Preface

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

Suggestions, comments, and questions regarding this or future editions of the Student Handbook may be addressed to the Office of Student Activities and Programs, Teachers College, Box 42, 162 Thordike Hall, New York, NY 10027, or email studentactivities@tc.columbia.edu.

Non-Discriminatory Policy
Pursuant to Revenue Procedure 75-50 dated December 8, 1975, and Title IX of the Education Amendments of 1972 (“Title IX”) and part 86 of the Department of Health and Human Services, regulations promulgated to effectuate Title IX, and The Americans with Disabilities Act of 1990, Teachers College hereby gives notice of its nondiscriminatory policy as to students and employees:

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

Teachers College Diversity Mission Statement
(October 17, 2002)
To establish Teachers College as an institution that actively attracts, supports and retains diverse students, faculty and staff at all levels, demonstrated through its commitment to social justice, its respectful and vibrant community and its encouragement and support of each individual in the achievement of his or her full potential.

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Dear TC Student,

Hello and a warm welcome to you from the Office of Enrollment and Student Services (OESS). We are thrilled that you have chosen to join our TC community. A rich educational, professional and interpersonal experience awaits you here.

During your time as a prospective student and as an applicant and admitted student, you have had the opportunity to work most closely with our staff in the Office of Admission. As you move to being an enrolled student, our staff members look forward to working with you, such as the Offices of the Registrar, Financial Aid, Student Activities and Programs, Career Services and many more. Our goal is to help make your student experience a smooth one, from matriculation to graduation. To that end, we will do our best to serve you, and respond to your questions and concerns in a timely and professional manner. Our hope is that you will work with us in helping to ensure that your experience at TC is the best it can be.

As your time with us begins, you’ll be hearing from me about regular open office hours I’ll be offering, and they will be posted on our website at www.tc.edu/oess. These will take place at different times during each semester, to enable students to come and meet with me without having to make a special appointment. If you have a question or need some assistance, please do not hesitate to contact us. I and my OESS team are here to help you in any way possible.

Once again, WELCOME to TC, and my best to you. I look forward to meeting you soon.

Sincerely,

Donald C. Martin, Ph. D.
Associate Dean for Enrollment and Student Services
Dear TC Student,

On behalf of the Office of Student Activities and Programs, welcome to Teachers College, Columbia University! Whether you are a first-year, master’s or doctoral student in one of our many programs, or you are transferring from another institution, we’re pleased to have you as part of the TC community.

As I speak with students who are furthering their education, they often talk about how they have benefited from the various opportunities to participate both in and out of the classroom. Please consider the many different and unique resources and opportunities offered here at Teachers College, including our student organizations.

Students who are involved are more satisfied with their graduate school experience, more likely to persist to graduation, and more likely to become leaders in their profession. Teachers College offers a wide variety of resources to assist you in achieving your goals. This handbook lists many of those resources, but our most important resource is our people. I encourage you to speak with a member of the TC Community when you have questions. If you are not sure where to go, come to our office in 160 Thorndike, (212) 678-3690, or e-mail studentactivities@tc.edu.

I, as well as the Office of Student Activities and Programs staff, look forward to working with you to help you achieve your educational, professional, and personal goals. Once again, welcome to Teachers College! I wish you good luck and success throughout your first year and beyond. Best wishes for a safe, healthy, and productive 2006-07 year.

Sincerely,

Maria R. Terrana
Director of Student Activities and Programs
Susan H. Fuhrman, is the tenth president of Teachers College and its first female president.

Today, some 5,000 students in programs leading to both master’s and doctoral degrees study at Teachers College in fields ranging from clinical psychology to movement sciences to curriculum and teaching. Nearly 150 full-time faculty members teach and conduct research in the New York City schools, as well as around the nation and the world.

Susan H. Fuhrman, is the tenth president of Teachers College and its first female president.
1986  The Institute for Learning Technologies is established.
1990  The National Center for Restructuring Education, Schools, and Teaching (NCREST) is established.
1996  The Center for Educational Outreach and Innovation is established.
1996-8 Teachers College is ranked #1 graduate school of education by U.S. News & World Report.
1997  The Heritage School opens in East Harlem, offering a program that integrates performing, visual and literary arts into a comprehensive education curriculum.
1999  The Everett Student Lounge opens.
2000  The Schools of Education Research Project, The National Center for the Study of Privatization in Education (NCSPE), the Community College Research Center, the Center on Chinese Education, and The New Teacher Institute are established.
2002  Milbank Chapel restoration is completed.
2003  New residence hall construction begins.
2003  Record-breaking Capital Campaign raises over $150 million.
2003  Teachers College reestablishes a presence in Afghanistan to aid in reconstructing the country’s educational system.
2004  Teachers College celebrated the 50th anniversary of Brown vs. Board of Education. Among the events held for this landmark occurrence included a study on the effect of this decision from the students’ perspective, an evaluation of the No Child Left Behind Act, and even a visit from Bill Cosby for local 9th grade students at Riverside Church.
2004  Teachers College cuts the ribbon for the new residence hall on 121st Street.
2005  Teachers College launches the Campaign for Educational Equity in June. The Campaign seeks to overcome the gap in educational access and achievement between America’s most and least advantaged students.
2006  Arthur Zankel was a dedicated Trustee, a valued advisor, and a generous contributor of his time, wisdom, and resources to the mission of Teachers College. Most of all, he was our friend. A bequest from the Zankel estate established the Zankel Urban Fellowships – 50 scholarships ($10,000 each) for students who will serve internships in the College’s programs for underserved New York City school children. To honor Mr. Zankel and his contributions to education, Teachers College renamed Main Hall as the Arthur Zankel Building.

College Administration

President of the College
Susan H. Fuhrman, Ph.D.
124 Zankel (formerly Main Hall)
(212) 678-3131
The President is the chief executive officer of the college, reporting to the board of trustees. Along with the members of her Senior Staff (Vice President for Academic Affairs and Dean of the College, Vice President for Finance and Administration, Vice President for Development and External Affairs, Assistant to the President/Secretary to the College, and Special Counsel to the President), the President is statutorily granted “full charge of the administration of the college.”

Vice President for Academic Affairs and Dean of the College
TBA
122 Zankel
(212) 678-3050
The Office of the Vice President for Academic Affairs & Dean of the College directly oversees the Academic Departments and Programs of Teachers College, the Associate Deans, the Assistant Dean, the Gottesman Libraries, the Teachers College Record, the Center for Educational and Outreach Innovation as well as a number of College – Community Partnerships, such as the TC Education Zone initiative here in Harlem. The Dean chairs several College-wide committees (e.g., the Standing Committees on Tenure and Promotion and the Conflict of Interest and Commitment Committee) and also oversees, through the Associate Deans, several additional Committees as well as the Offices of: Teacher Education and School-Based Support Services, Enrollment and Student Services, Policy and Research, Accreditation and Assessment, Institutional Studies, Sponsored Programs, and Doctoral Studies.

Diversity and Community - Office of the President

General Counsel
Janice S. Robinson, Esq. General Counsel
Executive Director
Assistant Professor of Higher Education, Department of Organization and Leadership
128 Zankel
(212) 678-3391
jsr167@columbia.edu
www.tc.columbia.edu/administration/diversity
The Office for Diversity and Community leads the President’s and College’s initiatives concerning community, diversity, civility, equity, and discrimination. The philosophy is to encourage the College community to listen, learn, educate, and work together in collaborative and positive ways. The Office, working with others in the College, addresses issues involving faculty, staff, students, and alumni. These concerns may overlap with potential legal issues (i.e., equity, discrimination, due process, retaliation). Simultaneously, the Office focuses on the systemic issues by addressing policy and procedural concerns.
Ms. Robinson chairs the Committee for Community and Diversity, across-college constituent committee, and serves as a member of the President’s Senior Staff. As General Counsel, she is the College’s in-house counsel and provides advice and counsel to the President and College employees. She participates in the formulation of College policies involving legal issues, manages the College’s legal affairs and supervises outside counsel.

Faculty and staff members with concerns are encouraged to deal directly with the instructional or administrative officers of the College most directly concerned with the matter first when seeking resolution with a matter.
ACADEMIC RESOURCES

Associate Dean for Academic Administration
William J. Baldwin, Associate Dean
113 Zankel
(212) 678-3052
The Associate Dean is responsible for the Office of Institutional Studies, the Office of Sponsored Programs, as well as the Institutional Review Board (IRB) Committee, and the Ed.D. and Ph.D. Committees – these are part of the Office of Doctoral Studies (ODS). The Associate Dean also serves as the primary point of contact for the Harassment Panel and for all students interested in the program of Interdisciplinary Studies in Education.

Associate Dean for Enrollment and Student Services
Donald C. Martin, Associate Dean
148 Horace Mann
(212) 678-3423
The Associate Dean for Enrollment and Student Services is responsible for the following offices: Access and Services for Individuals with Disabilities, Admission, Career Services, Doctoral Studies, Financial Aid, International Services, Registrar, and Student Activities and Programs. The Associate Dean also directs individuals who provide student advisement, staff development, marketing, and technical support within the division. He also oversees the Petrie Fellowship Program.

Associate Dean for Policy
Sharon Lynn Kagan, Associate Dean
371 Grace Dodge
(212) 678-8255
The Associate Dean for Policy has the responsibility of directing the Office of Policy and Research. The Office of Policy focuses on advancing Teachers College as an academic center for policy-related research. The office will work closely with faculty, policymakers, foundations, federal, state, and local governments, and the media in the generation and dissemination of high quality, policy-salient research.

Associate Dean for Teacher Education and School-Based Support Services
A. Lin Goodwin, Associate Dean
406A Russell
(212) 678-3502/3466
The Associate Dean for Teacher Education and School-Based Support Services manages and provides key support with respect to Liaison/Relations with the NYS Department of Education and the NYC Board of Education regarding the registration of teacher education degree programs. The Associate Dean also assists with accreditation and program reviews and verifies applications of candidates for teacher certification.

Center for Educational Outreach and Innovation (CEO&I)
Ann Armstrong, Executive Director
Center for Educational Outreach and Innovation
107 Zankel
(212) 678-3987
The Center for Educational Outreach and Innovation serves Teachers College by partnering with academic departments, faculty members, and graduate students to expand the reach and impact of the College. The Center works with key faculty and content experts to develop innovative programs and services for existing and new audiences. The Center:
• Fosters the creation and expansion of innovative programs and program formats to reach new audiences across the lifespan;
• Develops existing and additional summer offerings into a comprehensive summer program;
• Designs and develops special conferences, seminars, workshops, and e-Learning initiatives in conjunction with academic departments of the College. These events meet the needs of professionals practicing in educational, psychological, health care, and other settings.

Change of Degree/Program
Office of Admission
146 Horace Mann
(212) 678-3710
Students who are currently registered in a degree program at Teachers College who wish to pursue further study (either in different programs or degree levels) may come to the Office of Admission for a re-application form and for more details on the process and documents required.

Communication and Information

COLLEGE COMMUNICATION
The College is using email as the preferred way of communicating important and official information with its students. Each student has the responsibility for activating the Columbia University Network ID (UNI) which includes a free CUNIX email account. Students are responsible for being aware of official messages sent to that account. Teachers College expects that every student will receive email at his or her Columbia University email address and will read email on a frequent and consistent basis. A student’s failure to receive and read College communications in a timely manner does not absolve that student from knowing and complying with the content of such communications. All use of email will be consistent with other Columbia University policies including the Acceptable Use Policy (www.columbia.edu/cu/policy).

The UNI also provides access to Columbia libraries and databases, TC ClassWeb, and MyTC Portal, which includes College and course information. See the “Computing and Information Services” section in this Handbook or visit the Student Computing Support Center in 242 Horace Mann for assistance in setting up your CUNIX account and email forwarding. Information concerning emergencies or school closings is published in several ways:
• WINS at 1010 on AM radio
• WCBS at 880 on AM radio
• The TC Web homepage at www.tc.columbia.edu
• The main telephone number (212) 678-3000
MyTC Portal
MyTC Portal is a customizable, interactive web portal that acts as the “door” to a set of resources that will be important for you at Teachers College. The portal comes with a variety of “information channels” such as college and course announcements, news, links to courses (ClassWeb), personal calendar and search engines. To access MyTC Portal you should select MyTC Portal in the “MyTC” pull down menu at the top of the Teachers College homepage. MyTC Portal requires a Columbia University USER NAME (UNI) and a password. Both can only be obtained by activating your CUNIX account.

TC ClassWeb
ClassWeb is a course management system where you can find information about your courses including syllabi, course materials and announcements. You may also use ClassWeb to participate in on-line discussions and chat sessions. The classes in which you are enrolled are automatically listed in MyTC Portal; click onto one of your classes to enter ClassWeb.

Email Lists
Email lists are maintained for all currently registered students for announcements from College administration and the Student Senate. You will receive a weekly summary of activities as well as various official announcements. There are also lists for each major, and you will receive news from your program respective to the year that they are admitted to their program. It is distributed to new students during orientation.

Columbia University Telephone Information
(212) 854-1754
www.columbia.edu (Use the search box on the right with ‘people’ selected for the online directory.)

Columbia University extensions can be reached from TC phones by dialing 71 and the five-digit extension. From non-TC phones, dial the full number.

Teachers College Telephone Information
Off-Campus: (212) 678-3000
On Campus: Dial “0”
www.tc.edu (Click on the phone icon at the left for the online directory.)

Teachers College extensions can be reached from TC phones by dialing the last four digits of the phone number. From non-TC phones, dial the full number.

TC News Bureau
www.tc.columbia.edu/newsbureau
Keep in touch with TC news and events by going to the News Bureau website. All news and information on the site is maintained and updated by the Office of External Affairs in 193 Grace Dodge, (212) 678-3231.

PUBLICATIONS
College publications are available online and are distributed throughout campus, particularly in the lobbies of Zankel and Thorndike. They include the following:

TC Catalog
www.tc.columbia.edu/admissions/catalog.htm
The Catalog contains important policies and procedures applicable to students respective to the year that they are admitted to their program. It is distributed to new students during orientation.

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

Inside TC
www.tc.columbia.edu/newsbureau
An monthly publication about the College, including recent events, awards, and news about students, faculty, staff and upcoming events.

TC Today
www.tc.columbia.edu/newsbureau
A seasonal publication about the College for alumni and friends.

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

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

Columbia University Record
(212) 854-3282
A bi-weekly newspaper published by the Information Office of Columbia University. It includes a calendar of the lectures, concerts and events occurring on campus.

