taken at TC for at least 2 credits*</td>
</tr>
<tr>
<td>• Concentration/elective course: ORLJ course or approved coursework+</td>
</tr>
<tr>
<td>• Concentration/elective course: ORLJ course or approved coursework+</td>
</tr>
</tbody>
</table>

NOTES:
+ This may be an ORLJ course or related coursework such as a relevant counseling psychology course or a relevant class at the business school. See the program listing of potential Elective/Concentration courses.
* If you elect to enroll in a 2-credit course, you will need an additional credit.

Full-time student, 3 semesters + summer:

<table>
<thead>
<tr>
<th>Year 1, fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>• ORLJ 4005 Organizational Psychology (3)</td>
</tr>
<tr>
<td>• ORLJ 4009 Understanding Behavioral Research (3)</td>
</tr>
<tr>
<td>• ORLJ 5003 Human Resource Management (3)</td>
</tr>
<tr>
<td>• ORLJ 4002 Functions of Organizations (3)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1, spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>• ORL 5362 Group Dynamics (3)</td>
</tr>
<tr>
<td>• ORLJ 5106 Psychological Aspects of Organizations (3)</td>
</tr>
<tr>
<td>• ORLJ 5045 Organizational Dynamics (3)</td>
</tr>
<tr>
<td>• Breadth course: non-ORLJ course taken at TC for at least 2 credits*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1, summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>→ Comprehensive exam</td>
</tr>
<tr>
<td>• ORLJ 6040 Fundamentals of cooperation, conflict resolution and mediation in different institutional contexts (3)</td>
</tr>
<tr>
<td>• Concentration/elective course: ORLJ course or approved coursework+</td>
</tr>
<tr>
<td>• Breadth course: non-ORLJ course taken at TC for at least 2 credits*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Advanced core, level II applied course: either ORLJ 5012, ORLJ 5340, or ORLJ 6343</td>
</tr>
<tr>
<td>• Concentration/elective course: ORLJ course or approved coursework+</td>
</tr>
<tr>
<td>• Concentration/elective course: ORLJ course or approved coursework+</td>
</tr>
<tr>
<td>• Breadth course: non-ORLJ course taken at TC for at least 2 credits*</td>
</tr>
</tbody>
</table>

NOTES:
+ This may be an ORLJ course or related coursework such as a relevant counseling psychology course or a relevant class at the business school. See the program listing of potential Elective/Concentration courses.
* If you elect to enroll in a 2-credit course, you will need an additional credit.
**Program in Social-Organizational Psychology**
Department of Organization & Leadership

### Full-time student, 4 semesters:

<table>
<thead>
<tr>
<th>Year 1, fall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ORLJ 4005 Organizational Psychology (3)</td>
<td></td>
</tr>
<tr>
<td>ORLJ 4009 Understanding Behavioral Research (3)</td>
<td></td>
</tr>
<tr>
<td>ORLJ 5003 Human Resource Management (3)</td>
<td></td>
</tr>
<tr>
<td>ORLJ 4002 Functions of Organizations (3)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1, spring</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ORLJ 5362 Group Dynamics (3)</td>
<td></td>
</tr>
<tr>
<td>ORLJ 5045 Organizational Dynamics (3)</td>
<td></td>
</tr>
<tr>
<td>ORLJ 5106 Psychological Aspects of Organizations (3)</td>
<td></td>
</tr>
<tr>
<td>ORLJ 6040 Fundamentals of cooperation, conflict resolution and mediation in different institutional contexts (3)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, fall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive exam</td>
<td></td>
</tr>
<tr>
<td>Advanced core, level II applied course: either ORLJ 5012, ORLJ 5340, or ORLJ 6343</td>
<td></td>
</tr>
<tr>
<td>Breadth course: non-ORLJ course taken at TC for at least 2 credits*</td>
<td></td>
</tr>
<tr>
<td>Concentration/elective course: ORLJ course or approved coursework+</td>
<td></td>
</tr>
<tr>
<td>Concentration/elective course: ORLJ course or approved coursework+</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, spring</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breadth course: non-ORLJ course taken at TC for at least 2 credits*</td>
<td></td>
</tr>
<tr>
<td>Breadth course: non-ORLJ course taken at TC for at least 2 credits*</td>
<td></td>
</tr>
<tr>
<td>Concentration/elective course: ORLJ course or approved coursework+</td>
<td></td>
</tr>
<tr>
<td>Concentration/elective course: ORLJ course or approved coursework+</td>
<td></td>
</tr>
</tbody>
</table>

### Part-time student, 2.5 years plus summers:

<table>
<thead>
<tr>
<th>Year 1, fall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ORLJ 4002 Functions of Organizations (3)</td>
<td></td>
</tr>
<tr>
<td>ORLJ 4005 Organizational Psychology (3)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1, spring</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ORLJ 4009 Understanding Behavioral Research (3)</td>
<td></td>
</tr>
<tr>
<td>ORLJ 5003 Human Resource Management (3)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1, summer (A &amp; B)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ORLJ 6040 Fundamentals of cooperation, conflict resolution and mediation in different institutional contexts (3)</td>
<td></td>
</tr>
<tr>
<td>Breadth course: non-ORLJ course taken at TC for at least 2 credits*</td>
<td></td>
</tr>
<tr>
<td>Concentration/elective course: ORLJ course or approved coursework+</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, fall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ORLJ 5045 Organizational Dynamics (3)</td>
<td></td>
</tr>
<tr>
<td>ORLJ 5362 Group Dynamics (3)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, spring</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ORLJ 5106 Psychological Aspects of Organizations (3)</td>
<td></td>
</tr>
<tr>
<td>advanced core, level II applied course: either ORLJ 5012, ORLJ 5340, or ORLJ 6343</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, summer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive exam</td>
<td></td>
</tr>
<tr>
<td>Breadth course: non-ORLJ course taken at TC for at least 2 credits*</td>
<td></td>
</tr>
<tr>
<td>Concentration/elective course: ORLJ course or approved coursework+</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, fall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breadth course: non-ORLJ course taken at TC for at least 2 credits*</td>
<td></td>
</tr>
<tr>
<td>Concentration/elective course: ORLJ course or approved coursework+</td>
<td></td>
</tr>
</tbody>
</table>

### Notes:
+ This may be an ORLJ course or related coursework such as a relevant counseling psychology course or a relevant class at the business school. See the program listing of potential Elective/Concentration courses.

* If you elect to enroll in a 2-credit course, you will need an additional credit.
PROGRAM IN SOCIAL-ORGANIZATIONAL PSYCHOLOGY

Department of Organization & Leadership

ACADEMIC SERVICES
The Office of the Registrar serves as a hub for all registration-related services and needs. The office oversees course-related issues in conjunction with the academic departments. In addition, it retains the files for all currently registered students and also facilitates the graduation processing for your M.A. program.

PIN Registration
A personal identification number (PIN) and your Teachers College student ID are necessary to access the Touch-tone and TC-Web services. Your PIN is____

If you forget or need to re-activate your PIN, you can re-access it through the Office of the Registrar. Please bring photo identification.

Class Registration
Registration troubleshoots all registration issues. You can register for classes via three channels:

• TC-Web:
  1. Go to Teachers College website.
  2. Login in to the Student Information System (located in the pull-down menu: “My TC” on the Teachers College website).
  3. Your “User ID” is your social security number. Your PIN number is the 6 digit number issued to you at registration.
  4. Once logged on, click on “Student Services and Financial Aid”.
  5. Select “Registration.”
  6. Select the applicable option from the menu (i.e., add/drop classes, etc.).

Through TC Web you can change variable points for courses (not available on the Touch-Tone System), view your schedule, print unofficial transcripts and view grades and holds, obtain financial account information, and change your PIN.

• Touch-tone System:
  The Touch-Tone System is available from 8am to 11pm, Monday through Saturday. You can register using the system by calling (212) 678-3200 (or x3200 at TC). By using your student ID number (SSN or TC ID) and 6-digit PIN, you can access the system. Follow the prompts to register. Touch-tone services include the ability to register and add/drop classes, make credit card payments

(not available on TC-Web), hear grades and current schedule, and change your PIN.

IMPORTANT: On the Touch-tone System, please remember to CONFIRM your registration and exit out of the system fully using the menus; if you do not, your registration may be cancelled.

• In person in the Registrar’s Office.

Registration Policies
Adding Courses. Until the published deadlines, you can add courses using Touch-tone Services, TC-Web, or in-person at the Office of the Registrar. After the deadline, you can add only workshops starting later in the semester, prior to that course’s first session.

Dropping Courses. You may drop courses and receive full tuition credit if it is prior to the semester deadline. Courses or workshops with special start dates must be dropped before the course begins to qualify for full tuition credit. Failure to attend classes does not constitute an automatic dropping of courses or refunds.

Changes of Points in Variable Point Courses. You may add or drop course points for selected classes. Consult the course schedule to find out which classes. This must be done before the published deadline.

Withdrawal. After the drop-class deadline, you may withdraw from a course. These courses will remain on your academic record with a grade of “WD.”

If you withdraw from TC or from individual classes, you will receive a proportion of your tuition back, based on the date of withdrawal (see http://www.tc.edu/controller/student-accounts/refund_information.htm for more information). Failure to attend classes does not constitute an automatic withdrawal; you must file an application to withdraw in the Office of the Registrar, or withdraw through either TC-Web or the Touch-tone System.

Only tuition charges, no other fees, are subject to this reduction.
Cross Registration. If you are enrolled in a degree program at Teachers College, you may cross-register for courses at any of Columbia University’s college affiliates through Teachers College registration. Simply enter the call number of the course you wish to take when asked by the Student Information System of Touch-tone System for a CRN.

If you wish to register for a course in any of the following schools, you must register with the consultation of your advisor.

- **Business School courses.** Forms are available online at [http://www.tc.columbia.edu/academic/o&ldept/socialorg/links.html](http://www.tc.columbia.edu/academic/o%26ldept/socialorg/links.html) and instructions to the process will be sent via the social-organizational psychology listserv.