Computing and Information Services
V. Ena Haines,
Director of Information Technology
George Schuessler,
Director of Academic Computing
234 Horace Mann
(212) 678-3302 (M-F 9:00 – 6:00)
(212) 678-3304 (evenings/weekends)
www.tc.columbia.edu/cis
CIS provides a newly renovated Student Computing Support Center in 242 Horace Mann with 70 PCs and Macs, scanners and printers, three micro-computer-equipped classrooms (234 Horace Mann Laptop Lab, 345 Macy Maclab and 345 Macy PC Lab), and the Instructional Media Lab (IML, located in 265 Macy, with video and sound recording and editing, DVD burning and other multimedia development resources. Our staff is available to assist you with routine tasks and problems; problems requiring special attention are addressed by appointment. You can find more information about these facilities on our website by going to the TC homepage, and rolling over “Computing and Technology” on the left side of the page.

Workshops
CIS holds a series of technology training workshops each semester. Information regarding schedules, fees and orientation materials is available on our website by going to the TC homepage and selecting the “Support and Training” option from the “Computing and Technology” section. You can also obtain this information in 234 Horace Mann or the Student Computing Support Center in 242 Horace Mann.

Internet Access
Access to the Internet is available from ubiquitous wireless network coverage as well as public workstations, in labs, classrooms, the library, Everett Lounge, and kiosks around the College. Colum-
Academic Resources

bria University provides dial-up access from home, the modem access number is (212) 854-3100, but we strongly recom-

mend broadband (DSL or cable-modem) because students have reported dissatisfaction with slower access when

using resources such as TC ClassWeb. Network software for home dial-up can be downloaded from MyTC Portal

(see below). Click on the “Software and Tools” tab. On this page, you will also find other site-licensed software

available to you without charge such as McAfee virus protection and the Endnote bibliographic database program. If

you expect to use your computer on the TC network, please register it by filling out a web form, found by navigating

from the TC homepage to “Computing and Technology,” selecting “Email and Network access” and then “Register Your

Computer.” Fall registrations are due by September 17th; the Spring deadline is February 4th. (Please see the “Comput-

ing and Technology” website.)

Email Accounts and Web Pages

All students need to activate the free Columbia University Network ID (UNI) and email account to receive official

College notices, and for access to your courses via MyTCPortal and ClassWeb as well as access to library resources

such as bibliographic searching and other University assets. Columbia email accounts with space for publishing

web pages are free of charge. They are referred to as CUNIX accounts.

Several days after you have paid your tuition deposit, you will be able to activ-

ate your UNI. To find out what your UNI is and to start using your email account you need to ACTIVATE your new account

and choose a password between 6 and 8 characters. Select MyTC & Email from the dropdown

list. MyTC Portal requires a University Network ID or UNI and a password. This

password can only be obtained by activating your CUNIX account (see Email

Accounts above.)

myTC Portal

MyTC Portal acts as the “door” to a set of resources that will be important for you at Teachers College. The portal comes with a variety of “information channels” such as links to courses, research

groups, college and course announcements, news, personal profile and downloadable site licensed software. To

access MyTC Portal, select “MyTC & Email” from the TC homepage, then “MyTC & ClassWeb” from the dropdown

list. MyTC Portal requires a University Network ID or UNI and a password. This

password can only be obtained by activating your CUNIX account (see Email

Accounts above.)

TC ClassWeb

ClassWeb is a course management system where you can find information about your courses including syllabi, an-
nouncements, and course material. You may also use ClassWeb to participate in on-line discussions and chat sessions. To

help you determine which courses are of interest, many faculty members post their syllabi online. To access these, click on “Students” from the top menu bar on the TC homepage, then click on “Class Schedule.” After choosing a semester and other search criteria, you will see a listing of courses with a highlighted

Course Number, or CRN, to the left of each listing. Click on the CRN to open the syllabus page. Once registered for

a course, you will find a link directly to its ClassWeb pages from your MyTC Portal page.

Computer Security

For those who will be using the campus network, for example in Whittier or New Residence Hall or through wireless con-

nections, we require that you maintain your computer with current virus pro-
tection and operating system patches. For others with home computers we strongly encourage you to follow the same

recommendations. The College has site licensed virus protection software for both Windows and Mac. You

can download it free of charge from MyTC Portal. Click on the “Software and Tools” tab. For operating system

patches, those with Windows should click on Windows Update in the Start menu; those with Mac OS X can click on

Apple>System Preference>Software updates to configure automatic updates. Be aware that violating copyright laws by
downloading music, video, etc. through file sharing programs is illegal. Violations of copyright law are also

violations of University policy and may subject you to disciplinary action under applicable College procedures. You can

find more information about this policy at www.columbia.edu/computing/copyright.

Residential Computer Network Connection for Whittier and New Residence Hall (ResNet)

Every room in Whittier and the New Residence has a high speed Ethernet jack. Any resident with a personal com-
puter (PC/Mac) that meets the required minimum configurations including on-
goings anti-virus and operating system updating can connect to the Internet at

high-speed, and access resources like Email and the World Wide Web. This

high-speed connection is many times faster than a modem connection. You

must register your computer as noted above. You will find more information on using your computer on the Col-

lege network on the “Computing and Technology” website. In particular, you

should follow the suggestions outlined in the “Computer Security” paragraph

above.

ResNet for Family Housing

As of Fall 2006, family housing will have wireless Internet access, and the current cable modem service will be

discontinued. Any resident with a personal computer that meets the minimum requirements and a wireless

access card can connect to the Internet and from there to Columbia University and Teachers College resources. More information on ResNet is on the “Computing and Technology” website. If you expect to use this resource, register your computer as noted above.
Policy on Acceptable Use of Information Technology Resources at Teachers College

By using Teachers College and Columbia University electronic resources and services, an individual assumes personal responsibility for their appropriate use and agrees to comply with all relevant College and University policies, as well as State and Federal laws and regulations. Use of Teachers College information technology resources is a privilege predicated on adhering to Columbia University and Teachers College policies. The College and the University must take immediate action when notified of infractions. Further information is available by checking the Teachers College Catalog, the “College Policies” section in this handbook, and via the following link: www.tc.columbia.edu/computing/aupolicy.

Policy on Use of Electronic Mail (Email)

Teachers College, recognizing the increasing need for electronic communication with students, has established email as an official means of communication with students. Teachers College expects that every student will receive email at his or her Columbia University email address and will read email on a frequent and consistent basis. A student’s failure to receive and read College communications in a timely manner does not absolve that student from knowing and complying with the content of such communications. All use of email will be consistent with other Columbia University policies including the Acceptable Use Policy (www.columbia.edu/cu/policy).

Policy on Responsible Use of Electronic Resources/Use of Copyrighted Material

Copyright violations including the use of popular file sharing programs like Kazaa and Gnutella to download music, film, or TV shows is illegal. The College will take action if it receives a notice of copyright infringement. Further information is available by checking the Teachers College Catalog, the College Policies Section in this handbook, and via the following link: www.tc.columbia.edu/computing/copyright.

Document Services

Robert J. Schwarz, Manager
34/36 Zankel
(212) 678-3703
www.tc.edu/controller/document-services

Management of the Office of Document Services rests with the Associate Dean for Enrollment and Student Services with administrative matters handled in the Office of the Registrar. However, various components of the doctoral process may, at times, be referred to the Associate Dean for Academic Administration for review and decision.

The Office of Document Services assists students as they advance towards achieving a doctoral degree from the College. The Office answers student inquiries and provides advising for documents they may bring into Doctoral Studies. The Office also assists the Dean of the College, and several standing doctoral committees, in the administration of Faculty policies regarding all Doctor of Education and Doctor of Philosophy degrees. Questions about deadlines, general institutional requirements for certification and for dissertation preparation and defense should be directed to this office. All questions (not including those for advisement) may be directed to Gary Ardan for Ph.D. students or Howard Chislett for Ed.D. students. Academic departments should be consulted about specific departmental regulations, deadlines and requirements.

Copyright Services

(INCLUDING COURSEPACKS BY MAIL)

Fax Services

Robert J. Schwarz, Manager
34/36 Zankel
(212) 678-3703
Fax: (212) 678-4048
Fax Services

This is the place to take your dissertation for final copying and hard cover binding. Don’t run around looking for rag bond paper—Duplicating can do the whole job for you (or sell you the rag bond if you insist on doing your own printing). Out of town? No problem—email your dissertation to us at any stage, and we’ll print and deliver it to your committee, the Office of Doctoral Studies, or to you via the mail.

Fax Services

Fax: (212) 678-4048
Faxes may be sent to the TC fax number 24 hours a day, 7 days a week
Receiving Faxes: No charge for receiving faxes up to 5 pages. Faxes over 5 pages cost $1.00 for every 3 pages. Payment (by credit card, check, cash, or approved charge to a TC account) must be made when you pick up your fax. Be sure to ask the sender to write your name and telephone number on the cover sheet.

Sending Faxes: Charges for sending faxes vary by destination, starting at $1.25 for a one-page fax within NYC. Payment (via cash, credit card, check, or approved charge to a TC account) must be made when you bring your fax.

Enrollment and Student Services (OESS)

Donald C. Martin, Associate Dean
148 Horace Mann
(212) 678-3423
www.tc.edu/oess

The mandate of the Office of Enrollment and Student Services (OESS) is to provide students with a smooth and seamless student experience, from matriculation to graduation. The Office and OESS division is led by Associate Dean Donald C. Martin and is comprised of the following offices: Access and Services for Individuals with Disabilities, Admission, Career Services, Doctoral Studies, Financial Aid, International Services, Registrar, and Student Activities and Programs. The OESS also includes individuals who provide services that include: Student Advisement, Staff Development, Marketing, and Technical Support.

Document Services

Robert J. Schwarz, Manager
34/36 Zankel
(212) 678-3703
www.tc.edu/controller/document-services

This is the place to take your dissertation for final copying and hard cover binding. Don’t run around looking for rag bond paper—Duplicating can do the whole job for you (or sell you the rag bond if you insist on doing your own printing). Out of town? No problem—email your dissertation to us at any stage, and we’ll print and deliver it to your committee, the Office of Doctoral Studies, or to you via the mail.

Fax Services

Fax: (212) 678-4048
Faxes may be sent to the TC fax number 24 hours a day, 7 days a week
Receiving Faxes: No charge for receiving faxes up to 5 pages. Faxes over 5 pages cost $1.00 for every 3 pages. Payment (by credit card, check, cash, or approved charge to a TC account) must be made when you pick up your fax. Be sure to ask the sender to write your name and telephone number on the cover sheet.

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Enrollment and Student Services (OESS)

Donald C. Martin, Associate Dean
148 Horace Mann
(212) 678-3423
www.tc.edu/oess

The mandate of the Office of Enrollment and Student Services (OESS) is to provide students with a smooth and seamless student experience, from matriculation to graduation. The Office and OESS division is led by Associate Dean Donald C. Martin and is comprised of the following offices: Access and Services for Individuals with Disabilities, Admission, Career Services, Doctoral Studies, Financial Aid, International Services, Registrar, and Student Activities and Programs. The OESS also includes individuals who provide services that include: Student Advisement, Staff Development, Marketing, and Technical Support.
The Gottesman Libraries

Gary Natriello, Director
Russell
(212) 678-3494
www.tc-library.org

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

The Gottesman Libraries offer access to books, journals, online databases, and more in all academic areas of the College. The recently renovated Russel facilities provide both quiet and conversation areas, individual study carrels and group study rooms that can be reserved, computer work areas, and both wireless and wired network connections for laptops. The new assistive technology lab provides a variety of adaptive software and other special equipment for persons with disabilities. The library café offers coffee and snacks. Russell is open most days of the year; evening and weekend hours vary with the academic calendar.

Off-Campus Services

From off-campus, you can:

- Find out what books, journals and other items we own, by searching our online catalog, EDUCAT, at educat.tc.columbia.edu;
- Log in to a range of databases that let you locate and retrieve articles on education, psychology, medicine, nursing, linguistics, and more, via our home page;
- Consult the online program collections for ready access to the most relevant resources, including publications by Teachers College members, books, and web resources in your program of study;
- Renew books that you have already checked out, request a hold or recall on books that others have checked out, and request books and articles that are not available at Teachers College or Columbia via interlibrary loan;
- Access reserve readings through electronic reserves;
- Ask a research question, by email, live chat or telephone call;
- Get help on questions relating to online classes;
- Reserve large or small group study rooms for onsite use.

On-Campus Services

When you visit the library in person, you can:

- Borrow books and Teachers College dissertations;
- Use printed journals, videos and software;
- Print or copy materials using your student ID;
- Page select historical materials;
- Ask research questions of a reference librarian;
- Attend tours and go to research workshops and individual consultations;
- Enjoy exhibits, including written publications and artwork by Teachers College members, as well as new curriculum materials.

Academic Resources

For more information about the OESS, please review our section under the “Academic Resources” section of this handbook. You may also call us at (212) 678-3423 or email us at oess@tc.edu.

Columbia University and Other Libraries

www.columbia.edu/cu/libweb
New York Public Library (NYPL)
www.nypl.org
New York University Libraries (NYU)
www.nyu.edu/library

Columbia students, faculty, and staff have reading access to most New York University libraries upon presentation of a current, valid Columbia I.D. Card. The Butler and Gottesman Libraries will provide a New York Metropolitan Reference and Research Library Agency (METRO) Referral Card for a specific title at one of the 250 member-libraries if that title is not at Columbia or in the New York Public Library.

You have access to all of the Columbia University libraries at www.columbia.edu/cu/libweb, which, along with our library, comprise one of the world’s greatest research collections. Your I.D. card will allow you to enter and borrow from any Columbia library. You can also use your I.D. to enter the Bobst Library at New York University. In addition, because of the Library’s membership in the Research Libraries Group www.rlg.org/shares/onsite.html, our patrons are eligible for on-site access to the 93 member libraries, including Yale, Princeton, and Rutgers Universities.