- **School of Social Work courses.** Register in-person with a signed approval from the Dean's Office. A signed TC registration or add/drop card is also required.

- **School of International & Public Affairs (SIPA) courses.** Register in-person with a signed approval from the Dean's Office on the 14th floor of the International Affairs Building. A signed TC registration or add/drop card is also required.

- **Any 0-point course.** All TC students taking any 0-point course at Columbia must register in-person and must see the Associate Registrar. A signed TC registration or add/drop card is also required.

Be aware that tuition rates vary according to the school (for example, courses at the Columbia Business School are more expensive than courses at TC). If you wish to take a non-TC course, you must pay the tuition rate of the school offering the course. However, deadline dates for TC registration and add/drop will apply to these courses, not the deadlines of other schools. Furthermore, only graduate courses approved by the major advisor may be used toward the degree program.

Overrides. Overrides for waivers of prerequisites, corequisites, major restriction, degree restriction, or closed classes must be authorized in writing and recorded by the Registrar's Office or the department. You must still register via Touch-tone or TC-Web once your Special Permission/Override form has been processed. The program secretaries and Registrar's Office cannot register you into the class; they simply remove the hold which permits you to register.

Personal Information Updates

Permanent name changes must be filed with the Office of the Registrar. Please bring one of the following pieces of supporting documentation: marriage license, divorce decree, passport, birth certificate, driver's license, court decree, or a notarized statement.

**TRANSCRIPT REQUESTS**

<table>
<thead>
<tr>
<th>153 Horace Man Hall</th>
<th>212-678-4072</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript request must be in writing. The cost is $5 for the first, $3 for each additional within one order. You can request them in person a 153 Horace Mann Hall or send requests and payment to:</td>
<td></td>
</tr>
<tr>
<td>Transcript Office, Box 311</td>
<td>Teachers College, Columbia University</td>
</tr>
<tr>
<td>525 West 120th Street</td>
<td>New York, NY 10027</td>
</tr>
<tr>
<td>Please be sure to include your name (and any changes in your name since you were a student here), your dates of attendance and/or date of graduation, your student ID number and the address(es) to which the transcript(s) should be mailed. Please remember to sign your request.</td>
<td></td>
</tr>
</tbody>
</table>

Forms: The following forms are downloadable at the site: [http://www.tc.columbia.edu/registrar/forms.htm](http://www.tc.columbia.edu/registrar/forms.htm)

- Registration Worksheet
- Registration Instructions
- Special Approval/Override Form
- Change of Information Form
- Request for Enrollment Verification
- Certificate of Equivalency
- Grade Option Form
- Petition for Extension of Period of Candidacy for the M.A., M.S., and Ed.M. Degree
- Petition for Acceptance of A Columbia University Advanced Undergraduate Course for Graduate Credit in Teachers College

The following forms are not downloadable, but are available in the Office of the Registrar, 152 Horace Mann. These forms must be submitted as originals.

- Application for the Master of Arts Degree
- Application for the Master of Science Degree
- Application for the Master of Education Degree

**OFFICE OF STUDENT ACCOUNTS**

<table>
<thead>
<tr>
<th>133 Thompson Hall</th>
<th>212-678-3056</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.tc.edu/controller/student-accounts/default.htm">http://www.tc.edu/controller/student-accounts/default.htm</a></td>
<td></td>
</tr>
</tbody>
</table>
The Office of Student Accounts provides a range of services to students and staff of Teachers College. The services include: answering questions about tuition, housing, and other accounts receivable, billing and collecting tuition, housing, and other applicable fees; and disbursement of federal, private and institutional aid, and refund checks. In addition, the Office makes deferred payment arrangements for students who cannot make full payment, process all payments for students and staff or tuition, housing, and loan accounts; and interact with other offices to resolve discrepancies with accounts.

Tuition and Fee Rates

Rates are set annually by the Board of Trustees. For the Fall 2005 Term, tuition for all regular TC courses is $935 per point. Non-credit courses vary in rate and you may locate these rates from the Office of Student Accounts or the Center for Educational Outreach and Innovation. For additional information, please consult the Office of Student Accounts.

Teachers College accepts cash, check, money order, and most major credit cards to satisfy tuition costs. Forms of payment may be used individually or in combination. Checks or money orders no greater than the amount due should be made payable to Teachers College. Grants, scholarships, loans, and third-party billing agreements are also accepted to finance a Teachers College education.

Columbia University’s tuition is assessed at a per-point rate determined by the University’s Board of Trustees. Each school’s rate may vary. Consult the Office of the Registrar for current rates.

Any fees listed in this Student Guide are subject to change without prior notice. Additional fees may be added.

Fees for Non-credit Workshops and Special Events.
If you register for a course with credit, even if for one point only, you must pay the Admission Fee. If you register only for workshops, conferences, or other special events or a non-credit course, you are not required to pay the College Fee.

Fees for non-credit registration in workshops are noted in the workshop description in the Center for Educational Outreach and Innovation brochure.

Methods of Payment

Telephone—Touch-tone service. You can make payments with a credit card by calling the College’s Touch-tone Service at (212) 678-3200. The Touch-tone System is available Monday through Saturday from 8:00 a.m. until 11:00 p.m.

Fax. You may make payments by faxing your name, ID number, the cardholders’ written authorization, corresponding card type, card number, card expiration date, and daytime telephone number of the cardholder. The fax number for payments is (212) 678-4139.

In-person, drop-box, or mail. You may make payments in person at the Office of Student Accounts. Office hours are Monday through Thursday 9:00 a.m. until 6:00 p.m. and Friday 9:00 a.m. until 5:00 p.m. If the office is closed, you may drop your payment in the drop off payment box (Room 133 Thompson Hall). Do not place cash in this box. Checks or money orders must be made payable to the order of Teachers College.

Student Information System via credit card.

Deferred Payment Plan. If you wish to postpone payments, you may participate in a deferred payment plan with the Office of Student Accounts. The deferred payment plan will allow you to spread tuition, housing, and other related charges (less any financial aid) over three (3) equal installments during the semester.

Tuition Exemption

If you are employed by the University, you may be eligible for tuition exemption. Authorized tuition exemption forms must be submitted in person and are accepted throughout the semester. All forms and payments are due at the beginning of the semester in order to avoid a late payment penalty. Please check with HR for exact dates for a given semester. Various fees are not covered by tuition exemption.

Third-party Agreements

If a third party (a bank, outside agency, etc.) agrees to pay all or part of your expenses, you must enroll under a third party agreement and submit an authorization form to the Office of Student Accounts for approval. 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.

Financial Aid

If all required applications and documentation have been filed with the Office of Student Aid by the required deadline, financial aid awards should be available at the time of registration. Late application filing and anticipated student aid does 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 Academic Catalog.
Late Payment Penalties

If you do not make all of your payments on time, you may be subject to two late payment penalties. You will be charged an initial late payment fee of $50 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.

Student Refunds

If any proceeds originating from student aid programs in excess of all student account charges, they will be mailed directly to you. Be sure the Registrar has your current address.

OFFICE OF STUDENT AID

138 Horace Mann
212-678-3714
212-678-4089 (fax)
http://www.tc.edu/financialaid

Teachers College Costs

To award need-based funds, the College makes up an academic year student budget, consisting of average costs of tuition, fees, and other expenses for a full-time student. This amount is adjusted accordingly based on full-time, three-quarter time, and half-time enrollment.

If enrollment plans change during the academic year, notify the Office of Student Aid in case it becomes necessary to adjust the aid package.

Aid Application Process

• Visit or call the Office of Student Aid.
• Fill out a Free Application for Federal Student Aid (FAFSA). The FAFSA is available by January of each year from the Office of Student Aid. Students can also find and file the FAFSA on the web at www.fafsa.ed.gov. TC’s institutional code is G03979.
  • U.S. citizens must file a Free Application for Federal Student Aid (FAFSA), regardless of eligibility for Federal Aid.
  • Permanent residents must submit a copy of both sides of their Alien Registration Card to the Office of Student Aid. Permanent residency status must be confirmed with the Immigration and Naturalization Service before aid can be disbursed. Naturalized citizens may need to provide documents to verify citizenship.
  • New applicants refer to the Application for Admission packet sent to you by the Office of Admission; it contains detailed information regarding financial aid options.

There is not official scholarship application for new students; individual programs make scholarship decisions based on the degree applications of the new students at the time of admission.

• Continuing students must file the TC Student Aid application by Feb 1 to be considered for internal scholarships in the following year in addition to the FAFSA application.
• International students should review the Application Procedure for International Students (www.tc.columbia.edu/admissions/intlistd.htm).

• After filing the FAFSA, you will receive a Student Aid Report (SAR) which must be reviewed for accuracy. If there are questions, contact the Office of Student Aid.
• Complete an Entrance Interview. If you receive a federal loan, you must participate in a Loan Entrance Interview before receiving the initial funds and a Loan Exit Interview before graduation, leaving Teachers College, or dropping to less than half-time status. The Entrance Interview will review the terms and conditions of the loan, and the Exit Interview will cover repayment, deferment, and consolidation options.
• Forms of Financial Aid. Select one of several types of student loans available to Teachers College students. To qualify for any of the federal loans, you must be a U.S. citizen or permanent resident and must be enrolled at least half-time (6 points or the equivalent) in a degree program. International students may qualify for creditworthy loans from Teachers College by securing a cosigner who is a US citizen or permanent resident. Consult with a financial aid counselor for more information.

1. Direct and FFEL Stafford Loans. Stafford Loans are lent to you directly by the U.S. government. Under the FFEL Program, the funds for your loan are lent to you from a school, bank, credit union, or other lender that participates in the FFEL Program.

Direct and FFEL Stafford Loans are either (or both) subsidized or unsubsidized.
  • A subsidized loan is awarded on the basis of financial need. You will not be charged any interest before you begin repayment or during authorized periods of deferment.
  • An unsubsidized loan is not awarded on the basis of need. You will be charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized that is, the interest will be added to the principal amount of your loan and additional interest will be based upon the higher amount.

2. Federal Perkins Loans (formerly NDSL). Federal Perkins Loans are awarded on the basis of exceptional need from a limited amount
of federal funds allocated to Teachers College. The loan is made with government funds with a share contributed by the school. To ensure consideration for the Perkins Loan, file your FASFA by March 1st.

3. Other Loans. If you either do not qualify for Federal funding or need additional funding, you can acquire a loan from a private institution. These institutions are usually banks (i.e., Chase Manhattan or Citibank) and require a processing fee, credit check, and in some cases, cosigner. Securing a cosigner can result in lower interest on the loan.

4. Teachers College General Loans (TCGL). If you are able to demonstrate a need and are enrolled at least half-time (6 points or the equivalent), you may qualify for Teachers College General Loans. These funds are credited each semester after the student has signed a promissory note. The promissory note must be completed in the Office of Student Accounts.

5. Work Study. Federal Work Study (FWS) is a need-based federal financial aid program through which the federal government provides funds to Teachers College for the purpose of providing job opportunities to our eligible students. FWS jobs allow you to earn wages that help cover expenses. The amount of FWS that appears on your Financial Aid Award Letter is an earning eligibility; it is not a guarantee of wages to be earned. You are paid only for actual hours worked. To view current work-study positions available, visit TC's Human Resources website: http://www.tc.columbia.edu/hr.

6. Grants and Scholarships. For new students there are no separate scholarship applications. Program faculty nominate new students for these scholarships based upon their admission applications. Continuing students in all other departments will automatically be considered for scholarship by their departments. Because some scholarships are based on need, all students should complete the FAFSA. Additional scholarship-location services can be found at the following websites:
   • http://www.tc.edu/financialaid/scholarships.htm
   • http://www.tc.edu/academic/o&ldept/socialorgfunding.html

7. Grants-in-Aid. Graduate Assistantships: If you are offered employment as a Graduate Assistant (payroll category 6181), you will receive 1 point of tuition for every $500 of salary up to a maximum of 3 points per semester, 6 points per academic year (Fall, Spring, Summer). Points may be used during the semester earned, or one semester beyond the earning period.

8. Endowed Funds. There are over 300 endowed funds provided by the generosity of donors. The majority are specific to a particular program. Program faculty make the awards generally before the beginning of the academic year. Depending on the fund, new and/or continuing students are eligible. The endowed scholarships listed on the Financial Aid web page are available to students from many programs. Additional scholarship-location services can be found at the following websites:
   • http://www.tc.edu/financialaid/scholarships.htm
   • http://www.tc.edu/academic/o&ldept/admissions.html

☐ Complete the necessary documentation.

Aid Disbursement Process

The disbursement process follows the general timeline:
• Loan forms are completed.
• TC sends the loan information to the Department of Education/private banking institution.
• TC sends the Promissory note to you which you sign and return.
• The Department of Education/bank releases the money to TC.
• TC Office of Accounts uses the money to pay all outstanding bills and then disburses the remaining funds to you.

Federal loans are disbursed when you have met the following criteria:
• Accepted into a degree program
• Registered for at least half time
• Completed an entrance interview
• Completed income and residency verification
• Filed a master promissory note with loan guarantor

Scholarships are disbursed to your account on the first day of in-person registration once you have registered in a degree program for the semester.

Students must be enrolled in 6 credits of more in order to qualify for funding and, after graduation or dropping below ½-time enrollment, they have a 6 month grace period before they are required to begin paying back the loan.
Teachers College The Gottesman Libraries
Russell Hall
Circulation: 212-678-3028
Administration: 212-678-3023
lweb.tc.columbia.edu

Teachers College The Gottesman Libraries maintains a collection of over 500,000 printed volumes together with substantial non-print collections in subjects ranging from education to psychology to the health service professions. In conjunction with the Columbia University library system, TC students also have access to over 400 online subscription databases in almost every academic area.

Workshops, courses, and tours are offered on subjects ranging from the various library databases to research methods. For more information regarding workshop listings and enrollment, visit: http://lweb.tc.columbia.edu/cs/sessionmenu.html

Course reserve readings are available in the Gottesman Libraries. Consult the librarian at the main desk for access to these readings.


Columbia University maintains a network of over 20 libraries. These are open to Teachers College students.

COLUMBIA UNIVERSITY LIBRARIES INDEX

<table>
<thead>
<tr>
<th>Library</th>
<th>Location</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers College</td>
<td>Russell Hall</td>
<td>678-3494</td>
</tr>
<tr>
<td>Area Studies</td>
<td>309 International Affairs</td>
<td>854-8046</td>
</tr>
<tr>
<td>Avery Architectural &amp; Fine Arts</td>
<td>420 W. 118th St.</td>
<td>854-3501</td>
</tr>
<tr>
<td>Barnard College Library</td>
<td>Lehman Hall</td>
<td>854-3953</td>
</tr>
<tr>
<td>Biology</td>
<td>601 Fairchild, main campus</td>
<td>854-4715</td>
</tr>
<tr>
<td>Program</td>
<td>Address</td>
<td>Phone</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>----------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Business &amp; Economics</td>
<td>130 Uris, main campus</td>
<td>854-7804</td>
</tr>
<tr>
<td>Butler Library</td>
<td>main campus</td>
<td>854-2271</td>
</tr>
<tr>
<td>Chemistry</td>
<td>454 Chandler, main campus</td>
<td>854-4709</td>
</tr>
<tr>
<td>CU Archives &amp; Columbiana</td>
<td>210 Low Library, main campus</td>
<td>854-3786</td>
</tr>
<tr>
<td>East Asian</td>
<td>300 Kent, main campus</td>
<td>854-4318</td>
</tr>
<tr>
<td>Engineering</td>
<td>422 S.W. Mudd, main campus</td>
<td>854-2976</td>
</tr>
<tr>
<td>Geology</td>
<td>601 Schermerhorn, main campus</td>
<td>854-4713</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>701 West 168th Street</td>
<td>305-3692</td>
</tr>
<tr>
<td>Journalism</td>
<td>203 Journalism, main campus</td>
<td>854-3916</td>
</tr>
<tr>
<td>Law</td>
<td>316 Greene</td>
<td>854-3737</td>
</tr>
<tr>
<td>Lehman Social Sciences</td>
<td>300 International Affairs, 420 W. 118th St.</td>
<td>854-4170</td>
</tr>
<tr>
<td>Mathematics &amp; Science</td>
<td>303 Mathematics, main campus</td>
<td>854-4712</td>
</tr>
<tr>
<td>Music &amp; Arts</td>
<td>701 Dodge, main campus</td>
<td>854-4711</td>
</tr>
<tr>
<td>Physics/Astronomy</td>
<td>Pupin, 8th Floor, main campus</td>
<td>854-3943</td>
</tr>
<tr>
<td>Psychology</td>
<td>409 Schermerhorn, main campus</td>
<td>854-4714</td>
</tr>
<tr>
<td>Rare Books &amp; Manuscripts</td>
<td>Butler Library, 6th Fl. East</td>
<td>854-5153</td>
</tr>
<tr>
<td>Social Work</td>
<td>3rd Floor International Affairs</td>
<td>854-4170</td>
</tr>
<tr>
<td>Union Theological Seminary</td>
<td>3041 Broadway</td>
<td>280-1314</td>
</tr>
</tbody>
</table>
PROGRAM IN SOCIAL-ORGANIZATIONAL PSYCHOLOGY
Department of Organization & Leadership

COMPUTING AND INFORMATION SERVICES (CIS)

Help Desk & Support
CU, 212-854-1919
http://www.tc.columbia.edu/cis

E-mail

Two e-mail servers (and consequently addresses) are used at Teachers College:

- **Exchange**: used for internal College correspondence for staff and faculty.
- **Cunix**: the Columbia email for students, staff, and faculty. It offers Cunix access to the Columbia libraries and scholarly resources as well as e-mail.

Creating your account. To create an exchange account, call the CIS Help Desk at x3300 to set up an account. To create a Cunix account:

1. Go to Columbia’s homepage: http://www.columbia.edu
2. Click on the “Computing and E-mail” button
3. On the resulting page, select “ACTIVATE/Manage account”
4. Select: “AcIS Computer Account Maintenance for Current Faculty, Staff and Students”
5. Select: “Create/Activate a NEW Account” and follow the prompts.

You will then be assigned a user id based upon your initials followed by a number (e.g., gs2002). This user id followed by “@columbia.edu” then becomes your e-mail address (e.g., gs2002@columbia.edu).

In the event that the process fails, call the Academic Computing office at x3302.

Changing or forwarding your preferred e-mail account. To change your preferred e-mail address:

1. Go into the TC website and enter the Student Information System.
2. Log onto the Student Information System.
3. Click on Personal Information then click on Update E-mail Address.

Student Information System (SIS)

“SIS” is an online computer system that allows you to update your personal information, register for classes, and maintain TC-related financial accounts. It can be accessed by selecting “My TC” from the bar across the top of Teachers College homepage.

Labs

A wide variety of applications and services are available including word processing, desktop publishing, graphics software, digital video editing, and statistical analysis software as well as access e-mail and the Internet, and work with a variety of programs ranging from Dreamweaver for web design to Endnote for organizing bibliographic materials. The labs provide Macintosh and PC platforms, laser printing, color laser printing, OCR and graphical scanners, Zip drives, CD-ROM and DVD-ROM drives, and CD recording equipment.