Borrow Direct is an interlibrary borrowing service offered by the university libraries of Columbia, Brown University, Cornell University, Dartmouth College, the University of Pennsylvania, Princeton University, and Yale University, designed to allow students, faculty and staff at these institutions to request books directly from each others’ collections. The website is: www1.columbia.edu/sec/cu/libweb/requestit/borrowdirect
Your TC ID will give you access to all TC and Columbia libraries:

Teachers College Library
The Gottesman Libraries at Russell
(212) 678-3494
www.tc-library.org

Columbia University Libraries

Area Studies (e.g. African Studies, Middle East, Latin American, Southeast Asian)
309 International Affairs
420 West 118th St.
(212) 854-8046
www.columbia.edu/cu/web/indiv/libraries.html

Avery Architectural & Fine Arts Library
300 Avery
1172 Amsterdam Ave.
(212) 854-3501

Barnard College Library (Wollman Lehman Hall
3009 Broadway
(212) 854-3953

Biological Sciences Library
601 Fairchild
1212 Amsterdam Ave.
(212) 854-4715

Burke Library at Union Theological Seminary
3041 Broadway (at West 121st St.)
(212) 851-5606

Business & Economics (Thomas J. Watson Library)
130 Urbs
3022 Broadway
(212) 854-7804

Butler Library (Nicholas Murray Butler Library)
535 West 114th St.
(212) 854-2271

Chemistry Library
454 Chandler
3010 Broadway
(212) 854-4709

Columbia University Archives & Columbiana Library
210 Low Library
535 West 116th St.
(212) 854-3786

East Asian Library (C.V. Starr)
300 Kent
1140 Amsterdam Ave.
(212) 854-4318

New York Public Library (NYPL)
www.nypl.org

New York University Libraries (NYU)
www.nyu.edu/library

Other Libraries

Columbia Libraries
www.columbia.edu/cu/libweb
overrides for waivers of prerequisites, transfer courses, courses you can register for these courses. you can register for these courses. you must obtain the course instructor's permission before registration. Approval for all special permission courses must be entered into the computer system by the department before you can register for these courses. Overrides for waivers of prerequisites, co-requisites, major restrictions, degree restrictions or closed classes must be authorized in writing and entered into the computer system by the Office of the Registrar. The Special Permission/Course Restriction Override Form is included in the Schedule of Classes and may also be downloaded from the Forms section of the Registrar's homepage. Additional forms may be obtained from the Office of the Registrar, 150 Horace Mann.

Further information on registration procedures and policies is in the Registration Information section of the Schedule of Classes on the web. It is important to carefully review this information each term.

Schedule of Classes

The Schedule of Classes is available on the TC Web (www.tc.columbia.edu/tc-schedule). The Schedule of Classes on the web has the most recent course information and is therefore updated several times daily. In an effort to provide the most convenient and accurate class listings, a printer-friendly as well as a searchable version of the Schedule of Classes are both available on the TC Web. It is important to carefully review this information each term.

Academic Resources

Engineering Library
422 S.W. Mudd
500 West 120th St.
(212) 854-2976

Geology Library
601 Schermerhorn
1190 Amsterdam Ave.
(212) 854-4713

Geoscience Library
(Lamont Doherty Earth Observatory)
Palisades, NY
(845) 365-8808

Health Sciences Library/CPMCnet
701 West 168th St.
(212) 305-3605

Jewish Theological Seminary Library
518 West 125th St. (at Amsterdam Ave.)
(212) 662-9727

Laboratory of Geodesy
600 Amsterdam Ave.
(212) 854-3300

Music & Arts Library
(Gabe M. Wiener Library)
701 Dodge
2960 Broadway
(212) 854-4712

New York Public Libraries
George Bruce Branch
518 West 125th St. (at Amsterdam Ave.)
(212) 662-9727

Morningside Heights Branch
2900 Broadway (at West 113th St.)
(212) 864-2530

Registrar
Diana R. Maul, Registrar
150 Horace Mann
(212) 678-4050
www.tc.columbia.edu/registrar

The Office of the Registrar is responsible for registering all students in credit courses, assessing charges and fees, maintaining and issuing student transcripts and other official records, and verifying enrollment status including verification for recipients of Veterans’ benefits. The office also provides advisement on questions related to the awarding of degrees and reviews and approves all applications for all Teachers College degrees.

Registration Procedures

Touchtone Services
(212) 678-3200
www.tc.columbia.edu/registrar

The easiest, most efficient way to register is by using the Touchtone Services on the telephone or the Student Information System on the Web (see the Student Information System on Registrar's web page). In order to register using the Touchtone Services or the Student Information System online, you must know your student identification number (usually your social security number) and your PIN number which you receive from your department at the time of advisement. International students are given a student I.D. number in their letter of admission. You can cross register for most courses at Columbia University using the Touchtone Services.
Academic Resources

Web. Since there are many schedule changes through the start of classes, you should check the course listings on the TC Web frequently for the most current information.

Planning a Program of Study

Before registration and during your course of study, you should plan a program of study with your academic advisor, who will help you pick classes to meet the specific requirements of your major. Flexibility differs between departments and programs; in some cases, you may have choices as to what classes to take, while other programs have a more structured course of study. Regardless, obtain a list of program requirements and meet with your academic advisor to determine what classes to take, while other programs may have unintended financial consequences. You should also review the Degree Requirements section of the Catalog to be aware of college-wide requirements for all degrees.

Updating Address Information

It is important that the College has your current mailing and permanent address to ensure that all mailings reach you. Please check your address information in the Student Information System on the web. All changes of addresses (both mailing and permanent) should be submitted in writing to the Office of the Registrar.

Transcript Requests

153 Horace Mann
(212) 678-4072
Transcripts must be requested in writing. The cost is $5 for the first transcript and $3 for each additional one within the same order. You may download a "Transcript Request Form" from the Office of the Registrar's homepage. Send request and payment in the form of check, money order or credit card information to: Transcript Office, Box 311, Teachers College, Columbia University, 525 West 120th St., New York, NY 10027. If you are paying by credit card, you may fax your request to (212) 678-3005. Include your name (and any changes in your name since you were a student here), dates of attendance and/or date of graduation, student I.D. number and the address(es) to which the transcript(s) should be mailed. Remember to sign your request. Cash payments or credit card payments for transcript requests are accepted by the Office of Student Accounts, 133 Thompson.

Room Assignments

150 Horace Mann
(212) 678-3707
www.tc.columbia.edu/room-assignments
Room Assignments, located in the Office of the Registrar, coordinates the assignment of rooms across the campus for all classes, institutes, conferences, special events and student activities. Room requests are accepted in person or via the website. Room assignments for courses are listed on-line in the course schedule and on a bulletin board outside of the Office of the Registrar, 150 Horace Mann.

Teacher Education and School-Based Support Services

A. Lin Goodwin, Associate Dean
405 Russell
(212) 678-3502
www.tc.columbia.edu/ote

Teacher Certification

Students wishing to obtain information and materials in matters pertaining to teacher certification should contact the Office of Teacher Education and School-Based Support Services (OTESS). The office provides certification applications, testing guidelines, and preparation guides for the NYSTCE including the LAST, ATS-W and CST. We encourage students to review the student teaching handbook or to meet with OTESS staff for information on certification in New York and other states.

Student Teaching

OTESS houses student teaching applications and records. Applications are available both online and at OTESS. Prior to teaching placements, students must submit applications to OTESS including the Principal’s Consent and TB Health forms. Appointments for TB tests can be arranged through University Health Services located in the 4th floor of John Jay Hall at Columbia University by calling (212) 854-2284. Students who have paid the university Health Service Fee will not be charged for TB tests.

Outreach Programs

Financial support is available for students in pre-service and in-service teacher education programs through the Teacher Opportunity Corps (TOC). TOC is designed to serve students from historically underrepresented groups committed to teaching in urban high-need schools. TOC participants receive 3-6 tuition credits for the academic year. Interested applicants should contact OTESS.

Transfer Credits

Office of Admission
146 Horace Mann
(212) 678-3710
www.tc.columbia.edu/admissions

Only graduate courses which have been (1) completed with grades of B or higher, (2) submitted on an official transcript from a regionally accredited institution, and (3) granted/assigned credit on the transcript of that institution, may be considered for transfer credit. Transfer credit is awarded at the discretion of the faculty advisor. For the Master of Education and the Doctor of Philosophy, a maximum of 30 points completed outside of Teachers College may be transferred. For the Doctor of Education, a maximum of 45 points may be transferred; moreover, for the Doctor of Philosophy, up to 45 points completed in another faculty of Columbia University may be transferred. No transfer credit is awarded for Master of Arts students.
Checklist for New Students

- **Attend New Student Experience Orientation Programs**
  Orientation for Summer and Fall 2006 admitted students is September 1st-5th, 2006, and January 16, 2007, for Spring 2007 admitted students. Academic orientation will be provided by your department from a faculty member after the general orientation sessions are over. At that time, you will receive academic advisement in order to plan your program of study.

- **Obtain your PIN**
  PIN numbers will be distributed by the departments during advisement. Your PIN will give you access to the Student Information System on the web and Touchtone Services on the telephone. Please bring photo identification for the release of your PIN.

- **Review the Schedule of Classes**
  The Schedule of Classes is available on the web on the TC homepage: [www.tc.columbia.edu/tc-schedule](http://www.tc.columbia.edu/tc-schedule). The Schedule of Classes on the web has the most recent course information and is updated several times daily. A printer-friendly and a searchable version of the Schedule of Classes are both available. Since there are many schedule changes throughout the start of classes, it is important to check the course listings on the on-line schedule frequently.

- **Review Registration Procedures & Policies**
  Registration procedures and policies are available at [www.tc.columbia.edu/tc-schedule](http://www.tc.columbia.edu/tc-schedule). Click on “Registration Information”. This section will outline registration procedures and policies. Be sure to review the Academic Calendar for important deadline dates.

- **Register for Classes**
  With your PIN number you may register online using the Student Information System: [https://info.tc.columbia.edu](https://info.tc.columbia.edu) from any PC including those in the kiosks around TC or from your PC at home. You may also register via Touchtone Services on the telephone: (212) 678-3200 or ext. 3200 from any TC phone. In-person registration is available in the computer lab, 242 Horace Mann. Staff will be available to assist you with on-line registration and to resolve any registration problems.

- **Enroll in or Request to Waive Health Services and Student Medical Insurance**
  You may elect to enroll in Health Services and one of the Medical Insurance Plans when you register for classes. Take some time to review your options for coverage. Information is available in the “2006-2007 Guide to Health Services” which you received during the summer via mail and e-mail. Spare copies can be obtained from the Office of Insurance and Immunization Records, and online at [www.tc.columbia.edu/studentactivities/health](http://www.tc.columbia.edu/studentactivities/health). If you have any questions, please feel free to contact the Office of Insurance and Immunization Records at (212) 678-3006 or e-mail us at health-immunization@tc.edu.
Student Resources

Create an Email Account
Although you may already have an email account through another internet service provider, you must create a CUNIX account to access ClassWeb. You can create your CUNIX account after you pay your tuition deposit. The College is using email as the preferred method of communication. Go to www.columbia.edu/acis/accounts/create/current.html and click on “Create a NEW Account.” Teachers College expects that every student will receive email at his or her Columbia University email address and will read email on a frequent and consistent basis. More information about the email policy is located under the “College Policies” section of this handbook.

Explore ClassWeb and TC Portal
Many professors post syllabi and course material online through ClassWeb for you to review and use as study aids. Take time to explore ClassWeb and the TC Portal environment and take advantage of all it has to offer. Once you activate your Columbia University UNIX account, you can login to the TC Portal and ClassWeb by going to the TC Home Page (www.tc.edu) and under the “MyTC” menu option at the top of the screen, click on “MyTC Portal.”

Review Your Financial Aid Package
You should have applied for financial aid before attending orientation, preferably during the admission process. You can check on your aid status through the Student Information System. If you received Work-Study eligibility, begin to review available jobs on-line at www.tc.columbia.edu/administration/hr.

Make Your Tuition, Fees, and Housing Payments
Your tuition is due in full by Friday of the first week of classes. You are responsible for making sure that your tuition and fees are paid, whether it is through loans, grants, tuition exemption, third-party, or out-of-pocket. Students enrolling under a third-party agreement must submit an authorization form to the Office of Student Accounts at (212) 678-3056.

Update Your Address Information
Make sure that the Registrar has your current mailing and permanent address. You can verify this information on-line through the Student Information System under the “Personal Information” menu option.

Get Your I.D. Card
Your photo I.D. card gives you access to TC, Columbia, and provides discounts to many local museums and events. The Office of Safety and Security is responsible for issuing I.D. cards to new students.

International Students
Make sure to register with the Office of International Services in 163 Thorndike. For more information, go to the website at www.tc.columbia.edu/~international.

Office of Access & Services for Individuals with Disabilities
To sign up for services, arrange for accommodations, and learn more about the Office of Access and Services for Individuals with Disabilities, contact them at (212) 678-3689, at www.tc.columbia.edu/administration/ossd or 166 Thorndike.

Immunization Requirements
Submit Meningitis Response and Measles, Mumps, and Rubella (MMR) Proof of Vaccination Form to the Office of Insurance and Immunization Records at 159 Thorndike.

Student Organizations
To learn more about student organizations, attend the Student Senate and Student Organizations Open House on September 5th, 2006 as well as on January 16th, 2007.

Checklist for Continuing Students

Review the Schedule of Classes
Review the Schedule of Classes which can be found on the web: (www.tc.columbia.edu/tc-schedule). The Schedule of Classes on the web has the most recent course information and is updated several times daily. A printer-friendly and a searchable version of the Schedule of Classes are available. Since there are many schedule changes throughout the start of classes, it is important to check the course listings online frequently.

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

Update Your Address Information
Make sure that the Registrar has your current mailing and permanent address. You can verify this information online through the Student Information System under the “Personal Information” menu option.

Special Permission
Obtain special permission for special approval courses and course overrides for any courses that require an override for degree restrictions, major restrictions, prerequisite or co-requisite requirements, or to enter a closed course.

Holds
Resolve holds on your account that prevent registration with the appropriate department.

Register for Classes
You may register on the Student Information System on the web (www.tc.columbia.edu/tc-schedule) or through Touchtone Services by telephone, (212) 678-3200 or extension 3200 from any TC phone.
Enroll in or Request to Waive Health Services and Student Medical Insurance
Coverage options may be obtained online at www.tc.columbia.edu/studentactivities/health and at the Office for Insurance and Immunization Records at 159 Thorndike.

Review your Financial Aid Package
You can review your aid status through the Student Information System on the web. If awarded Work-Study, begin to review available jobs online at www.tc.columbia.edu/administration/hr.

Make Your Tuition, Fees, and Housing Payments
Your tuition is due in full by Friday of the first week of classes. You are responsible for making sure that your tuition and fees are paid, whether it is through loans, grants, tuition exemption, third-party, or out-of-pocket. Students enrolling under a third-party agreement must submit an authorization form to the Office of Student Accounts for approval. Direct questions or concerns to the Office of Student Accounts at (212) 678-3056.

Student I.D.
Check that your Student I.D. card has a valid expiration date. The Office of Safety and Security is responsible for issuing I.D. Cards to students, faculty and staff.