<table>
<thead>
<tr>
<th>Lab Purpose</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td></td>
</tr>
</tbody>
</table>
PROGRAM IN SOCIAL-ORGANIZATIONAL PSYCHOLOGY
Department of Organization & Leadership

The hours depend on the time of year, as well as any special holidays that may occur. For hours or questions, please call:
• 212-678-3304 (242 HM)
• 212-678-3807 (345 Macy)
or visit: http://www.tc.columbia.edu/cis

Columbia University also maintains a number of computer labs that are open to TC students. You can find the locations and hours of these labs by visiting: http://www.columbia.edu/acis/labs

Laptops
Wireless Access. Wireless Internet is available throughout the Teachers College and Columbia campuses. Laptops can be borrowed from Media Services by faculty to take to conferences or by students for presentations within the College.

Home Computer Access
For off-campus connections, Columbia can be used as the Internet Service Provider for free through telephone dial-up to Columbia's modem bank. The Columbia server is colum.cc.columbia.edu.
• For students, software is available on the Columbia dial-up software CD which can be purchased for $5 in 242 HM or in Columbia University's campus computer store (in the basement of Philosophy). Software on the CD includes all the software needed to use Columbia as your Internet Service Provider from home. Netscape, Mulberry (Mail client), TeraTerm Pro, WS-FTP LE, Adobe Acrobat Reader, and Aladdin Expander, and Norton Anti-Virus can be installed directly from the CD after one completes an on-line credit card purchase transaction on the Web.

This is the server that you will dial-in to if you connect from home. The modem bank is a local (212) area code, so those calling from outside the region will have to pay long distance or toll charges on their phone bill. An alternative would be to use another Internet Service Provider which provides either 800 number or local telephone connections.

Once on the Net, you can connect to most Columbia resources. There are many Internet Service Providers to choose from, some local, some national and international, and some free. Some examples of free Internet Service Providers are Juno and Netzero.

Video and Media Services

Media Services
Russell Hall 3rd floor
212-678-3822/3823
mediaservices@tc.columbia.edu

Video Services
Macy 264
212-678-3359

Workshops & Training
Workshops for students are two- to six-hour classes on a wide variety of applications. Although a number of workshops are free for students, some are offered for a small fee. Also computer-based training CD-ROMs on the most popular applications are available for self-paced learning. Classes include topics such as computer basics, data analysis, learning tools, web design, communication tools, graphics and multimedia, My TC Portal and ClassWeb. For more information visit: http://www.tc.columbia.edu/cis.

Columbia University Campus Computer Services and Bookstore

102 Philosophy, Main Campus
854-1919 (helpline)
854-8108 (J&R)
http://www.columbia.edu/acis/acsc/sales

Columbia University maintains a help desk. Walk-ins are available in 102 Philosophy M-F from 8am to 5pm. They also offer a Computer Sales Desk. For pre-purchase advice, visit 102 Philosophy or call the Computing help line.
The Document Services/Word Processing Center office at Teachers College, Columbia University, offers a variety of services. These services include: standard and color copying, laminating, binding, fax, and word processing (printing resumes, newsletters, flyers and brochures, transcription of audio cassette tapes, scanning of text and graphics onto floppy disks for IBM-compatible machines). You can also pick up course packs at the Work Processing Center.
The Career Services Center provides matriculants and alumni with the career planning resources requisite to the development and refinement of their job search skills. The mission is supported by a coordinated program of education, counseling, marketing, and referral activities.

A sampling of the Career Services Center services include:

- **Career Development and Departmental Workshops.** Individual consultations and group workshops on career planning and job development equip participants with the skills necessary for a successful job search. Workshop topics include Self-Assessment, Résumé & Cover Letter Development, Interviewing for Success, Networking, Researching Organizations, Job Searching on the Internet, and Job Searching for Students of Color.

- **Career Services Connection.** The Center’s bi-monthly job opportunity newsletter lists openings for a variety of positions servicing students at Teachers College including postings in business and the human services sector.

- **Online Job Postings.** Students and alumni have online capabilities to search databases of employers and job descriptions, submit resumes and cover letters, and sign up for on-campus and off-campus interviews. In addition, a range of other job opportunities, external to the on-campus recruitment program, are available as online postings that students and alumni can review and apply to directly.

- **Resume review.** Resume and cover letter review are available if you have already developed a resume or cover letter and would like it critiqued by a Career Services advisor. Simply drop off your resume at the Center and sign the resume review log-in sheet on the front desk or schedule an appointment.

- **Recruiting Program.** Corporate recruiting is scheduled during both the fall and spring semesters. Recruiting for positions in human services occurs at the Resume and Information Exchange each February. Career services runs a recruiting program in which they will mail resumes directly to the employers. Learn more on the website: [http://www.tc.columbia.edu/~career-services/recruitguidelines.htm](http://www.tc.columbia.edu/~career-services/recruitguidelines.htm)

- **Job Fairs.** Various job fairs are offered throughout the academic year. Not-for-profit organizations visit the campus in April for the Columbia University sponsored Not-for-Profit Job Fair. Check with the Center for dates and details. All job fairs are listed on the Career Services homepage.

- **Reciprocity Visits.** The Career Services Center maintains reciprocal relationships with Columbia University career services offices and with colleges and universities that are members of the American Association for Employment in Education.

- **Career Services Center Library.** The center maintains an extensive collection of reference volumes, periodicals, grant resources, and job postings.

- **Organizational Psychology Resume & Information Exchange Resume Book.** A book is compiled annually of Teachers College student resumes and then distributed among potential employers.

- **Job Postings.** Jobs are posted throughout the year either on the website, on the Career Services Center’s bulletin boards, or in binders located in the Career Resource Library.

Contact Mary Mendenhall or Elisabeth Williams at (212) 678-3140 or stop by the Center at 44 Horace Mann Hall to schedule an appointment for any of these services or to find out more.
Columbia University Career Services
East Campus Building, Lower Level
2960 Broadway, MC 5727
212-854-5609
212-854-5640 (fax)
http://www.columbia.edu/cu/ccs/

Columbia University Career Services Center offers a wide variety of services also available to TC students. These include: use of the Center's library, access to Columbia's on-line Monster-Track job search engine, access to job fairs (both virtual and physical), and the job binders. Visit the Center for more information.

PROFESSIONAL DEVELOPMENT EXPERIENCES

New York Stock Exchange. Learn more about the NYSE by visiting the NYSE museum and trading floors, exhibits and films. Tours are scheduled every half hour, weekdays between 8:45am and 4:30pm. Free tickets are distributed daily at the entrance. Due to heightened security following 9/11, the tour was suspended; please call for updates.

20 Broad Street
212-656-5168/5165
www.nyse.com

New York Mercantile Exchange. The New York Mercantile Exchange is one of the largest physical commodities trading forum in the world. Trace the 125 year-long Exchange history at the museum as you view trading first-hand from our visitors galleries. Free admission. Monday to Friday, trading at the Comex Division is 8:30am--2:30pm; trading at the Nymex Division, 9:30am--3:30pm; museum 9am--5pm. Because of 9/11, the Exchange is only open to groups with reservations.

212-299-2000
www.nymex.com

Museum of American Financial History. The Museum showcases the history of Wall Street, the economic markets, and the achievements of American businessmen and women, past and present. The Museum is open to the public Tuesday through Saturday, 10am - 4pm.

28 Broadway
(212) 908-4519
www.financialhistory.org

PROFESSIONAL ORGANIZATIONS TO JOIN

- Academy of Management: http://www.aom.pace.edu
- American Society for Training and Development: http://www.astd.org
- International Association for Training and Development
- Metropolitan New York Association of Applied Psychology (METRO) http://www.metroapppsych.com
- New York Association of Career Management
- Organizational Development Network: http://www.odnetwork.org
- OD Network Of Greater New York: http://www.odnofgny.org
- Society of Industrial Organizational Psychology: http://www.siop.org

More helpful links:
- http://www.tcm.com/trdev/t2.html
- http://www.human-resources.org/

PROFESSIONAL & PRACTITIONER LITERATURE

- Academy of Management Journal
- Harvard Business Review
- Human Resources Development Quarterly
- Organizational Behavior and Human Decision Processes
- Organizational Dynamics
- Performance Improvement
- Psychology Today
- Business Week
- New York Times
- Wall Street Journal
Founded in 1996, the Center for Educational Outreach and Innovation conducts over 250 programs each year in a variety of formats, including traditional classes and distance learning courses, institutes and lectures, symposia, conferences, film series and debates.

Distance Learning

Teachers College offers a variety of online courses, seminars, and certificates. To learn more, visit the Distance Learning Project website: http://dlp.tc.columbia.edu or call toll free at 1-888-633-6933 or e-mail dlp@columbia.edu.

Teachers College also supports a wide variety of research and service centers. These centers vary in subject from the arts to education to conflict resolution. Many outside funding sources are also available these centers. For a complete listing and more detailed information, visit: http://www.tc.columbia.edu/research.
GRADUATION PREPARATION

http://www.tc.columbia.edu/commencement

PHASE I

- Complete the MA degree worksheet.
- Meet with your advisor. Refer to the Teachers College Catalog for the current academic year for information on degree requirements and, with your advisor, make sure that you have fulfilled all degree requirements (i.e. Point Requirements, Program of Study, and Period of Candidacy).
- Take the Comprehensive Exam. You may register for the comprehensive exam in the Social-Organizational Psychology Office, 222 Main Hall.

PHASE II

- File for a Masters degree. Obtain an original degree application for the appropriate degree (M.A., Green Form) from the Registrar. Copies of forms will not be accepted. Return the completed application to the Office of the Registrar by the appropriate deadline noted below.

<table>
<thead>
<tr>
<th>Degree Application Filing Deadline</th>
<th>Form (pink) Due (MA &amp; MS ONLY)</th>
<th>Date of Degree Award*</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1</td>
<td>September 1</td>
<td>October</td>
</tr>
<tr>
<td>November 1</td>
<td>January 2</td>
<td>February</td>
</tr>
<tr>
<td>February 1</td>
<td>April 30</td>
<td>May</td>
</tr>
</tbody>
</table>

*Exact dates for degree awards may be found in the Academic Calendar for the appropriate Academic Year.