Accessory and Services for Individuals with Disabilities
Richard Keller, Director
Patricia Woods, Assistant Director
166 Thorndike
(212) 678-3689
(212) 678-3793 fax
www.tc.edu/oasid
Jeffrey S. Jaech, Program Director
Deaf and Hard of Hearing Services
164 Thorndike
(212) 678-3853/TTY
(212) 678-3854 video phone

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

Registering with OASID
Individuals with disabilities are encouraged to contact the Office to register as an individual with a disability. Services are available only to individuals who are registered and have submitted appropriate documentation. Individuals can register for services throughout the semester; however students are strongly encouraged to review requests for accommodations with the Office at the beginning of or even prior to each semester. Once a person has registered with the Office, he/she collaborates with OASID staff in the development of an Individualized Accommodation Plan.

Resources/Accommodations
OASID offers a variety of accommodations, services, and resources for those registered with the Office. Most of these services are provided by professional and qualified personnel and dedicated student employees, who can apply for these positions through OASID. Accommodations include, but are not limited to:

- Assistance with academic adjustments
- Classroom accommodations which may include readers, note takers, research assistants, sign language interpreters, computer-assisted real-time captioning (CART)
- Testing accommodations
- Conversion of printed text to alternate formats (e.g., electronic text, Braille)
- Adaptive technology

In addition, the Office maintains a collection of materials on disability, the law, education, adaptive technology, and disability studies. The Office also has information on a variety of disability-related organizations on the local, state, and federal levels.

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

The TC Calendar: On the TC homepage (www.tc.edu) you will find particular events listed by date on the right side of the page. You can click through on those events to see a full description. You can access the main calendar by clicking on “Calendar” on the top menu bar of the homepage and select either “Daily View” or “Monthly View.” The office sponsoring the event is responsible for listing and updating event information on the calendar through an administrative office or academic department. The TC eBoard is located near the main entrance of Teachers College and in Thorndike lobby and displays daily and upcoming events at the college. It also incorporates electronic posters announcing upcoming events and important dates at the college. It is available to the community to use to post institutional announcements, advertisements for future events and events happening at TC with location information. Guidelines and postings can be found at www.tc.edu/eboard.

Alfred Lerner Hall at Columbia University
2920 Broadway
(212) 854-3611 (Student Activities)
(212) 854-9067 (Information Desk)
www.columbia.edu/cu/lernerhall

Alfred Lerner Hall is the center of campus activities for Columbia University undergraduate and graduate students, faculty, staff and alumni. You need your TC I.D. to enter. It offers support for programs and activities sponsored by recognized student groups, campus departments and conference services.
Earl Hall/Office of the University Chaplin at Columbia University
Columbia Campus
(212) 854-6242
www.columbia.edu/cu/earl

Earl Hall houses the Music at St. Paul’s Chapel, Community Impact and other religious and social services support groups on Columbia’s campus under the leadership of the Office of the University Chaplain (OUC). OUC is concerned with strengthening coherence and unity at the University by focusing on a nexus of issues including religion, spirituality, race, ethnicity, sexual identity, gender, social justice, and community. OCU is committed to the words etched above the Earl Hall threshold: Erected for the students that religion and learning may go hand in hand and character grow with knowledge.

Athletics, Recreation & Fitness
Marcellus Hartley Dodge Physical Fitness Center
Columbia Campus
(212) 854-3349/7149
www.columbia.edu/cu/athletics

The Marcellus Harley Dodge Physical Fitness Center is a multi-purpose facility utilized by Columbia University students, faculty, administration, staff, alumni, their families (spouse, domestic partner, and children 9 and under), and members from affiliated schools. It features three levels of high-tech aerobic and anaerobic exercise equipment, as well as an indoor track, court and pool. Each level is approximately 2,500 square feet and it is not unusual for over 3,000 people to use the facilities in a single day. Non-credit physical education courses must be paid directly to the Dodge Physical Fitness Center. For additional information concerning these classes, call (212) 854-3439 or go to room 336 in the Dodge Physical Fitness Center.

Aquatic Center
Student Activities and Programs
41 Thompson
(212) 678-3307
www.tc.edu/studentactivities

The Aquatic Center at Teachers College offers swimming lessons for children and adults. The Aquatic Center can be rented for pool parties or other events. CPR, first aid and lifeguard training is available on-site. Teachers College students, faculty, staff, alumni and local community residents can purchase membership passes for the day or semester. Call or stop by for information about fees and scheduled activities.

Career Services
Marianne Tramelli, Director
44 Horace Mann
(212) 678-3140
www.tc.edu/careerservices

Teachers College Career Services (TCCS) is committed to guiding all TC students and alumni throughout the different phases of the career development process. Whether you are entering a new field, advancing within your current profession, or changing directions, we will help you identify and develop the skills and resources necessary for achieving your career goals.

TCCS offers individual consultations and group workshops on all aspects of career development which equips participants with the information and skills necessary for setting career goals, conducting a successful job search, and managing the interview process. Specific offerings include a resume and cover letter review service, self-assessment services, mock interviews, and a comprehensive online career opportunity database. Through our online job posting system, students and alumni can review internships, part-time and full-time opportunities; submit resumes and cover letters; and sign up for campus and employer site interviews.

TCCS also coordinates a diverse array of activities and events throughout the year to help students explore their options and create professional networks. For example, the “Career Connections” programming series spotlights careers that TC students may wish to explore, and consists of specialized programs such as workshops, panel discussions and information exchanges. Additionally, we offer several career fairs, networking receptions, and employer information sessions year-round to help you connect with potential employers. The TCCS Alumni Mentoring and Career Networking Program is another valuable resource which provides students with an opportunity to meet and speak with TC alumni who are currently working within a variety of career fields.

Students and alumni will also find extensive resources in the office’s on-site Career Resource Library, as well as on the TCCS website www.tc.columbia.edu/careerservices. Sample resources include: the TCCS Career Development Guide, internet resources, school directories, educational publications, and templates for both resumes and cover letters. For those students and alumni requiring a centralized location for letters of reference and other pertinent materials for the job search and/or graduate school applications, a 24-hour online service through Interfolio, Inc. is accessible through our website. TCCS also has computers, scanners and printers available for your job search needs. We encourage you to come visit our office so that you can start your career development journey.

Dining Services
While there is no meal plan for graduate students at this time, there are on-campus options for dining (for off-campus options in the neighborhood, see the “Neighborhood Resources” section of this Handbook).

Sage Dining at Teachers College
Margaret Hoffman, Executive Chef/Manager
Murray Schulman, Food Service Director
Ground Floor, Grace Dodge
(212) 678-3168
sagedining/exchange.tc.columbia.edu
www.tc.columbia.edu/dining

Open Monday through Thursday 7:30am-7:30pm and Friday 7:30am-2:00pm during the school year. Serves complete meals and snacks. Full catering services available: Catering Guide is available on the TC Web Site Everett Library Café:
“Proudly brewing Starbucks Coffee”
(212) 678-3168
Just outside the library, open 5 days a week, serving a variety of hot and cold coffee drinks, teas, juices and assorted baked goods.

Enrollment and Student Services (OESS)
Donald C. Martin, Associate Dean
148 Horace Mann
(212) 678-3423
www.tc.edu/oess

Teachers College recognizes the need to focus on its students and provide them with a smooth and seamless experience. The Office of Enrollment and Student Services (OESS), established in July 2004, is a student-centered place where students are welcome to share issues, questions, and concerns that affect their experience at TC. The Office is led and directed by Associate Dean Donald Martin who reaches out through email, open office hours, and town hall meetings.

Everett Library Café: Proudly brewing Starbucks Coffee
(212) 678-3168

Just outside the library, open 5 days a week, serving a variety of hot and cold coffee drinks, teas, juices and assorted baked goods.
meetings among other venues to stay available and connected to students. The OESS: Office of Access and Services for Individuals with Disabilities, Admissions, Career Services, Doctoral Studies, Financial Aid, International Services, Registrar, and Student Activities and Programs. The OESS also includes individuals who provide services that include: Student Advisement, Staff Development, Marketing, Technical Support, and the Petrie Fellowship Program.

The OESS provides students with a channel through which they may voice questions and concerns about their student experiences. Before meeting with the Manager of Student Advisement in the OESS, students are encouraged to make an effort to resolve their questions and concerns with the appropriate office(s). Student issues raised with our office are documented and kept confidential unless the student indicates otherwise. We are committed to listening to students and helping them navigate College policies, while educating them about appropriate resources at TC. Student with concerns outside the OESS (i.e., Residential Services, Student Accounts) can seek our assistance on appropriate matters.

Financial Aid
Melanie Williams-Bethea, Director
134 Thompson
(212) 678-3714
www.tc.columbia.edu/financialaid

Probably one of the most visited offices on campus, Financial Aid processes student applications for the awarding of federally-funded financial aid. It also processes departmental requests for the awarding of Teachers College scholarships, as well as lender requests for the verification of student eligibility for private loans.

Graduate Writing Center
Student Activities and Programs
Tiffany Delaynes, Coordinator
46 Horace Mann
(212) 678-3789
writingcenter@tc.edu
www.tc.edu/centers/writingcenter

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

Writing Consultations: Meet one-on-one with a peer writing consultant about your specific writing needs. Writing consultants are TC students or alumni who have excellent writing skills and enjoy working with other students.

Consultants come from a variety of disciplines across campus. One-on-one consultations are $25/hr. Clients are billed upon making an appointment at the Graduate Writing Center.

Writing Workshops: Small group, hands-on workshops address a variety of writing concerns relevant to graduate student writers. Workshops are generally held on Saturday mornings for 3 hours. The fee is $60 per workshop. Look for upcoming workshops on APA Referencing, Literature Reviews, Overcoming Writer’s Block, Grant Writing, and more.

Grant and Funding Opportunities
Visit the website for the Office of Sponsored Programs at www.tc.columbia.edu/administration/osp. The Office of Sponsored Programs provides many resources for doctoral students seeking financial assistance and experience for grant writing, including their Funding Guide for Graduate Students. This guide is available online as well, at the office’s website.

Health Service Program
Peter Casey, Assistant Director
159 Thordike
(212) 678-3006
health-immunization@tc.edu
www.tc.edu/studentactivities/health

The Teachers College Office of Insurance and Immunization Records manages the administration of fees for enrollment in Health Services at Columbia University (Health Service Fee) and the Columbia Student Medical Insurance Plans. Insurance enrollment and waiver requests can only be completed on-line in the Student Information System at https://info.tc.columbia.edu after a student registers for classes. Our office also maintains all required immunization records for TC students.

Health Service Fee
All students living in Teachers College housing and all students registered for 12 credits or more residing temporarily or permanently in the 5 boroughs of New York are required to enroll in the Health Service Program (through paying the Health Service Fee).
The fee covers primary care, counseling and psychological services, health education, advocacy and services for students with disabilities, support for survivors of sexual assault, as well as the public health services the department provides to the university community. In addition, the Health Service Program provides specific off-campus services for all students that are usually not covered under employer insurance plans. For more information, obtain a Health Services and Insurance brochure outside of 159 Thordike.

Note: If you meet the mandatory requirements, the Health Service Fee cannot be waived, regardless of your insurance coverage.

Columbia Student Medical Insurance

All students enrolled in a degree granting program living in Teachers College housing and all students registered for 12 credits or more residing temporarily or permanently in the 5 boroughs of New York are required to carry acceptable insurance coverage. Students may be enrolled in the Columbia Student Medical Insurance Plan, which offers both Basic and Comprehensive Levels of coverage, or be covered by a comparable insurance plan. Please visit our website at www.tc.edu/studentactivities/health and click on “Important Waiver Information” to view Columbia University’s six requirements for comparable insurance coverage.

To ensure that students will have adequate coverage, students meeting the mandatory requirements (living in TC housing or registered for 12 or more credits in a given semester) are automatically enrolled in the Basic level of the Plan. Students may upgrade to the Comprehensive level of the Plan or also request to waive the Columbia Plan by documenting acceptable, comparable coverage. See the “Insurance Waivers” section below.

Voluntary Participation

Any Teachers College student enrolled in a degree-granting program may enroll in the Health Services Program and the Columbia Student Medical Insurance Plan, even if not required. Insurance enrollment can only be completed online in the Student Information System (at https://info.tc.columbia.edu) after registering for classes. The deadline to enroll in the Columbia Student Medical Insurance Plan is Tuesday, September 19th, 2006.

Any Teachers College student newly admitted to a degree granting program in Spring 2007 may also enroll in the Health Services at Columbia and the Columbia Student Medical Insurance Plan during online course registration (at https://info.tc.columbia.edu). The deadline to enroll in the Columbia Student Medical Insurance Plan for students beginning in Spring 2007 is Tuesday, January 30th, 2007.

Insurance Selection

Selection of the Basic or the Comprehensive level of the Columbia Student Medical Insurance Plan that is made in the Fall Term will remain in effect until August 31st, 2007.

Insurance Waivers

Teachers College students who are required to enroll in Health Services at Columbia and carry medical insurance but have comparable medical insurance coverage may waive the Columbia Student Medical Insurance Plan. Insurance waiver requests can only be completed online in the Student Information System (https://info.tc.columbia.edu). The deadline for waiver requests is Tuesday, September 19th, 2006. All waivers submitted in the Fall will remain in effect until August 31st, 2007.

Benefit | Fall 2006 Fee | Spring 2007 Fee | Service
---|---|---|---
Health Service Fee | $356 | $356* | Access to Health Services at Columbia University
Basic Insurance Plan | $553 | $848** | See Health Service at Columbia brochure
Comprehensive Insurance Plan | $790 | $1218** | See Health Service at Columbia brochure

*Spring 2007 Health Services Fee expires August 31st, 2007.
**Insurance coverage for both the Basic and Comprehensive Insurance Plans expires on August 31st, 2007.

Counseling and Psychological Services

Alfred Lerner, 8th Floor

(212) 854-2878

Counseling and Psychological Services (CPS) offers free psychological counseling to all undergraduate and graduate students who have paid the Health Service Fee. Couple counseling is also available to Columbia students and their partners. Emergency consultations and crisis intervention are provided to students in acute distress, and psychopharmacological consultations are available as needed. To facilitate a free and open discussion of sensitive matters, CPS adheres to strict standards of confidentiality.

Immunization Requirements

The required immunization form for new TC students can be found on-line...
at www.tc.edu/studentactivities/health on the ‘Forms’ page. Please submit a completed copy of the form to the Office of Insurance and Immunization Records, no later than August 1st, 2006 (for students entering in the Fall 2006 Term) and no later than December 15th, 2006 (for students entering in the Spring 2007 Term) to 525 West 120th St., Box 308, New York, NY 10027, or fax it to (212) 678-3681.

Students who do not provide appropriate documentation of the immunizations listed below will have an “Immunization Hold” placed on their student record – as required by New York State Law – and will not be allowed to register for future semesters until documentation is complete and verified. For additional information concerning immunization requirements in New York State, visit: www.health.state.ny.us/nysdoh/immun/immunization.htm

There are two immunization requirements that all students must meet before the designated deadlines.