Late Applications: Applications and renewals will be accepted with a $15 late fee for two weeks following the degree application filing deadline.

Graduation Filing

- Review your Program Worksheet: http://www.tc.columbia.edu/academic/o&ldept/socialorg/links.html
  - Psychology pre-requisites fulfilled?
  - All degree requirements (i.e. courses and Comprehensive exam) fulfilled?
  - If you had any course waivers, did you retain
  - A copy of the worksheet indicating such waiver?
- Obtain a copy of your admissions letter to the program. It must be attached to your graduation application.

- You may obtain a copy of your admissions letter from the academic secretary in 222 Main Hall * (212) 678-3249 or 678-3154.
- Locate your new mailing address and phone number (if applicable).
- Pick-up the Graduation Form at least one month prior to the deadline.
- Complete the form. Print legibly because the name you print is what will appear on your diploma.
- Seek an advisor’s signature at least 3 weeks prior to the deadline.
- Submit the completed form to the Office of the Registrar.
  - A supplemental form is needed if your comprehensive exam results are still pending from an exam administration that occurred within the same semester which you are filing for graduation. Diplomas will be available eight weeks later for the October and February awards, and immediately following the Commencement ceremony in May.
- Consult the website (http://www.tc.columbia.edu/commencement) for graduation filing deadlines and graduation dates or call the Commencement information line: 212-678-8100. Approximate Commencement dates are as following:
  - Mid-March - Commencement packets are mailed to October ’05, February ’06 and May ’06 candidates. If you do not receive your packet, you may pick one up in the Special Events Office, 196 GDH.
  - Beginning of April - All cap and gown orders must be received by Collegiate Cap and Gown Company: http://www.herff-jones.com/college/graduation. Teachers College does not handle student cap and gown orders. The cost for a Master Cap & Gown is approximately $50 (there is no hood).
  - End of April - All ticket reservation forms must be received by Teachers College in order to guarantee tickets. Any forms received after this date will not guarantee tickets.
  - Mid-May - Ticket Distribution at the following times. Check at Information Desk in the Main Hall entrance to verify the location of ticket distribution on those dates. If you are unable to pick up your tickets on those dates, you may send a representative with your Student ID and a signed letter indicating that they may pick up your tickets. Any tickets not picked up on those days will be forfeited.
  - Mid-May - Cap and Gown Distribution. For dates and locations, visit http://www.tc.columbia.edu/commencement.
  - End of May - Convocation Commencement Exercises, immediately return Cap and Gown.
- Update your mailing and email address.

To change your preferred e-mail address:
1. Go into the TC website and enter the Student Resources section: http://www.tc.columbia.edu/student-resources
2. Log onto the Student Information System.
3. Click on Personal Information then click on Update mailing/E-mail Address. Follow the prompts from this point so that you can change your preferred e-mail address.

Review Alumni Benefits. TC alumni receive many continuing benefits. These include:

- Access to all CU-affiliate libraries
- Access to TC computer centers (242 HM Hall)
- A 10% discount on all merchandise at TC Bookstore (except on software)
- Discounted Broadway theatre ticket discounts (50% off or more) and off-Broadway and arts event ticket (20-50% off or more). Call 212-935-2664 for more information (please mention your special Association code "A1.").
- Group Rates for term life and excess major medical insurance. Call 1-800-223-1147 for information.
- Access to TC Swimming Pool (Thompson Hall) for only $60 per semester. Call 212-678-3307 for information.
- Dorm rentals, as available. Call 212-678-3235 for information and prices.
- Alumni clubs and activities. Visit our events page [http://www.tc.columbia.edu/alumni/upcoming.htm](http://www.tc.columbia.edu/alumni/upcoming.htm) for a current listing of events, and visit our clubs page [http://www.tc.columbia.edu/alumni/clubs.htm](http://www.tc.columbia.edu/alumni/clubs.htm) to see where clubs have formed. For volunteer opportunities and more information, call Bill Lipson at 212-678-3215.
- Access to The Columbia Club, located at 15 West 43rd Street. Facilities include overnight accommodation, meeting and dining rooms, steam room, squash courts, exercise room, billiard room and library. Call (212) 719-0380 for additional information and/or to request a membership application.
- Teachers College Credit Card. Benefits include no annual fee, around-the-clock fraud protection, and discounts on travel, accommodation, car rental and dining. Call MBNA at 1-800-523-7366 for more information.
- TC alumni travel program. For more information, call 212-678-3215.
- Access to the Career Services Center (44 Horace Mann). Free services include alumni career mentoring, unlimited career consultations, on-campus recruiting, and unlimited access to career resources library and employer information. For more information, call 212-678-3140 or go to [http://www.tc.columbia.edu/~career-services/](http://www.tc.columbia.edu/~career-services/)
- Colloquia. We are instituting new colloquia and speaker series events for the Program in Social-Organizational Psychology students. Alumni are welcome to attend. A schedule of events will be placed on the website at:

http://www.tc.columbia.edu/academic/o&ldept/socialorg/links.html

The site may eventually be revised for a special link just for our Alumni. In addition, there are Book Talks sponsored by the Office of Alumni Relations as well as regional gatherings and other professional development opportunities.

To obtain an alumni card: Go to 193 Grace Dodge Hall, Monday-Friday from 10:00am to 4:00pm.

For more information, call (212) 678-3215, stop by 197 Grace Dodge Hall, or visit [http://www.tc.columbia.edu/alumni](http://www.tc.columbia.edu/alumni)
Student Services
The Student Life Center serves as a hub for TC students, connecting you to TC, CU, and NYC events.

**TC Calendar of Events**

Although there is no comprehensive Teachers College calendar of events, many student life events can be found on the following web page:

http://www.tc.columbia.edu/stlife/eventscalnedar.htm

**Columbia University Calendar of Events**

CU also offers a wide variety of events throughout the year. For more information, go to:


**Student Activities**

Student Activities offers support and advisement for all official student organizations, leadership training workshops, and weekly social activities.

**Student Senate**

http://www.tc.columbia.edu/students/senate is a student staffed leadership council. The Senate provides students with a voice. Historically, many organizational psychology students have participate.

**Student Organizations**. There are approximately 25 organizations active at Teachers College. If you would like further information about any student organization, visit the following link or contact Student Activities.

http://www.tc.columbia.edu/stlife/studentorganizations.htm

**Student Handbook**

http://www.tc.columbia.edu/administration/student-handbook. The Student Handbook is a comprehensive explanation of all Teachers College resources, activities, policies and procedures.

**TC Time Out**. Every Thursday from 4 to 6pm Student Life offers free food and mingling for students in Whittier Café.

**TC Sponsored Student Organizations**:

- American Society for Training and Development
- Black Student Network
- Canadian Student Association
- Caribbean Student Association
- Chinese Student Association
- Christian Fellowship
- Communication, Computing, and Technology in Education
- Coalition For Latino/a Scholars
- Council for Exceptional Children
- Current Issues in Comparative Education
- Forum for Human Rights and Ethics
- Friends of Japan
- Future Educators Re-Creating Education
- Inter-Varsity Christian Fellowship
- Kappa Delta Pi
- Korean Graduate Student Association
- Lesbian, Bisexual, Gay, and Transgender Community
- Muslim Student Association
- National Art Education Association
- Persian American Research Society
- Phi Delta Kappa
- Positive Progress
- Professional Association of Counseling Students
- Society for Human Resource Management
- Society for International Education
- Soka Gakkai International
- South Asian Educators Association
- Student Alliance on Multicultural & Mental Health Issues
- Student Senate
- Studio Artists at TC
- Taiwanese Student Association
- Taiko Society
- Zen Club

**TC ID Discounts**. With the use of the CU/TC ID, Teachers College students have access to many discounts throughout NYC. These discounts include:

- Museum of Modern Art, free admission
- Metropolitan Museum of Art, free admission
- Whitney Museum, free admission
- The 92nd Street Y, free or reduced-rate admission to events
- Lincoln Center
- The Juilliard School
- The Center for Environmental Research and Conservation (CERC)
- The New York Botanical Garden
- American Museum of Natural History
- The Wildlife Conservation Society
- The Wildlife Preservation Trust International
- The Greater Harlem Chamber of Commerce
- The Morningside Area Alliance
- The Upper Manhattan Empowerment Zone
Program in Social-Organizational Psychology
Department of Organization & Leadership

- The Schomburg Center for Research in Black Culture
- The Audubon Biomedical Science and Technology Park
- Barnes and Noble bookstore

Student Life also provides discount tickets to on- and off-Broadway shows, concerts, and movies (all tickets are sold on a first-come first-served basis at the Student Life Center, 158 Thorndike) as well as The NY Times and The Wall Street Journal.

For more information:
http://www.tc.columbia.edu/stlife/offcampus.htm
http://www.tc.columbia.edu/stlife/ID.htm

OFF-CAMPUS STUDENT ACTIVITIES

Student Life encourages students to participate in off-campus programs designed to enrich the overall educational experience for students through community service. For more information, go to:
http://cpmcnet.columbia.edu/dept/ps/community

ALFRED LERNER HALL

CU Main Campus
212-854-5800
http://www.columbia.edu/cu/lernerhall

Columbia University’s student center, Alfred Lerner Hall, offers a wide variety of services to TC students. These include: dining services, catering, university bookstore, copy center, computer labs, conference rooms, electronic banking center, ticketing services/box offices, and a billiard and game room.

SERVICES FOR STUDENTS WITH DISABILITIES

162 Thorndike Hall
212-678-3689
212-678-3853 (TTY)
212-678-4048 (fax)
rmk21@columbia.edu
http://www.tc.columbia.edu/administration/ossd/

By registering at Office of Access and Service for Students with Disabilities (OASID), a broad range of accommodations are available to meet individuals’ academic and employment needs. Applicability for each service is negotiated on an individual basis and described in an individual’s written accommodation plan. All service providers must be registered with our office in order to be paid for services rendered; a list of registered service providers is available at OASID upon request.

Most commonly utilized services are: editor, general academic assistant, library services, orientation, accommodations, reader, research assistant, registration accommodations, sign-language interpreter, test accommodations, tutor, and note taker.

INTERNATIONAL SERVICES

163 Thorndike Hall
212-678-3406
212-678-4048
Attn: International Services
http://www.tc.columbia.edu/~international/

The International Services Teachers College office offers international students aid with visa/immigration, registration, employment, housing, health, and more.

ON-CAMPUS DINING

There are many on-campus cafes and cafeterias for you to choose from, when it comes to on-campus eating. Teachers College Cafeteria is in the basement of Grace Dodge Hall. Another popular cafeteria is in Uris Hall, the business school building located on Columbia’s main campus. Other popular spots are located on Columbia’s Main Campus in Wein, Mudd, Lerner, and the Faculty House.
FITNESS FACILITIES

Teachers College
Swimming Pool, Ground Floor, 41 Thompson Hall
212-678-3307

The pool is open to TC students, and our Morningside area neighbors. A nominal fee is charged for the use of these facilities.

Columbia University
Marcellus Hartley Dodge Physical Fitness Center
212-854-3439

TC students are also eligible to use Columbia's main physical fitness facility free of charge. Present your TC Student ID at the front desk for entry. Pools, tennis courts, handball and squash courts, indoor running track, weight rooms, and a variety of other facilities are available. A wide variety of intramural activities and sports are also offered. Check out the Columbia University Fitness Center Web for detailed information regarding schedules and facilities. http://www.gocolumbialions.com

THE WRITING CENTER

46 Horace Mann
212-678-3789
http://www.tc.columbia.edu/centers/writing center

The Writing Skills Center is an on-campus tutorial service offering students assistance with their academic writing, including term papers and dissertations, lesson plans, journals, literature reviews, proposals, dissertations, reaction papers, and data-based research studies. They specialize in helping native English speakers, as well as non-native speakers. Some fees apply.

The Center maintains two computers available for client use as well as thesauri, dictionaries, a small library on writing issues, and writing handouts.

BOOKSTORES

Teachers College Bookstore
212-678-3920
212-678-3985 (fax)
1224 Amsterdam Avenue (corner of 120th/Amsterdam).
teachers@bkstore.com
http://www.bkstore.com/teachers

Teachers College Bookstore sells all text books. You can also reserve your textbooks online for in-store pickup through the store website. They are a division of Barnes and Nobles textbooks and, as such, are able to special order any other books that you might need. Teachers College Bookstore also sells TC merchandise, gift cards, picture frames, and school supplies, among other things. The bookstore accepts cash, Visa, MasterCard, Discover, American Express, personal checks, and Barnes & Noble Gift Certificates.

Columbia University Bookstore
2922 Broadway (115th/Broadway)
212-854-4131
212-866-8713 (fax)
http://www.bkstore.com/columbia

Columbia University Bookstore is located in the basement of Lerner Hall. They sell a variety of merchandise including school paraphernalia, books, and kitchen, and school, living supplies.

Residence Life

On-Campus Housing
Teachers College
212-678-3235
212-678-3222 (fax)
http://www.tc.columbia.edu/~administration/res-life/
Teachers College offers a variety of housing options for single and married students, students with domestic partners, and single parents. Approximately 450 rooms/apartments are available for single students and 150 apartments available for families/domestic partners.

- Fill out the housing application. Applications can be found in the Teachers College handbook or downloaded from the following website: http://www.tc.columbia.edu/~administration/res-life/appform.htm

Select a form of housing. For Teachers College housing options, visit: http://www.tc.columbia.edu/~administration/res-life/reshall.htm

For rates: http://www.tc.columbia.edu/~administration/res-life/rates.htm

- Mail the completed application to:
  Teachers College
  Office of Housing and Residence Life
  525 W. 120th St., Box 312
  New York, NY 10027

Be sure to include a $20 non-refundable application fee (cash, money order, or check payable to Teachers College) with your application.

When applying, keep in mind that housing is extremely competitive due to a limited number of available spots. As a result, students should apply for housing before they’ve been accepted to Teachers College. Applications are accepted for housing up to one year before you plan to begin your studies. To be considered for housing, the following application timeline is recommended:

- For Fall term entry: February 1
- For Spring term entry: September 1
- For Summer A term entry: December 1
- For Summer B term entry: January 1

Those students who live outside a 50-mile radius of New York City have the highest priority. Date of application is the other consideration when allotting spaces.

In order to maintain eligibility to occupy a residence hall unit, residents must be fully admitted to Teachers College and be registered for a minimum of 24 credits during a 12-month period beginning with the fall semester.

If you are allotted a space, which you choose to accept, a $500 deposit will be required when you return your signed housing contract.

### Off-Campus Housing

**Columbia University Off-Campus Housing Assistance (OCHA)**

419 W 119th Street (Lower Level)
New York, NY 10027

---

212-854-2773
212-854-5333 (fax)
http://www.columbia.edu/cu/ire/ocha/

The Off-Campus Housing Assistance (OCHA) office helps Columbia affiliates in their search for rental housing in non-Columbia owned buildings located in the metropolitan area. OCHA maintains a website and regular office hours to provide advice, resources, and an online database of available housing. OCHA's Free Services:

  For information on how OCHA operates, how to find or list rental housing in the metropolitan area, and to search OCHA’s online listings of available apartments.

- **Advice:** Our staff is available during posted office hours to provide advice on finding rental housing. The office is equipped with computers that can be used to search OCHA’s online database and is stocked with printed information relevant to your search such as lists of realtors and temporary housing as well as neighborhood and transit maps and more.

- **Online database:** The online database contains listings of non-Columbia owned rooms and apartments for lease, sublet, or share; long or short term; furnished or unfurnished; throughout New York City.

Columbia affiliates with a Columbia University Identification (CUID) and password (provided by OCHA) may search the listings.

The services offered by OCHA are for the use of students, graduates within the past five years, faculty, and staff of the schools of Columbia and Columbia affiliates such as Barnard and Teachers College.

When visiting our office, you must bring proof of your affiliation by presenting either: 1) current Columbia identification; 2) letter of acceptance/appointment from Columbia; 3) proof of employment; or 4) current alumni card or proof of graduation within the past five years. You may also fax this information to the office.

### NYC HOUSING OPTIONS

- Columbia University’s International House
  http://www.ihouse-nyc.org
  500 Riverside Drive
  New York, NY 10027-3916
  (212) 316-8400 admissions@ihouse-nyc.org

- **Village Voice** Classifieds:
  http://www.villagevoice.com/classifieds

- Lootusa.com

- Educational Housing Services:
  http://www.studenthousing.org

- Metro International: http://www.metrointl.org

- Contract with a NYC broker. A broker will act as a real estate agent in helping you search for housing.

- NJ: [http://www.njrealestate.com](http://www.njrealestate.com)
HEALTH SERVICES

4th Floor, John Jay Hall
212-854-2284

158 Thorndike Hall
212-678-3406
212-678-4048 (fax)

http://www.tc.columbia.edu/stlife/health.htm

Health Services provides a comprehensive range of programs. Primary care, women’s health, counseling, travel, and wellness services are offered for free or at a nominal charge to students who have paid the Health Service fee. All Health Service records are confidential.

Policies and Regulations:
• All students registered for 12 or more credits must enroll in the Health Service and Insurance.
• All students living in college housing must enroll in the Health Service and Insurance.
• Students registered for 0 credits may waive the Health Service and Insurance whether, living on-campus or off-campus.
• Waivers will be granted to students in the following special programs: AEGIS, INQUIRY, NURSE EXECUTIVE, and PEACE CORPS FELLOWS.
• Waivers may be granted to students living outside the five boroughs of New York City upon presentation of evidence of comparable coverage.
• All students who enroll in the Health Service must have insurance that covers hospitalization and other outside expenses.
• Students enrolled in the Student Health Insurance Plan for fall term will be automatically enrolled for the same plan for the spring term. **Students who do not enroll and do not submit waivers will be enrolled automatically.**
• All students who enroll in the Medical Insurance Plan must also enroll in the University Health Service. Students who enroll in the University Health Service must also enroll in the Medical Insurance Plan, or have comparable insurance coverage.
• Any registered student may enroll in the University Health Service and the Medical Insurance Plan. To enroll, a student must submit a completed enrollment form to the Office of Student Life by February 1.
• Dependent coverage is available for lawful spouse/same sex partner residing with the student and for the student’s unmarried children (including stepchildren and foster children) under the age of 19. Enroll directly with The Chickering Group using the dependent forms available in the Student Medical Insurance brochure.

Health Service and Medical Insurance Fees:
Health Service and Medical Insurance Plan Brochures are available from the Student Life Center, 159 Thorndike Lobby. For policy details, you may access the CU Heath Service web site at http://www.columbia.edu/cu/heath or The Chickering Group at http://www.chickering.com. The policy number is 704502.

Students who have comparable insurance may waive the Medical Insurance Plan by completing the Enrollment/Waiver Form which is available from the Office of Student Life, 159 Thorndike Lobby, and the Office of the Registrar, 152 Horace Mann. Enrollment is not available through the Touch-tone Registration System, but is available through TC-Web. All waivers must be submitted by February 1.

Immunization Information:
All students born on or after January 1, 1957 must provide proof of immunity to measles, mumps, and rubella. All information must be submitted to The Student Life Center. Make copies of your records before you submit them to Student Life. All documents should be submitted to the Office of Student Life, Thorndike Lobby.

Students registering for the first time in the fall, who are residents of New York State, will have until October 4 to submit immunization records. Students from outside New York State have until October 18 to submit. Students who do not submit will be placed on administrative suspension as required by New York State law.