**Documentation of Immunity to Measles, Mumps and Rubella (MMR)**

New York State Public Law 2165 requires all students born on or after January 1, 1957 to provide the College with documentation of immunity to measles, mumps, and rubella. Students must submit proof of the following:

**Measles (Rubeola) Immunity**
- Two doses of live measles vaccine on or after your first birthday OR
- Date and results for measles blood test (titer) OR
- Date of physician diagnosed measles disease

**Mumps Immunity**
- One dose of live mumps vaccine on or after your first birthday OR
- Date and results for mumps blood test (titer) OR
- Date of physician diagnosed mumps disease

**Rubella (German Measles) Immunity**
- One dose of live rubella vaccine on or after your first birthday OR
- Date and results for rubella blood test (titer).

**Meningitis Vaccination Response Form**

New York Public Health Law 2167 requires that all students decide whether or not to be immunized against Meningitis and to provide formal documentation of their decision. Please note, the law does not require immunization; students can certify their meningitis response online in the Student Information System, https://info.tc.columbia.edu, by clicking on ‘Student Services & Financial Aid’ and then on ‘Student Records’ or by formal documentation as mentioned above.

**International Services**

Marion Boulbbee, Director
163 Thorndike
(212) 678-3939
Fax: (212) 678-3681
tcintl@tc.edu
www.tc.edu/international

Teachers College has a long history of welcoming international students, scholars and faculty to our academic and social community. Currently, approximately 600 students from over 70 countries are enrolled at all degree levels and in every department. International Services provides extensive orientation and intercultural programs throughout the year; information on responsibilities, benefits and options under immigration laws and regulations; counseling on personal, financial, cultural, academic and other concerns; and campus-wide international awareness events.

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

Information of interest to international students is distributed weekly to all who are subscribed to the voluntary OIS listserv, “Weekly Update.” Subscription information is available on the OIS website. The OIS website also provides information to prospective, incoming and current students on visas and immigration matters, financial aid, employment, and community connections. Students are encouraged to communicate with International Services via email or by stopping by the office in 163 Thorndike.

**New International Student Orientation**

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

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

**Advising and Counseling**

Experienced, professional International Student Advisors (ISA) are available to advise individual students regarding personal, financial, immigration, cultural, academic, and other concerns. To meet with an advisor, appointments as well as walk-in hours are available. When it is appropriate, an advisor will assist the student in contacting other offices or professionals.

**Immigration and Tax Information**

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

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

**Programs and Activities**

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

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

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

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

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

Ombuds for Students, Faculty, and Staff
Erwin Flaxman, Ombuds
280 Grace Dodge
(212) 678-4169
flaxman@tc.edu
www.tc.columbia.edu/ombuds

The College Ombuds is available to students, faculty, and staff for resolving problems and conflicts after normal processes have not worked satisfactorily or when they no longer want to pursue their concerns through normal channels. Students can also meet with the Ombuds when they do not know where else to go for help. They should, however, attempt to resolve their problem or register complaints with their advisors, instructors, or staff of College offices before coming to the Ombuds.

All parties involved in an issue or resolution of a problem are asked to cooperate with the Ombuds. The Ombuds adheres to all policies and practices of Teachers College and to standards of professional practice.

Services for Students
The Ombuds will:
- Discuss a student’s concerns and identify and evaluate options for resolving them.
- Provide needed information about policies and procedures for dealing with a problem.
- Investigate a complaint and gather information.
- Create lines of communication and convey messages, if necessary, for resolving a student’s problem. Please note: The Ombuds will always act as a neutral party.
- Identify a student’s problem that requires changes in College policies and procedures.

Confidentiality
All conversations with the Ombuds are strictly confidential and will not be discussed with anyone without the student’s permission in writing, nor may anyone compel the Ombuds to reveal any information.

Impartiality and Independence
The Ombuds is an advocate for the solution of the problem, not for any involved party, and gives equal attention and protects the rights of all concerned parties.

Access
The Ombuds is available during open hours throughout the week and by appointment. Open hours are posted at the beginning of Fall and Spring semester.

Residential Services
James Mitchell, Director
106 Whittier
(212) 678-3235
www.tc.edu/housing

The Office of Residential Services strives to meet the educational mission of the institution by supporting a multicultural campus community that supports students, faculty and staff in their academic and professional endeavors. The office is staffed by trained professionals in the field of student development, student services, residential services and security. Our office is open during the Fall and Spring Monday – Thursday, 9am – 6pm, and Friday 9am – 5pm. During the summer, the hours are Monday – Thursday, 9am – 5pm, and Friday 9am – 3pm.

Residential Services
TC’s residence halls bring together graduate students from all over the world in an environment that provides a unique opportunity to establish new friendships, explore other worldviews, and take advantage of all that New York City offers. Living close to campus affords students easy access to the library, classrooms, gymnasium, and other Columbia University facilities. Students may choose to take advantage of a wide range of planned residence hall activities, club meetings, departmental lectures, and musical and dance events.

Teachers College offers a variety of housing options for single and married students, students with domestic partners, and single parents. We have approximately 650 rooms/apartments for single students and 150 apartments available for families.

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Teachers College offers a variety of housing options for single and married students, students with domestic partners, and single parents. We have approximately 650 rooms/apartments for single students and 150 apartments available for families.

Housing offers are based on availability of rooms/apartments, geographic priority, and the date of receipt of the completed housing application and fee. Applicants who live outside a 50-mile radius of TC have the highest priority. The Office of Residential Services accepts applications up to one year prior to a student beginning their academic pro-
gram at the College, and recommends the following timeline for submitting an application:

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

Housing Eligibility and Requirements

In order to be eligible for student housing, residents must be enrolled in a degree program at Teachers College and must also be registered for classes. To maintain eligibility, residents must be registered for a minimum of 24 points (or its equivalent) during a 12-month period beginning with the Fall semester. If equivalency is needed, you must have an approved Certificate of Equivalency (COE) on file with the Office of the Registrar.

Residents who register for 24 credits (or its equivalent) during the Fall and Spring semesters combined (or 12 credits during the Spring semester for students who begin residency in the Spring) are not required to register for summer sessions and may remain in the residence hall, but must re-enroll for the upcoming Fall semester and live in Teachers College housing for the upcoming Fall semester.

Students living in Teachers College residence halls are also required to enroll in Health Services at Columbia University and either enroll in the Columbia Student Medical Insurance Plan or carry a comparable alternate insurance plan. Additional information concerning Health Services at Columbia University and the Columbia Student Medical Insurance Plan is available at the Office of Student Activities and Programs located in 159 Thondike.

Length of Residency

Residents may remain in housing for the following periods of time, depending on their degree program: M.A. students up to 2 years, including two Certificates of Equivalency (COEs); M.S./Ed.M. students: up to 3 years (including 3 COEs); Ed.D./Ph.D. students: up to 5 years (including 3 COEs). Residents continuing in subsequent programs, change programs or who return to Teachers College housing after a break in stay are entitled to the maximum number of years for the highest degree program for which they register (i.e., residents who use two years for an M.A. will have one additional year for an M.S. or Ed.M., and three additional years for an Ed.D. or Ph.D. program). Students who use 3 years for an M.S. or Ed.M. will have only 2 additional years for an Ed.D. or Ph.D.).

Off-Campus Housing

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

You may call the Office of Residential Services to schedule an appointment to speak to a staff member who can help you with questions about your search. Throughout the summer we conduct various Off-Campus Housing Workshops for interested students. These sessions are designed to provide you with strategies and resources you can utilize to successfully complete your search for an off-campus apartment. Also, you may find potential roommates. Please contact the Office of Residential Services for specific dates.

Guest Housing

The Office of Residential Services has a limited number of guest rooms, located in our residence hall at 517 West 121st St., for short-term stays and guests of Teachers College, and the larger Columbia community. Faculty, staff and parents of students are welcome to reserve rooms. 517 West 121st St. offers a TV lounge, computer lab, conference room, and two beautiful courtyards. All are available for guests’ use. There are also community kitchens on every other floor in the building.

All rooms, except our ADA room, are furnished with central heat and A/C, microwave, refrigerator, color cable TV and one double bed. Our ADA room has all of the same amenities as our standard rooms; however, it has a twin size bed and a handicap accessible bathroom. All of our rooms feature private baths and are non-smoking. A daily towel exchange (during business days) is available.

To make a reservation, please call (212) 678-3235. A credit card is required to reserve a room.

Living on Campus

The Office of Residential Services at Teachers College strives to create a multicultural campus community that supports students in their academic endeavors and personal growth. There are approximately 750 students living in the residence halls in the vicinity of the Teachers College campus. The residence halls bring together graduate students from all over the world in an environment that provides a unique opportunity to establish new friendships, explore other worldviews, and take advantage of all that New York City offers. Living close to the campus affords students easy access to the library, classrooms, gymnasium, and other Columbia University facilities. Students may choose to take advantage of a wide range of planned residence hall activities, club meetings, departmental lectures, and musical and dance events. Particular emphasis is placed upon providing graduate students and their families with a stimulating, inclusive, and caring environment which enhances the out-of-classroom experience and leads to intellectual, personal, and professional growth.

The residence halls are staffed by an Area Director (AD), Community Assistants (CA) and Assistant Area Directors (AAD). The AD, beyond maintaining a presence on campus and developing community in the residence halls, plays a major role in housing administration, ensuring smooth check-ins and enforcement of residence hall policies and procedures. The CA, who reports to the Area Director, plans social events, coordinates volunteering opportunities, arranges academic tutorials, and supports cultural exchange opportunities in order to sustain the efforts of residents to find community and thus, to make the most of their graduate experience at Teachers College. The AAD is a graduate student who assists with the general administration of the Area. The AD and CA work together to enhance the efforts of the Office of Residential Services to foster a safe, supportive, and productive living environment to all groups and individuals of the College.

Student Accounts

Jacqueline Diaz-Solano, Director
133 Thompson
(212) 678-3056
www.tc.columbia.edu/administration/controller/student-accounts

The Office of Student Accounts provides a range of services to students and staff. These services include: answering questions about tuition, housing, and other applicable fees; and disbursing federal, private and institutional aid, and refund checks. In addition, Student Accounts handles deferred payment arrangements, tuition remission, transcript payments, and interacts with other offices to resolve discrepancies with accounts.
Casual Conversations
This program series provides students with the opportunity to hear faculty and administrators share their research interests and professional experiences. Students also have the opportunity to interact with featured guests to get answers to specific questions they may have in mind. For more information on upcoming Casual Conversations programming, visit our website, at www.tc.edu/studentactivities.

E-News & Web Calendar
Email has become the preferred method of communicating with students about upcoming events and important information. The Office of Student Activities sends out a weekly calendar of events to the TC community via email and updates the Teachers College web calendar (www.tc.columbia.edu/calendar) and the E-Board (www.tc.columbia.edu/eboard) with various College and community events.

Family Resource Guide
This useful online guide lists the various support services available, for students with families, and gives an overview of things to consider about family life and resources in New York City.

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

Student Organizations
Students can participate in over 30 student organizations, which provide opportunities for students to network with all members of the College community. The composition of student organizations varies from special interest groups to local chapters of national organizations. Below are brief descriptions of organizations currently certified with the Office of Student Activities & Programs. In addition to these, there are many other groups that host activities on the TC campus. Feel free to check out the website and contact the officers of those organizations you are interested in joining. For additional information on student organizations, go to: www.tc.edu/studentactivities.

African Studies Working Group (ASWG)
ASWG provides opportunities for students, staff, and faculty in the broad field of African Studies to interface, network, and share information regarding events and employment opportunities of relevance to those in the field of African and African-related education.

American Sign Language Club (ASLC)
The mission of ASLC is to develop and promote an American Sign Language community of scholars at Teachers College through a forum of discussion and support.

Association of Latin American Student (ALAS)
ALAS is aimed at creating an academic, cultural, and social network within the Latin American community at Teachers College by embracing students from numerous countries.

Association of Multilingual Education Scholars (AMES)
The Association of Multilingual Education Scholars was created to better educate the community on issues surrounding bilingual education as a part of our life-long learning commitment.

Black Student Network (BSN)
BSN is a community of graduate students of African Descent (and students in support thereof) at Teachers College who have come together to empower themselves in order to become active articulators and participants in their education at TC.

Buddhism for Global Peace (BGP)
Through efforts to accomplish wisdom, courage, and compassion, Buddhism for Peace wishes to raise hope and awareness about peace in the TC community and the world at large.

Chinese Student Association (CSA)
CSA promotes Chinese heritage and culture to the Teachers College community and provides opportunities for networking, information sharing, and mutual support among the Chinese students at TC.

Coalition of Latino/a Scholars (CLS)
CLS is committed to supporting the growing number of Latino/a scholars through active outreach, recruitment and mentoring and is dedicated to the enrichment of academic perspectives and research that address issues relevant to Latino/a schooling and to our diverse community.

Council for Exceptional Children (CEC)
The purpose of the TC chapter of CEC is to advance the education of individuals with exceptionalities and to promote related educational, scientific, and charitable purposes.

Current Issues in Comparative Education (CICE)
CICE is an innovative international online journal dedicated to discussion of education and social change worldwide. Using internet technology, CICE is committed to increasing access to information and participation in education debates on critical issues in comparative education. CICE is designed, managed, and edited by graduate students from Teachers College, Columbia University.

Forum for Human Rights and Ethics (FHRE)
Raises people’s awareness of the existence of various schools of thought, disciplines and doctrines in regards to Human Rights and fosters a sense of duty, responsibility and respect toward one’s self and other people by touching upon different ethical philosophies.
Friends of Japan (FOJ)
Promotes Japanese culture and serves to unite Japanese students in the TC community.

Forum on the Role of Religion and Spirituality in Education (FRSE)
A fundamental purpose of the field of education, and hence TC, is enlightenment, empowerment, and growth of the whole person. The Forum for Religion, Spirituality and Education hopes to engage participants, inspiring them to translate dialogue into action.

Kappa Chapter of Kappa Delta Pi (KDP)
Kappa Delta Pi is an International Honor Society dedicated to scholarship and excellence in education.

Korean Graduate Student Association (KGSA)
Promotes a better understanding about Korea and Korean culture within the TC and greater Columbia community and collectively promotes the interests of the members.

LearnPlay
LearnPlay’s mission is to identify, model, and disseminate two things: games that educate and education that uses games.

MELA – The Indian Students Association
Our mission is to provide a forum for cultural and intellectual exchange between students of Indian origin and the Teachers College Community.

Organization and Human Development Consulting Club (OHDCC)
Provides opportunities for graduate students pursuing a career as an organizational consultant, those alumni engaged in the career, and other members of the Department of Organization and Leadership interested in social networking and information sharing through the creation of mutual support systems among members.

Philosophy in Cinema Society (PICS)
Provides space for all those interested and affiliated with TC to explore relationships between philosophy and cinema.

Queer TC
The mission of Queer TC is to create an academic and social network committed to promoting awareness of the lesbian, gay, bisexual and transgendered community (LGBT) here at TC.

Society for Economics in Education (SEE)
Provides opportunities for networking, information sharing, and mutual support systems among the students in the Program for Economics and Education at TC.

Society for International Education (SIE)
Provides opportunities for students, staff, and faculty in the broad field of comparative and international education to interface, network, and share information with regards to events and employment opportunities that are relevant to international education.

South Asian Voices for Education (SAVE)
The organization’s goal is to facilitate dialogue and to stimulate discussion on education in South Asia. The organization will focus attention on issues in the field by hosting events and bringing speakers who can address practical as well as academic perspectives on this topic. The organization hopes to create a type of ‘forum’ for South Asian educators through which we can approach themes such as historical and current issues in South Asian education, the activity of education non-governmental organizations in South Asia, and South Asian education in America.

Student Advocates for the Arts (SAA)
Empowers and represents student voices to influence legislation and policy affecting the arts and public arts funding.

Teachers College American Sign Language Club (TC ASL)
A group created for the purpose of providing a safe space for Teachers College and Columbia University-affiliated students who support the use of American Sign Language as a language and means of communication.

Teachers College Jewish Association (TCJA)
Creates a community of students interested in Jewish life, culture, and events; increases awareness of Jewish resources at Columbia University and in New York City; and facilitates opportunities for Jewish learning.

Teachers College Pedagogy in Cinema Society (TC PICS)
TCPICS provides a space for all those affiliated with TC who are interested in exploring possible relationships between philosophy and cinema.

Teachers College Students for a Cultural Studies Initiative (TC SCSI)
TC SCSI endeavors to provide organizational benefits to students and faculty members at Teachers College interested in discussing issues pertaining to, and conducting research concerned with, cultural and gender studies. TC SCSI furthermore aims to encourage TC wide participation in all cultural studies related events and programs sponsored by the organization.

Teachers College Sustainable Solutions (TCSS)
We recognize that there are environmental consequences of the current global food system. By raising awareness through education and changing cafeteria practices we aim to create a more environmentally sustainable, socially conscious dining service for the Teachers College community.

TESOL/AL Roundtable
Allows students to present research in an informal environment, share knowledge of upcoming events and meet other driven and diverse members of the TC TESOL/AL community.

Student Senate
The mission of the TC Student Senate is to promote the social and general welfare of students by serving as the representative, advocate, and liaison between the student body and Teachers College and Columbia University communities, including its administration, faculty, staff and alumni. The Senate operates to gather and express student opinions while fostering communication regarding College-wide issues to the student body, to develop a cohesive community by nurturing a sense of friendship and respect within Teachers College and within our larger University community and neighborhood, and to welcome the collaboration and participation of students, administration, faculty, staff and alumni.

Student Senate activities are dedicated to the college’s mission: to embrace and promote the rich diversity, community, and civility of the student body as well as to encourage student organizations to develop and implement activities that serve Teachers College students and the larger community. To learn more about how to become involved in the Student Senate and the various positions open in the Fall please visit the website: www.tc.edu/senate or contact us via email at student-senate@tc.columbia.edu.

Voter Registration
Teachers College encourages our students to participate in the democratic process of voting. Eligible students can register to vote in New York State by picking up an application in the Office of Student Activities and Programs located at 160 Thordike.
New York City 
& Campus Life Resources

Morningside Heights and Harlem Neighborhood

Teachers College is a vibrant and integrated part of the Morningside Heights section of New York City. The campus consists of 5 residence halls and 8 interconnected buildings. Take time to explore the campus and neighborhood and admire the Gothic architecture dating back to the early 19th century. Whether you are a part-time or full-time student, we encourage you to become familiar with not only campus, but also the entire neighborhood.

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

Harlem embraces the area north of Morningside Heights up to 151st and west of Fifth Ave. It is a neighborhood rich in culture and history and has undergone revitalization in the last 10 years. Harlem is home to entertainment centers like the famous Apollo Theater and historical sites such as Grant’s Tomb. Visit the St. Nicholas Historical District and New York’s oldest black church, Abyssinian Baptist. Harlem is also home to the business offices of former President Bill Clinton.

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

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

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

Jewish Theological Seminary was founded in 1887 and is a focus of the Conservative Jewish movement in the United States, a center for Jewish scholarship, and a training institute for rabbis and cantors. The library, like that at Union, is world famous for the size and completeness of its collection. The campus of Jewish Theological Seminary is located one block north of TC, on West
New York City and Campus Life Resources

122nd St., between Broadway and Amsterdam Ave. Try its charming cafeteria for a delicious kosher meal.

Manhattan School of Music (MSM) was founded in 1917 and moved to its current location (previously occupied by Juilliard School of Music) in 1969. MSM has long had a reputation as being one of the finest music conservatories in the nation. The members of the American String Quartet are permanent artists-in-residence; other world-renowned artists offer master classes. MSM regularly schedules concerts and operatic productions of outstanding quality. These performances — many of them free — contribute greatly to life on the Heights.

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

The Cathedral of St. John the Divine at West 112th St. and Amsterdam Ave. is the seat of the Episcopal Diocese of Manhattan. Construction has resumed and when completed, St. John’s will be the largest Neo-Gothic cathedral in the world. The Cathedral is the site for many outstanding concerts, performances, and art exhibits. There is a small gift shop/bookstore that is worth investigating. Teachers College has a long history of holding its commencement ceremonies at The Cathedral of St. John the Divine.

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

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

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

Neighborhood Resources

Please note: Teachers College does not support or endorse any of the businesses listed in this section; phone numbers and locations are subject to change.

Banks

Amalgamated Bank
564 West 125th St.
(212) 531-9280
www.amalgamatedbank.com

Banco Popular
231 West 125th St. (at 8th Ave.)
(800) 377-0800
www.bancopopular.com

Chase Bank
2824-26 Broadway (at West 109th St.)
(212) 961-2050
www.chase.com

Citibank
2861 Broadway (at West 111th St.)
1310 Amsterdam (at West 123rd St.)
Basement of Teachers College
(AMT only)
(800) 627-3999
www.citibank.com

Commerce Bank
300 West 125th St.
(212) 280-0756
www.commerceonline.com

Washington Mutual
2875 Broadway (at West 112th St.)
(212) 866-0293
105 West 125th St. (Lenox Ave.)
(212) 865-4510
www.wamu.com

Bookstores

Columbia University Bookstore
2922 Broadway (at West 115th St.)
(212) 854-4131
www.columbiabookstore.com

Labyrinth
536 West 112th St. (at Broadway)
(212) 865-1588
www.labyrinthbooks.com

Morningside Bookshop
2915 Broadway
(212) 222-3350

Teachers College Bookstore
Amsterdam (at West 120th St.)
(212) 678-3920
www.teachers.bkstore.com

Dry Cleaners

Bon French Cleaners and Dryers
2881 Broadway (at West 112th St.)
(212) 662-2194

Nelson Cleaners
471 West 125th St.
(212) 316-3471

Riverside Cleaners Inc.
3167 Broadway
(212) 866-9592

Royal Dry Cleaners Inc.
3151 Broadway (Basement)
(212) 666-7388

Spotless Dry Cleaning
3068 Broadway (at West 121st St.)
(212) 666-4223

Ye Olde Cleaning & Tailoring Shop
1221 Amsterdam (at West 120th St.)
(212) 866-2056

Duplicating

See Teachers College Document Services, page 23, for other duplicating service.

Broadway Copy Center
3062 Broadway (at West 121st St.)
(212) 864-6501

Columbia Copy Center
2790 Broadway
(212) 865-1212

TC Duplicating Office
36 Zankel
(212) 678-3703
www.tc.columbia.edu/controller/document-services/duplicating

The Village Copier
2872 Broadway (near West 111th St.)
(212) 666-0600
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<th><strong>Eye Care</strong></th>
<th><strong>Food Markets</strong></th>
<th><strong>Pharmacies</strong></th>
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<tr>
<td><strong>Cohen’s Fashion Optical</strong>&lt;br&gt;2933 Broadway (at West 114th St.)&lt;br&gt;(212) 662-0400</td>
<td><strong>Food Center</strong>&lt;br&gt;3153 Broadway (at West 108th St.)&lt;br&gt;(212) 662-3348</td>
<td><strong>Carnegie Town</strong>&lt;br&gt;501 West 113th Street (on Amsterdam Ave.)&lt;br&gt;(212) 749-2677</td>
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<td><strong>Columbia Opticians</strong>&lt;br&gt;1264 Amsterdam (near West 121st St.)&lt;br&gt;(212) 316-2020</td>
<td><strong>Apple Tree Supermarket</strong>&lt;br&gt;1225 Amsterdam Ave. (at West 120th St.)&lt;br&gt;(212) 865-8840</td>
<td><strong>Claremont Chemists</strong>&lt;br&gt;3181 Broadway (on 125th St.)&lt;br&gt;(212) 662-0220</td>
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<td><strong>VNN Optical International Corporation</strong>&lt;br&gt;3210 Broadway (West 126th St.)&lt;br&gt;(212) 665-5051</td>
<td><strong>Camilo Food Corporation</strong>&lt;br&gt;2847 Broadway (between West 110th and 111th St.)&lt;br&gt;(212) 865-8840</td>
<td><strong>CVS Pharmacy</strong>&lt;br&gt;105 West 125th St. (between Amsterdam and Broadway)&lt;br&gt;(212) 864-5431</td>
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<td><strong>M2M Mart Corp</strong>&lt;br&gt;2935 Broadway (between West 114th and West 115th St.)&lt;br&gt;(212) 280-4600</td>
<td><strong>Creative Health Food</strong>&lt;br&gt;2806 Broadway (near West 108th St.)&lt;br&gt;(212) 866-5637</td>
<td><strong>Duane Reade</strong>&lt;br&gt;1290 Amsterdam Ave. (at West 123rd St.)&lt;br&gt;(212) 665-8966</td>
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<td><strong>Manhattan Food Market</strong>&lt;br&gt;507 Manhattan Ave.&lt;br&gt;(212) 663-2263</td>
<td><strong>C-Town</strong>&lt;br&gt;560 West 125th St. (between Amsterdam and Broadway)&lt;br&gt;(212) 662-2388</td>
<td><strong>Family Pharmacy &amp; Surgical Inc</strong>&lt;br&gt;379 West 125th St. (on Convent Ave.)&lt;br&gt;(212) 749-3348</td>
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<td><strong>Met Foods</strong>&lt;br&gt;1316 Amsterdam Ave. (between West 123rd and La Salle St.)</td>
<td><strong>D’Agostino Supermarket</strong>&lt;br&gt;3149 Broadway&lt;br&gt;(212) 865-0321</td>
<td><strong>Hartley Chemist</strong>&lt;br&gt;1219 Amsterdam Ave. (at West 120th St.)&lt;br&gt;(212) 678-0636</td>
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<tr>
<td><strong>Milano Market</strong>&lt;br&gt;2892 Broadway (at West 113th St.)&lt;br&gt;(212) 665-9500</td>
<td><strong>Apple Tree Supermarket</strong>&lt;br&gt;3153 Broadway (212) 865-0321</td>
<td><strong>Family Pharmacy &amp; Surgical Inc</strong>&lt;br&gt;123rd and La Salle St.)&lt;br&gt;(212) 749-2677</td>
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<td><strong>Zabar’s</strong>&lt;br&gt;Scr 2245 Broadway (at West 80th St.)&lt;br&gt;(212) 787-2000</td>
<td><strong>Food Center</strong>&lt;br&gt;2127 Broadway (at West 75th St.)&lt;br&gt;(212) 678-0305</td>
<td><strong>Food Center</strong>&lt;br&gt;2806 Broadway (at West 108th St.)&lt;br&gt;(212) 866-5637</td>
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<td><strong>Carnegie Town</strong>&lt;br&gt;501 West 113th Street (on Amsterdam Ave.)&lt;br&gt;(212) 749-2677</td>
<td><strong>Claremont Chemists</strong>&lt;br&gt;3181 Broadway (on 125th St.)&lt;br&gt;(212) 662-0220</td>
<td><strong>CVS Pharmacy</strong>&lt;br&gt;105 West 125th St. (between Amsterdam and Broadway)&lt;br&gt;(212) 864-5431</td>
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<td><strong>Claremont Chemists</strong>&lt;br&gt;3181 Broadway (on 125th St.)&lt;br&gt;(212) 662-0220</td>
<td><strong>Duane Reade</strong>&lt;br&gt;1290 Amsterdam Ave. (at West 123rd St.)&lt;br&gt;(212) 665-8966</td>
<td><strong>Family Pharmacy &amp; Surgical Inc</strong>&lt;br&gt;379 West 125th St. (on Convent Ave.)&lt;br&gt;(212) 749-3348</td>
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<td><strong>CVS Pharmacy</strong>&lt;br&gt;105 West 125th St. (between Adam Clayton Powell and Lenox Ave.)&lt;br&gt;(212) 864-5431</td>
<td><strong>Family Pharmacy &amp; Surgical Inc</strong>&lt;br&gt;379 West 125th St. (on Convent Ave.)&lt;br&gt;(212) 749-3348</td>
<td><strong>Hartley Chemist</strong>&lt;br&gt;1219 Amsterdam Ave. (at West 120th St.)&lt;br&gt;(212) 678-0636</td>
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<td><strong>Duane Reade</strong>&lt;br&gt;1290 Amsterdam Ave. (at West 123rd St.)&lt;br&gt;(212) 665-8966</td>
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<td><strong>Family Pharmacy &amp; Surgical Inc</strong>&lt;br&gt;379 West 125th St. (on Convent Ave.)&lt;br&gt;(212) 222-1300</td>
<td><strong>Fairway Supermarket</strong>&lt;br&gt;2127 Broadway (at West 74th St.)&lt;br&gt;(212) 595-1888</td>
<td><strong>Hartley Chemist</strong>&lt;br&gt;1219 Amsterdam Ave. (at West 120th St.)&lt;br&gt;(212) 749-8480</td>
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<td><strong>Hartley Chemist</strong>&lt;br&gt;1219 Amsterdam Ave. (at West 120th St.)&lt;br&gt;(212) 749-8480</td>
<td>**West 132nd St. (between 12th Ave. and Amsterdam) (212) 864-7813</td>
<td><strong>MLK Pharmacy</strong>&lt;br&gt;568 West 125th St. (at Malcolm X Blvd)&lt;br&gt;(212) 666-6060</td>
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<td><strong>MLK Pharmacy</strong>&lt;br&gt;568 West 125th St. (at Malcolm X Blvd)&lt;br&gt;(212) 666-6060</td>
<td><strong>Rite Aid</strong>&lt;br&gt;2833 Broadway (at West 110th St.)&lt;br&gt;(212) 663-3135</td>
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<td><strong>Town Drug</strong>&lt;br&gt;501 West 113th St. (on Amsterdam Ave.)&lt;br&gt;(212) 678-0636</td>
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### Sampling of Local Restaurants

- **Bistro Ten 18 ($$)**
  - 1018 Amsterdam (at West 110th St.)
  - (212) 662-2720

### Parking

New York City has regulations governing street parking. Different areas have different regulations. Most of the streets around Teachers College have alternate side of the street parking between the hours of 11 am – 12:30 pm, as designated by street signs. Cars illegally parked at that time are ticketed by the traffic officers of the New York City Department of Transportation. Fines are steep and a hard-to-remove large sticker may also be affixed to a window to remind you of the inconvenience to the cleaning crew.