OTHER SERVICES

Columbia Athletics
Dodge Fitness Center: 854-2548
Lion Line: 212-854-3030
http://www.gocolumbialions.com/
E-mail: athletics@columbia.edu
Full-time employment opportunities are also available at Teachers College. Job postings include positions such as professional and secretarial roles. Full-time employment includes health benefits, tuition exemption, and other perks. Part-time employment at Teachers College is also available. A variety of part-time job postings exist. A sampling of them includes:

- **Course Assistant:** Course assistants are essentially teaching assistants. These select students are invited by faculty members who have the course assistant allocations. Generally, this occurs when a course has 40 or more students enrolled. The course assistant supports the faculty member with designing and copying of handouts, office hours, tutorial sessions, lecture preparations, and other related tasks. The compensation is $800 per course for the semester.

- **Graduate Assistant:** Because of the pedagogical nature of some courses or special research needs for grant projects, students may have an opportunity to work as a researcher or course facilitator under the classification of serving as a graduate assistant. Usually, the graduate assistant positions are offered to advanced students in a particular field where the student’s expertise warrants this position. Graduate assistant salaries vary and are dependent on work schedules, past experience, and skills set. When appointed as a graduate assistant, the academic program may elect to issue scholarship points (maximum 3 points per semester and 6 per year).

- **Part-time Professional:** Various research and administrative part-time positions exist at the College. These positions usually include some tuition exemption. See the Human Resource website for postings.

- **Work study (Federal Work Study program):** Work study positions are available throughout the College. To check for openings, go to [http://www.tc.columbia.edu/administration/hr/openages/wsopen.htm](http://www.tc.columbia.edu/administration/hr/openages/wsopen.htm). All job listings are posted on HR office bulletin board by Main Hall 112, outside of the Financial Aid office, and online.

**Full-time Employment at Columbia or affiliates:**
Most of the positions offer tuition exemption, and there are usually conditions allowing for tuition exemption to spouses.

- **Columbia University:** [http://www.columbia.edu/cu/jobs](http://www.columbia.edu/cu/jobs)
- **Barnard College:** [http://www.barnard.edu/hr](http://www.barnard.edu/hr)
PROGRAM IN SOCIAL-ORGANIZATIONAL PSYCHOLOGY
Department of Organization & Leadership

LIVING IN NEW YORK CITY
PROGRAM IN SOCIAL-ORGANIZATIONAL PSYCHOLOGY
Department of Organization & Leadership

Living in New York City

Beyond the traditional classroom instruction, New York City is a vibrant location to expand your academic experience. Included in this section is a starter list of resources. For more information visit:
http://www.newyork.citysearch.com/
http://www.go-newyorkcity.com/
http://www.visitnyc.com
http://www.nytimes.com

BANKING

The two largest banks in the City are Citibank and Chase Manhattan. Both these banks have cash stations all around the city.

Citibank offers a special student account for Columbia students. To enroll in a student account with Citibank, you must either sign up during the promotion week in the fall (in Lerner hall, CU), or call the Citibank 800 number and enroll over the phone (the local branches do not have the forms). If you have direct deposit, this account gives you free checking and e-banking. There is a Citibank cash station on campus in Lerner and on Broadway at 111th St.

There is an ATM machine in the basement of Main Hall (service fee applies).

The nearest Chase Manhattan ATM is only a few blocks south of campus (at 113th) on Broadway.

Columbia University also operates a credit union. http://www.bethexfcu.org/

GROCERY STORES

Morningside Heights hosts several grocery stores. A few include:

- The Met, 125th/Amsterdam
- Fairway, 132nd/Riverside
- D’Ags, 110th/Broadway
- Morton Williams 115th/Broadway

If you are interested in buying your veggies fresh, visit one of NYC’s open-air markets including a small farmer’s market every Thursday and Sunday on Broadway between 116 and 115, or for a larger market, Union Square each Monday, Wednesday, Friday and Saturday. For more information:
http://www.cenyc.org/HTMLMG/maingm.htm
(select “market listing and schedule”)

Other useful stores:

- Columbia Hardware, 114th/Broadway
- Duane Reade, 123rd/Amsterdam

POST OFFICES

TC operates a small mailing center in the basement of Main Hall. A stamp machine is located nearby. The closest Federal Post Office branches are located on 112th between Broadway and Amsterdam and on 125th, near Martin Luther King Blvd.

There is also a Mail Boxes, Etc. located at 2840 Broadway (Broadway/110th), (212)865-9601.

LAUNDRY

Local laundry and dry cleaning facilities include:

- A & M Automatic Laundry Inc., 2783 Broadway (212) 865-5158
- Dots TLC Laundry, 2480 8th Ave. (212) 491-1226
- Harlem Laundry Center, 449 W 125th St. (212) 280-1280
- Joe Far Laundry, 601 W 112th St. (212) 666-3440
- 251 W 116th St Laundry Corp., 251 W 116th St. (212) 222-4360
- Ye Olde Dry Cleaners, 1221 Amsterdam Ave. (212) 866-2056

GYMS

Aside from TC and CU’s gyms, other facilities include:

- Bally Fitness Center, www.ballyfitness.com
- Crunch, www.crunch.com
- Equinox, www.equinoxnyc.com
- Golds Gym, www.goldsgym.com
- New York Sports Club, www.nycs.com

RESTAURANTS

Amsterdam and Broadway are a lined with restaurants of every kind. A few include:

- Ajanta Indian Restaurant, Amsterdam/121 (Indian)
- Amir’s, Broadway/113-114 (Middle Eastern)
- Amsterdam Café, Amsterdam/119-120 (American)
- Amsterdam Pizza, Amsterdam/119-120
- Apple Tree Supermarket, Amsterdam/120 (take-out)
- Café Pertutti, Broadway/112 (Italian)
- Café St. John, Amsterdam/110 (French)
- Camille’s, Amsterdam/116 (Italian and American)
- Fish, Broadway/108 (seafood)
- Flor de Mayo, Broadway/100-101 (Chino Latino)
- Kitchenette, Amsterdam/123 (American)
- McDonald’s, Broadway/125
- Metisse, Amsterdam/105 (French)
- Ollie’s, Broadway/116 (Chinese)
- 107 West, Broadway/107 (Cajun)
- Olive Tree Deli, Broadway/121 (take-out)
- Subs Conscious, Amsterdam/119-120
- V&T Pizzeria, Amsterdam/110
- Zula, Amsterdam/122 (Ethiopian)
LIBRARIES

NY Public Library offers New Yorkers access to hundreds of thousands of book, magazines, newspapers and other literary resources through any one of 85 sites located throughout the metro area.

The main branch (the one in “Ghostbusters”) is located on 42nd/Fifth Avenue. It houses art collections, exhibits, a job information center, and various other resources.

The nearest branch to TC is the Morningside Branch, located at 115th/Broadway. For more information regarding this branch, call 212-666-9393.

http://www.nypl.org
NYPL Main Switchboard: 212-930-0800

PARKS

Three Parks are located within walking distance of TC.

• Morningside Park (from 110th-122nd between Amsterdamp and Morningside), moringsidepark.org
• Riverside Park (from 72nd-145th between Riverside and West Side Highway), riversidepark.org
• Central Park (entrance at Central park West and 110th Street), centralpark.org

Each of these parks hosts events throughout the year. Visit their websites for more information.

CLUBS

Latin, swing, jazz, techno. There is club for everyone in NYC. Check on the web for more information regarding the NYC clubbing scene or go to websites:

• clubplanet.com
• ny.com/clubs

TRAVEL

Hotel:
• Travel One, 1-800-872-8528
• The Beacon, 787-1100
• The Belvedere, 245-7000
• The Carnegie, 245-4000
• Doubltree Guest Suites, 719-1600
• The Lucerne, 875-1000
• The Mayflower, 265-0060
• Milburn Hotel, 362-1006
• The Newton, 678-6500
• The Radisson Empire, 265-7400
• The Travel Inn, 695-7171

Airfare Discount Programs:
• Delta Shuttle and TWA 1-800-872-8528.

MUSEUMS

NYC offers an incredible array of museums. Including:

• American Museum of Natural History, http://www.amnh.org
• Whitney Museum of Folk Art, www.whitney.org
• The Metropolitan Museum of Art (The Cloisters), http://www.metmuseum.org
• Museum of Modern Art, www.moma.org
• Brooklyn Museum of Art, http://www.brooklynart.org/
• The Jewish Museum, http://www.thejewishmuseum.org/
• Cooper-Hewitt National Design Museum, http://ndm.si.edu/
• Museum of the City of New York, http://www.mcny.org/
• The Frick Collection, www.frick.org
• El Museo del Barrio, http://www.elmuseo.org/
• Museum of Television and Radio, http://www.mtr.org
• Newseum/NY, http://www.newseum.org

Some of these museums are free, discounted with a student ID, or donations on specified days.

• American Craft Museum (free Thurs 6--8pm);
• Bronx Zoo (free Wed)
• Brooklyn Botanical Garden (free all day Tues, Sat 10am—noon)
• Brooklyn Museum of Art (free 5pm, first Sat of every month)
• The Cooper-Hewitt National Design Museum (free Tues, 5-9pm)
• Solomon R. Guggenheim Museum (donations Fri 6-8pm)
• The Jewish Museum (donations Tues 5pm--8pm)
• Museum of Modern Art (donations Fri 4:30-8:15pm)
• New Museum of Contemporary Art (free Thurs 6-8pm)
• New York Botanical Garden (free all day Wed, Sat 10am-noon)
• Studio Museum in Harlem (free first Sat of every month)
New York City hosts an incredible variety of events each year. The following are just a sampling of these events. To keep on top of NYC happenings, read the New York Times (nytimes.com) or visit websites such as www.nycvisit.com or www.nyctoursit.com or www.allny.com.

Brooklyn Museum of Art First Saturdays. Free dancing, concerts, admission to museum the first Saturday of every month. Starts around 6:30/7pm. http://www.brooklynart.org/

JANUARY

Chinese New Year. Every year Chinatown celebrates the Chinese New Year with two weeks of celebrations. These include: parades, dancing, fireworks, and concerts. 212/373-1800. Mid-January.