You must read the parking regulations that are posted along each block. Generally, you will find one of three possibilities:

1. Parking is not permitted.
2. Parking meters are installed. They generally cost 25 cents for half an hour up to 6 hours. The rates vary from block to block, area to area.
3. Alternate side of the street parking. To facilitate street cleaning, parking is allowed on one side of the street on Monday and Friday, and on the other side on Tuesday and Thursday. Just do not forget what day of the week it is or what time of the day! Due to financial constraints, parking regulations currently are suspended on Wednesday and Saturday. For more information about alternate side parking and suspension dates for alternate side parking, street signs, and meters, please go to [www.columbia.edu/cu/ire](http://www.columbia.edu/cu/ire).

### Parking Within Six Blocks of TC

City regulations allow alternate side of the street parking on these streets, but always check the signs first:

- **Claremont**
  - 116th to 122nd St., and 122nd St. to Tieman Pl.
- **Broadway**
  - 120th St. to LaSalle, LaSalle to 125th St., under the IRT
  - 124th to 125th St.
  - 114th to 122nd St.
- **LaSalle St.** from Claremont to Broadway
  - Riverside Viaduct above 125th St.
- **Tieman Pl.** Riverside to Broadway
  - West 114th to 123rd St. Riverside to Morningside

Several streets have parking meters that take quarters from 9:00 a.m. to 7:00 p.m. or 10:00 p.m. depending on the restrictions (check specific times as posted). Be careful not to leave your car unattended in these areas before 8 a.m. - either NYC traffic or the sanitation officers will ticket your car!

- **Broadway (110th-116th St.)** $0.25 per half hour up to one hour
- **Broadway (116th-120th St.)** $0.25 per half hour up to 6 hours
- **Amsterdam (114th-125th St.)** $0.25 per half hour up to 6 hours

### Parking for Persons with Disabilities

Limited parking for persons with disabilities is available with a valid New York Disability Parking permit or a New York State special license plate. Other state permits are also recognized. Contact the Office of Access and Services.
New York City and Campus Life Resources

for Persons with Disabilities for further information at (212) 678-3689.

Parking & Garages
Columbia University
B-4 Low Library
(212) 854-5508
Limited parking is available from 6 p.m. to 11 p.m. Contact B-4 Low Library to make arrangements for purchasing a parking sticker.

G. M. C.
532 West 122nd St.
(212) 961-1075
Riverside Church 490 Riverside Dr., entrance off West 120th St.
(212) 870-6736
GGMC Parking
515-520 West 112th St. (Between Broadway & Amsterdam Ave.)
(212) 865-1754
For more information on parking garages, go to www.columbia.edu/cu/ire

Postal Services

The TC Mail Room, responsible for processing TC mail, is located in the basement of Zankel. Stamps are not sold, but packages can be weighed for postage amounts. Stamp machines are available near the Mail Room in the commuter lounge and at the post offices on the Morningside Campus and Columbia University Station, West 112th St. between Broadway and Amsterdam Ave. In addition, there are supplies for mailing Priority and Express mail and FedEx. A FedEx drop box is located in the lobby of Zankel. A Federal Express office is located at 600 West 116th St. and can be contacted at (212) 749-3515. The TC Mailroom can be contacted at (212) 678-3700. The hours for the TC mail room are as follows: Monday through Friday, 9am-5pm. Window service is available from 11am-4pm, Monday through Friday. During the summer, TC offices close at 3pm on Fridays.

Transportation in New York City

Intercampus Shuttle Bus
General Information
(212) 854-5508
Morningside Schedule
(212) 854-2796
Health Sciences Schedule
(212) 305-8100
Employees and students of TC may travel, free of charge, between the Morningside Campus and the Health Sciences Campus by presenting their TC ID. Travel time is an estimated 15 minutes. The shuttle runs on the same schedule year round, except for holidays. During the summer, there is no service after 8 p.m.

Morningside Heights Shuttle Bus Service
CU Security Office
(212) 854-2796
Health Sciences Campus
(212) 305-8100
The evening shuttle bus service within Morningside Heights is free for members of the Columbia community who present a valid Columbia University or Harlem Hospital identification card. The service covers a route consisting of thirteen designated stops between 108th St. and 125th St. A 15-passenger van driven by a security officer will depart every half-hour from 7 p.m. to 11 p.m. (on call until 2 a.m., call 212-854-SAFE) from the northeast corner of 116th St. and Amsterdam Ave. All suggestions, comments, and complaints should be directed to Crime Prevention at (212) 854-8513, 101 Low Library.

Shuttle Stops: The shuttle picks up and drops off passengers at the following locations: in front of the Milstein Pavilion at the Health Sciences Campus (HS); on Lenox Ave. and West 136th St. at the Harlem Hospital Center (HH); and at the main gates at Broadway and West 116th St. on the Morningside Campus.

Times: Travel time between points is approximately 15 minutes with 5 additional minutes scheduled for waiting time at each stop. All scheduled times are approximate; please allow 2 to 3 minutes variance.

Summer Schedule (June, July, and August): The summer schedule is identical to the academic year schedule except THERE WILL BE NO EVENING SERVICE AFTER 8PM BETWEEN THE HEALTH SCIENCES AND MORNINGSIDE CAMPUSES.

Holiday Schedule: There will be NO SHUTTLE SERVICE on New Year’s Day, Martin Luther King, Jr.’s Birthday (observed), Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. On Election Day, Thanksgiving Friday, and the two University-designated holidays at Christmas time, the summer schedule will be in effect.

New York Transit

New York City’s transit system is one of the largest in the world. The city is designed in a grid pattern, and most of the streets are numbered. “Streets” generally run east to west (river to river), and “Avenues” typically run north to south. Keep in mind there are exceptions to every rule. Certain maps of the New York City subway system and bus lines are available at the Student Activities Office. For the most up-to-date information, please visit the MTA website (www.mta.info).

Airports

The three major airports in NY are LaGuardia, John F. Kennedy, and Newark. Taxi service directly to campus, and bus service to midtown Manhattan, is available from all of the airports. General information for each airport is as follows:

LaGuardia Airport - (718) 533-3400
www.panynj.gov/aviation/lgframe.HTM

JFK - (800) 244-4444
www.panynj.gov/aviation/jfkframe.HTM

Newark - (973) 961-6000
www.panynj.gov/aviation/ewrframe.HTM

Taxi fares will vary, depending on the destination. There is a “flat rate” from JFK International Airport of $45 plus toll and tip. Traveling to LaGuardia Airport will cost you approximately $45. Fares to and from Newark International Airport are twice the meter plus tolls – generally $55 depending on the time of day and location. Tolls and tips are not displayed on the meter. Luggage can cost a one dollar surcharge per piece placed in the trunk, and an additional surcharge up to one dollar is often added at certain times during the night (these times should be posted in the taxi).

Buses

Buses are popular with many New Yorkers, who prefer them to the subways. Buses stop more frequently than subways but are much slower. The M4 goes uptown to the Health Sciences campus and the Cloisters, and downtown by way of Fifth Ave. to several museums such as the Museum of the City of New York, the Guggenheim Museum, the Metropolitan Museum of Art, the Children’s Zoo in Central Park, Fifth Avenue shops, Rockefeller Center, St. Patrick’s Cathedral, the New York Public Library, and the Empire State Building. The terminal stop is Pennsylvania Station. The bus returns uptown via Madison Ave.

The M5 route is down Broadway from West 16th St., then along Riverside Dr. at 58

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135th St. to 72nd St., then via Broadway and 59th St. to Fifth Ave. The M5 returns north along 6th Ave., (Avenue of the Americas), turning west on 59th St.
The M104 Broadway bus goes downtown to 42nd St. and then east to the United Nations buildings. The M11 Amsterdam Ave. bus serves the west side of Manhattan, going downtown via Amsterdam Ave. to 110th St., then down Columbus Ave.; it returns north via Amsterdam Ave.

Bus Stations
Port Authority, located just west of Times Square (Eighth Ave. between 40th St. and 42nd St.), serves as New York’s main commuter and long-distance bus terminal. You may reach it via subway at 42nd St. Phone: (212) 564-8484 Website: www.panynj.gov/aviation.html
New Jersey Transit
(800) 772-2222 or (973) 762-5100
Greyhound
(800) 231-2222
Peter Pan
(800) 343–9999
Adirondack
(800) 858-8555 or (212) 967-2900

Subways
The subway line closest to Teachers College is the IRT Broadway-Seventh Ave. Local (#1 train). This train makes stops along Broadway between West 242nd Street in the Bronx and South Ferry in Manhattan. Take the #1 train to the 116th St. – Columbia University train station.
The Broadway train line goes uptown to Baker’s Field, the Columbia football/soccer field and athletic area (215th St.) and Columbia-Presbyterian Medical Center (168th St.). If you are going to South Ferry, you must be in one of the first five train cars to exit the station.

Train Stations
Penn Station – 7 & 8 Ave. at 32nd St., New York.
Amtrak - (800) 872-7245
Grand Central Terminal – East 42nd St. at Park Ave., (212) 532-4900. Grand Central Terminal is the world’s largest and busiest transportation building, occupying forty-nine acres and servicing over 426,000 commuters on a daily basis.

MTA Service Information
Metro-North Railroad
(800) METRO-INF in New York City - (212) 532-4900
www.mta.info
Long Island Railroad - (718) 217-LIRR
www.lirr.org/lirr
New Jersey Transit - (800) 772-2222
www.njtransit.com
For more information about transportation, call NYC Department of Transportation at 311 or check the Web site, www.nyc.gov/html/dot/home.html

Taxis
Taxicabs provide you with fast, door-to-door service, although they are much more expensive than the other types of public transportation.
There are several types of taxicabs in New York City. The metered medallion cab (the common yellow cab) is the only one legally allowed to pick up passengers hailing a cab on the street. The base fare is $2.50, with a $1.00 additional fee between 4pm – 8pm and a late night fee of $.50 between 8pm – 6am. There are also additional fees depending on the length of the trip and how long the cab is in traffic. More information on cab fares can be found at www.nyc.gov/html/tlc/html/passenger/taxicabrares.shtml. Livery cabs pick up passengers who call for transportation. If the cab is vacant, the driver is required by law to accept a fare to any location in any of the five boroughs of the City. Get into the cab before you give your destination. Pay your fare and get your change and a receipt before leaving. The receipt has the number of your cab.
The complaint number of the New York City Taxi and Limousine Commission is 311. Be sure to have the driver’s medallion number (posted on the dashboard of the cab and listed on your receipt) when making a complaint.
Do not carry large sums of money, beware of “con games.” If no phone is available, enter Call Teachers College Security. Dial the Police (911) on a public phone in your area. If your suspicions are aroused, do any of the following: • Do not dangle a purse at arm’s length. Hold it close to your chest. • Place wallets in front pockets. • If you hear cries for help, attempt to identify the source and call 911. You might help someone who is in trouble. • Do not read as you are walking or crossing streets. • Avoid wearing headphones while walking late at night. • STAY ALERT AT ALL TIMES!

In the Classroom and Library: • Never leave handbags, briefcases or laptop computers unattended. • When taking a break, secure your valuables or take them with you. • Report lost keys or other items to Security.

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

If you are a victim: • Report the crime to the police by calling 911. • Attempt to remain calm while the police respond. • If you are injured, request medical attention. • Obtain the hospital report number from the hospital and a complaint number from the police. • If injuries and financial loss are sustained, you may be eligible for crime victim’s compensation. Write or call: Crime Victims Compensation Board – (718) 923-4325 • To replace important I.D. cards TC I.D. - (212) 678-3098 Social Security/Medicare card - (800) 772-1213 Half-fare card, disabled - (718) 330-1234/(718) 243-4999 Blue Cross/Blue Shield card (800) 453-0113 G.H.I. card - (212) 615-0000 H.I.P. card - (800) 447-8255 Oxford card - (800) 444-6222 Driver’s License - (212) 414-1686 • For major credit cards, contact the individual store or credit card company immediately.

Emergency Boxes
Yellow radio-operated emergency boxes with blue lights on top are located throughout the campus. To operate: open door (pull handle) and depress red button to speak, release red button to hear message. Give Security your location. Security personnel will be dispatched. These boxes allow students to immediately access Security. These boxes can be found at the following locations:

Campus Sex Crimes Prevention Teachers College, in complying with the notification requirements of the federal “Campus Sex Crimes Prevention Act,” would like to notify the local community that sex offender registration information for any students, employees, or residents of the College may be found at the Teachers College Office of Safety and Security located in Whittier Room 106. Additionally, information on any sex offenders who are also residents of the city of New York in Morningside Heights can be found at the New York Police Department 26th Precinct. New York State law requires that anyone required to register as a sex offender do so with both their local law enforcement (municipal or county) agency at their residence and also with the police or security department of any institution of higher learning at which they are enrolled as a student (full-time or part-time), are an employee (full-time or part-time), or reside (or intend to...
**Teacher College – Columbia University**

**Campus Crime Statistics 2003-2005**

<table>
<thead>
<tr>
<th>Year</th>
<th>On Campus</th>
<th>Non Campus</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Murder</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sex Offense - Felonable</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sex Offense - Non-Felonable</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Robbery</strong></td>
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<td>0</td>
</tr>
<tr>
<td><strong>Burglary</strong></td>
<td>11</td>
<td>14</td>
<td>46</td>
</tr>
<tr>
<td><strong>Aggravated Assault</strong></td>
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<td>1</td>
<td>0</td>
</tr>
<tr>
<td><strong>Motor Vehicle Theft</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Arrest for Alcohol</strong></td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td><strong>Discipline for Alcohol</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Arrest for Drugs</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Arrest for Weapons</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Discipline for Weapons</strong></td>
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<tr>
<td><strong>Vandalism</strong></td>
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<td>0</td>
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<tr>
<td><strong>Manslaughter</strong></td>
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<td>0</td>
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<tr>
<td><strong>Assault</strong></td>
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<tr>
<td><strong>Hate Crimes</strong></td>
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</tr>
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</table>

* The Advisory Committee on Campus Safety will provide upon request all crime statistics as reported to the United States Department of Education (visit www.highered.nysed.gov/Quality-Assurance/home.html). You may also contact the College at (212) 678-3098 or visit www.tc.edu/security for more information.