Restaurant Week. Each January (and again in summer) some of New York’s most exclusive and expensive restaurants allow you to lunch for only $20.00 (3 courses) or have dinner for only $30.00 (3 courses). Reserve in advance as spots fill up fast. www.restaurantweek.com. Late January or early February and summer through Labor Day.

FEBRUARY


MARCH

St. Patrick’s Day Parade. More than 150,000 marchers join in the world’s largest civilian parade on Fifth Avenue (from 44th to 86th Streets). 212/484-1222. March 17.

APRIL

The Easter Parade. This parade has no bands or baton twirlers. Instead this springtime parade on Fifth Avenue (from 48th to 57th Street) is a contest of exhibitionism. 212/484-1222. Easter Sunday.

MAY

Bike New York: The Great Five Boro Bike Tour. The largest mass-participation cycling event in the US attracts about 30,000 cyclists from all over the world. The track runs through each of the five boroughs. www.bikenewyork.org. First or second Sunday in May.

Ninth Avenue International Food Festival. Foods from all over the world join with street musicians, bands, and vendors to create one of New York’s more festive street fairs. 212/581-7217. One weekend in mid-May.

Fleet Week. Come visit the ships and aircraft carriers as they dock in at the piers on the west side of Manhattan and watch exhibitions by the US Marines. The week-long celebration is hosted by the Intrepid Sea-Air-Space Museum. 212/245-0072 or www.uss-intrepid.com. Late May.

Washington Square Outdoor Art Exhibition. This Greenwich Village tradition features the works of 250 artists displayed on 20 blocks in and around Washington Square Park. 212/382-6255. Memorial Day weekend and the following weekend and again in September.

JUNE

Museum Mile Festival. One of New York’s most significant cultural traditions, nine of the most prestigious and diverse museums in the country are open free to the public as 5th Avenue closes for foot traffic. Live bands, musicians, and street entertainers create a convivial atmosphere along a mile of Fifth Avenue. www.museummile.org. Second Tuesday in June.

SummerStage. A summer-long festival of free or low-cost outdoor concerts in Central Park, featuring world music, pop, folk, and jazz artists begins. 212/360-2777 or www.summerstage.org.

Metropolitan Opera in the Parks and New York Symphony. Free evening performances are given in city parks. 212/362-6000 or www.metopera.org. June through July.


Harlem Meer Performance Festival. Enjoy the sounds of jazz, blues, Latin and gospel for free in Central Park’s Harlem Meer. Through September.

South Street Seaport. “Home Before Midnight Concert Series” and CenterStage Concert Series. Enjoy all kinds of free music throughout the summer. http://www.southstreetseaport.com
**PROGRAM IN SOCIAL-ORGANIZATIONAL PSYCHOLOGY**

Department of Organization & Leadership

**Bryant Park.** This park, located on Fifth Avenue and 42nd Street behind the main branch of the New York Public Library, hosts a variety of free activities throughout the summer. These include:

- Mondays: movies at dusk
- Thursdays: 7:30 pm concerts
- Fridays: 7-9 am ABC Good Morning America concert series


**JULY**

**Independence Day Harbor Festival and Fourth of July Fireworks Spectacular.** Start the day with the Great July Fourth Festival in Lower Manhattan and then catch Macy’s famous fireworks display over the East River (the best vantage point is from the FDR Drive). 212/484-1222. July 4.

**Lincoln Center Festival.** This festival celebrates the best of the performing arts from all over the world. Schedules are available Mid-March, tickets go on sale late-May. 212/546-2656 or [www.lincolncenter.org](http://www.lincolncenter.org). July.

**Midsummer Night’s Swing.** Lincoln Center Plaza fills with the sounds of big-band, salsa, tango, African music and dancers all summer long. Dance lessons are offered with the purchase of a ticket. 212/875-5766 or [www.lincolncenter.org](http://www.lincolncenter.org). July and August.

**Mostly Mozart.** World-renown ensembles and soloists are featured at this month-long series at Avery Fisher Hall. Schedules are usually available mid-April and tickets in early May. One concert each summer is usually open to anyone free of charge. 212/874-5030 or [www.lincolncenter.org/mostlymozart](http://www.lincolncenter.org/mostlymozart). Late July through August.

**AUGUST**

**Lincoln Center Out-of-Doors.** This series of free music and dance performances is held outdoors at Lincoln Center. 212/875-5108 or [http://www.lincolncenter.org](http://www.lincolncenter.org). August to September.

**New York Fringe Festival.** Held in a variety of tiny Lower East Side venues, this arts festival presents alternative as well as traditional theater, musicals, dance, comedy, etc. Hundreds of events are held at all hours over about 10 days in late August. 888/FRINGENYC or [http://www.fringenyc.org](http://www.fringenyc.org). Mid-late August.

**US Open Tennis Championships.** The final Grand Slam event of the tennis season is held at the Flushing Meadows Park in Queens. Tickets go on sale in May or early June. [http://www.usopen.org](http://www.usopen.org). Two weeks surrounding Labor Day.

**Harlem Week.** The world’s largest black and Hispanic cultural festival spans almost the whole month. Activities include the Black Film Festival, Harlem Jazz and Music Festival, and the Taste of Harlem Food Festival. [http://www.harlemweek.com](http://www.harlemweek.com) or [http://www.discoverharlem.com](http://www.discoverharlem.com). Throughout August.

**SEPTEMBER**

**West Indian-American Day Parade.** This annual Brooklyn event is one of New York’s largest street celebrations. Music, costumes, and food fill the streets. The parade runs down Eastern Parkway in Brooklyn. 212/484-1222. Labor Day.

**Wigstock.** Hundreds of drag queens celebrate Wigstock which has outgrown its original East Village location and has been held on the pier at 11th Street on the Hudson River in recent years. 212/620-7310 or [http://www.wigstock.nu](http://www.wigstock.nu). 212/484-1222. September.

**Broadway on Broadway.** A free afternoon featuring the songs and casts from virtually every Broadway production performing on a stage erected in the middle of Times Square. 212/768-1560 or [http://www.timesquarebid.org](http://www.timesquarebid.org). Early or mid-September.

**Feast of San Gennaro.** Little Italy celebrates the patron saint of Naples with food, music, vendors, and games on Mulberry Street, north of Canal. 212/768-9320 or [http://www.sangennaro.org](http://www.sangennaro.org). Usually 10 days in mid-September.

**New York Film Festival.** Big and small films premier at this Lincoln Center festival. 212/875-5601 or [http://www.filmilnc.org](http://www.filmilnc.org). Two weeks from late September to early October.

**BAM New Wave Festival.** The Brooklyn Academy of Music showcases experimental dance, theater, and musical works. 718/636-4100 or [http://www.bam.org](http://www.bam.org). September through December.

**OCTOBER**

**Ice-Skating.** Show off your skating at the Rockefeller Center rink (212/332-7654), open from mid-October to mid-March, or at the larger Wollman Rink in Central Park at 59th Street and Sixth Ave (212/394-1010) through April.

**Feast of St. Francis.** Animals from goldfish to elephants are blessed at the Cathedral of St. John the Divine. A festive fair follows the blessings and music events. Buy tickets in advance. 212/316-7540 or [http://www.stjohndivine.org](http://www.stjohndivine.org). First Sunday in October.

**Greenwich Village Halloween Parade.** Halloween at its most outrageous. A little bit of everyone comes out for this after-hours parade. It starts after sunset at Spring Street and marches up Sixth Ave to 23rd Street. [http://www.halloween-nyc.com](http://www.halloween-nyc.com). October 31.
NOVEMBER

New York City Marathon. Some 30,000 hopefuls from around the world participate in the largest US marathon. If you aren’t running, cheer on the runners at the finish line in Central park. 212/860-4455 or http://www.nyrr.org. First Sunday in November.


Macy’s Thanksgiving day Parade. The famous procession goes from Central Park West and 77th Street and down Broadway to Herald Square at 34th Street. The night before you can often see the big blow-up on Central Park West at 79th Street. 212/484-1222. Thanksgiving Day.

The Nutcracker. Tchaikovsky’s holiday favorite is performed by the New York City Ballet at Lincoln Center. Tickets usually go on sale in early October. 212/870-5570 or http://www.nycballet.com. Late November through early January.

DECEMBER

Lighting of the Rockefeller Center Christmas Tree. The annual lighting ceremony is accompanied by an ice-skating show, singing, entertainment, and a huge crowd. The tree stays lit around the clock until after the New Year. 212/632-3975. Early December.

Holiday Trimmings. Stroll down Fifth Avenue and you’ll see doormen dressed as wooden soldiers at FAO Schwartz, a 27-foot sparkling snowflake floating over the intersection outside Tiffany’s, the Cartier building ribboned and bowed in red, wreaths around the necks of the New York Public Library’s lions, window displays in Saks Fifth Avenue and Lord & Taylor and much more. Throughout December.

Christmas Traditions. In addition to The Nutcracker and the Radio City Music Hall Christmas Spectacular, traditional holiday events include A Christmas Carol at the Madison Square Garden theater (212/465-6741 or http://www.thegarden.com). Also, at Avery Fisher Hall is the National Chorale’s sing-along performance of Handel’s Messiah (212/875-5030 or http://www.lincolncenter.org).

Lighting of the Hanukkah Menorah. The world’s largest menorah is at Manhattan’s Grand Army Plaza, Fifth Avenue and 59th Street. Hanukkah celebrations begin at sunset with the lighting of the first of the giant electric candles.


Also on New Years, a 5K Midnight Run in Central Park sponsored by the New York Road Runner’s Club (http://www.nyrr.org) followed by fireworks or fireworks in Brooklyn’s Prospect Park (http://www.prospectpark.org).

The Cathedral of St. John the Divine’s annual New Year’s Eve Concert for Peace. Reserved tickets are pricey, but general-admission seating is free. 212/316-7540 or www.stjohndivine.org.