**Residence Halls**

Note: Tracking and analyzing hate incidents provides the needed information for the community to identify potential threats and assess the level of tension on their community. Report incidents to the Office of Safety and Security or a campus official.

### Reporting a Hate Crime

- **Reporting Hate Crimes and incidents**, even those that you might not consider “serious,” is important to monitoring and stopping future incidents. By keeping detailed information on incidents, you can strengthen the case for official action.
- **Write down exactly what happened.** Try to include as much specific detail as possible in your account.
- **Record precisely where and when the incident occurred.**
- **If anyone was with you or saw what happened, record their names and phone numbers as well.** Ask them to write an account of what they witnessed and sign and date this document.
- **Record names or detailed descriptions of the perpetrators.**
- **Make photocopies of hate mail or other documentation.** Keep the originals.
- **Keep a careful log of hate calls and other documentation.** Keep the originals.
- **Call Police (911) in an emergency or Safety and Security Dispatch in a non-emergency at 3333 or (212) 678-3333.** Give the responding officer or official complete information to ensure the incident is documented as bias-related.
- **Record the officer’s name and badge number.**

### Hate crimes can include:

- Graffiti
- Verbal intimidation or threats
- Hate mail (including email)
- Property damage
- Harassment
- Trespassing and stalking
- Physical assaults and threats
- Arson
- Attacks with Weapons
- Murder

Hate Crimes are against New York law and are violations of the College’s anti-discrimination policy. Concerning the law and the penalties of the law, please refer to this website: http://criminaljustice.state.ny.us/internet/crimnet/clf/hatecrimesact2000.pdf

### What is a Hate Incident?

Not all expressions of hate or group bias rise to the level of hate crime as defined in state and federal statutes. Derogatory words or epithets directed against a member of a previously defined group because they are a member of such group, if not accompanied by a threat of harm with the ability to carry it out, are considered protected speech and not a hate crime. They do, however, constitute a hate-related incident.

### Hate or Bias Crime Reporting

**What Is a Hate Crime?**

A hate crime is a crime which is committed because of the victim’s race, color, religion, national origin, age, disability, gender or sexual orientation.

### Community Resources

- **New York State Registry:** criminaljustice.state.ny.us/nsor

### Hate Crime Resources

For further information about Hate Crime reporting and resources, please visit the Teachers College website under the Office of Safety and Security. Anonymous reporting is an option on this website.

See the section on “College Policies” in this Handbook for information on campus medical and counseling services.
Apple Tree Supermarket
1225 Amsterdam Ave./West 120th St.

Morningside Deli
1090 Amsterdam Ave./West 114th St.

NYFD Engine 47
502 West 113th St./Amsterdam Ave.

V&T Pizza Restaurant
1024 Amsterdam Ave./West 112th St.

R & C Deli Grocery
1030 Amsterdam Ave./West 110th St.

Hungarian Pastry Shop
1032 Amsterdam Ave./West 111th St.

Ye Olde Cleaners
1221 Amsterdam Ave./West 120th St.

Hamilton Deli
1131 Amsterdam Ave./West 116th St.

Columbia Book Store
2922 Broadway/ West 115th St.

Amsterdam Restaurant and Tapas Lounge
1207 Amsterdam Ave./West 119th

CHE Bella Pizza
1209 Amsterdam Ave./West 120th St.

Ollie’s Restaurant
2957 Broadway/West 115th St.

University Food Market
2943 Broadway/West 115th St.

Tamarind Seed & Health Food
2937 Broadway/West 115th St.

New World Coffee
2929 Broadway/West 113th St.

Havana Central at the West End
2911 Broadway/ West 115th St.

Starbucks Cafe
2853 Broadway/West 110th St.

Simon Gourmate
2860 Broadway/West 111th St.

Tom’s Restaurant
2880 Broadway/West 112th St.

Famiglia Pizza
2859 Broadway/West 112th St.

Olive Tree Deli
3060 Broadway/West 121st St.

Stenson Stationary
3066 Broadway/West 121st St.

Spotless Cleaners
3068 Broadway/West 122nd St.

Secret Garden Cafe
3070 Broadway/West 122nd St.

Koronet Pizza
2848 Broadway/West 110th St.

The Wrapp Factory
2857 Broadway/West 111th St.

Cafe Taci
2841 Broadway/West 110th St.

Rite Aid Pharmacy
2833 Broadway/West 110th St.

Symposium Greek Restaurant
544 West 113th St./Amsterdam

Subs Conscious
1213 Amsterdam/West 120th St.

Nussbaum & Wu
2897 Broadway/ West 113th St.
Guide to Students’ Rights & Responsibilities

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   • Non-Discriminatory Policy
   • Continuation of Enrollment

II. Academic Standards
   • Requirements

III. Grades
   • Grading Policy
   • Grade Correction Procedure

IV. Degree Program Requirements
   • Policy
   • Exemption Procedures, Master’s Programs
   • Exemption Procedures, Doctoral Programs

V. Evaluation Procedures for Doctoral Certification
   • Policy
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XII. Appendix A

XIII. Policy Statement on a Drug-Free Campus

XIV. Policy on Sexual Harassment

XV. Policy on Acceptable Use of Information Technology Resources

XVI. Responsible Use of Electronic Resources and Copyright Materials

XVII. Statement of College Policy on Alcoholic Beverages

XVIII. Policy on Use of Electronic Mail (E-mail)
College Policies

Continuation of Enrollment
The rights of the College with reference to the continuation of enrollment are stated as follows in the Statutes:

“The admission of a student, their continuance upon the rolls of the College, the receipt by them of academic credit for work completed, graduation, and the conferring of any degree or diploma upon them shall be subject strictly to the control of the College, which shall be free to refuse or cancel registration at any time on any grounds, except those cited above, which it deems desirable.” (Statutes, VII-C)

While the College has the authority for actions in the areas noted above, the exercise of that authority is generally subject to the grievance procedures in instances in which a student believes that the policies guiding such authority have been applied in a capricious or discriminatory fashion.

II. Academic Standards

Requirements
The faculty of the College requires that all students maintain acceptable grades as well as satisfactory progress in the completion of degree requirements. Some departments specify an overall minimum grade average (see specific department statements). Any department judging a student to be performing below expectations is authorized by the Faculty to require additional coursework as a means to evaluate the student’s continuance within the degree program or at the College. If satisfactory progress is not maintained, a student may be dismissed from the program. In addition, a student at the doctoral level whose academic performance in course work or in other requirements is seriously below the level required for successful completion of a degree may be denied permission for continued enrollment at the College on the initiative of the Department. Such a decision is not made by an individual professor, but rather is made by the Faculty of the department in which the student is enrolled. There is no formal appeal from such a decision, but the service of the Ombuds for Students may be sought by the student.

Any student receiving eight or more points in grades of C- or lower is not permitted to continue registration at the College in any capacity and may not receive a degree or diploma. Petitions for exception to this policy are to be submitted, in writing, to the Registrar with a written recommendation from the department in which the student was last enrolled. Such petitions will be submitted to a faculty committee for review and decision. (See Exemption Procedures, Master’s programs)

Discipline
Student admission, continuance upon the rolls of the College, receipt of academic credits, graduation, and the conferring of any degree or diploma shall be strictly subject to the disciplinary powers of the College, which shall be free to cancel registration at any time, on any grounds in which it deems advisable, subject to student appeal procedures where applicable as described in “Students’ Rights and Responsibilities,” obtainable from the Office of the Associate Dean for Academic Administration and published in the Student Handbook.

Columbia University has RULES OF UNIVERSITY CONDUCT which apply to all those who visit its campus or use its facilities. Violations of these Rules can lead to sanctions including the eradication of permission to visit the Columbia campus or use of its facilities and suspension or dismissal from Columbia courses in which a Teachers College student may be enrolled.

III. Grades

Grading Policy
The instructor for a course has the responsibility for setting the requirements for a course and making an evaluation of students’ work. No officer of the College can supersede the exercise of this responsibility. Once a grade has been given, the instructor is not free to change the grade unless the instructor indicates to the Registrar that an error was made in the original grade transmitted. If a student believes that an error has been made, he/she must take the initiative in bringing about the necessary correction prior to the conclusion of the semester immediately following the semester in which the course was taken.

Grade Correction Procedure
The normal procedure for effecting a correction would be through direct discussion between the student and the instructor. If redress cannot be attained through such discussions, the student may next appeal to the department chairperson of the department offering the course and, if resolution cannot be attained through appeal, the student may next appeal to the Dean. In situations where the student feels that such an appeal process might not be in the student’s interest, counsel and assistance can be sought from the Ombuds for Students and the Associate Dean for Academic Administration.

Incomplete Policy Grade of Incomplete (Effective as of Fall Term 2004)
Incomplete: The grade of Incomplete is to be assigned only when the course attendance requirement has been met but, for reasons satisfactory to the instructor, the granting of a final grade has been postponed because certain course assignments are outstanding. If the outstanding assignments are completed within one calendar year from the date of the close of term in which the grade of Incomplete was received and a final grade submitted, the final grade will be recorded on the permanent transcript, replacing the grade of Incomplete, with a transcript notation indicating the date that the grade of Incomplete was replaced by a final grade.

As of the Autumn Term 2004, the Faculty has approved the following change in the policy on Incomplete grades. If the outstanding work is not completed within one calendar year from the date of the close of term in which the grade of Incomplete was received, the grade will remain as a permanent Incomplete on the transcript. In such instances, if the course is a required course or part of an approved program of study, students will be required to re-enroll in the course including repayment of all tuition and fee charges for the new registration and satisfactorily complete all course requirements. If the required course is not offered in subsequent terms, the student should speak with the faculty advisor or Program Coordinator about their options for fulfilling the degree requirement. Doctoral students with six or more credits with grades of Incomplete included on their program of study will not be allowed to sit for the certification exam.

IV. Degree Program Requirements

Policy
The College has the responsibility for establishing the requirements for various degrees subject to certain policies set by Columbia University, the New York State Education Department, and professional accrediting agencies. Students have the right to full information regarding these requirements.
Exemption Procedures, Master’s Program
The Subcommittee on Student Petitions for Exemptions from Degree Requirements, a committee of the Faculty, has the responsibility of ruling on student petitions for exemption from master’s degree breadth requirement, the master’s degree regency requirement, and readmission to the College which was previously denied on the basis of poor scholarship. Any special requirements established by departments are subject to the jurisdiction of the department concerned. The Subcommittee cannot act on petitions requesting waiver of general University residence requirements for degrees or for acceptance of transfer credit for the Master of Arts and Master of Science degrees.

The petitioner first submits a formal request for waiver to the department. This petition is forwarded by the department to the Subcommittee via the Registrar, with a recommendation of the department which may be in support of or opposed to the petition. The Subcommittee takes into account the information and interpretation from both the petitioner and from the department and makes a ruling. There is no appeal from this ruling. The Registrar serves as the staff member for this Subcommittee and can provide any information needed concerning procedures and policies.

Exemption Procedures, Doctoral Programs
The various doctoral committees at Teachers College have the responsibility for implementing faculty policies concerning the requirements for the several degrees. The policies and established procedures are outlined annually in bulletins available from the Office of Doctoral Studies and online at www.tc.edu/administration/doctoral. A student may have a grievance regarding a decision which has been made concerning a petition for exemption from the Doctoral Dissertation Advisement Fee, a leave of absence, an extension of period of certification, and similar aspects of the doctoral process. In such instances, a student may submit a petition to the appropriate doctoral committee. The petition needs to carry the advisor’s recommendation. After proper review, the response to the petition is final in that it cannot be appealed for reversal to a higher office. However, the student may choose to take the matter to the Ombuds for Students. Students are urged to consult with the Office of Doctoral Studies if there are questions about the form of the petition or any other aspects of the process.

V. Evaluation Procedures for Doctoral Certification
Policy
A formal evaluation procedure is an explicit College requirement. This evaluation is the responsibility of two or more professors, and the recommendation for certification by the department is based on this evaluation and other relevant criteria. Each department has the authority to establish its own policy concerning the options available to students who have not been successful in this evaluation process.

Grievance Procedure
Grievances growing out of this process should be first addressed to the student’s advisor or to the department chairperson. However, at any point in the consideration of a grievance a student has the right to the assistance of the Ombuds for Students or the Associate Dean for Academic Administration as a mediator in consultation with instructional and administrative officers of the College.

VI. Termination of Enrollment of Emotionally Ill Students
Policy
The College has full authority to discontinue the enrollment of a student who is mentally disturbed to such a degree that an academic program cannot be successfully pursued, or whose conduct impedes the work of other students, faculty, or administrative offices. This decision shall be made by a special cases committee including the Associate Dean for Enrollment and Student Services, the Registrar, and the student’s advisor; the advice of others may be sought.

There is no appeal from this decision. The process by which the student may request permission to enroll at a subsequent period should be reported to the student.

The College’s response to a reported, attempted or threatened suicide is managed by a Psychological Emergencies Response Team (PERT) comprised of the following representatives: the Associate Dean for Enrollment and Student Services, and Directors of each of the following areas: the Center for Educational and Psychological Services, Residential Services, Office of Access and Services for Individuals with Disabilities, Office of Student Activities and Programs, and Office of International Services. The PERT will rely, in part, on the expertise of the staff of the Columbia University/Counseling and Psychological Services, as well as other College professional staff members who will collaborate as needed to help individuals experiencing difficulties to remain in the College community as safely as possible. The PERT will adhere to the Student Suicide Threat Response Policy as outlined by the office of the Associate Dean for Enrollment and Student Services.

VII. Access to Student Records
Policy
A student’s official academic record is maintained by the Registrar, and the use thereof is carefully controlled. Official records are defined as the transcript and other documents submitted in support of admission to the College and to degree programs. A doctoral student’s record folder, maintained by the Office of Doctoral Studies, is also included in this definition. In accordance with established records management procedures, such records are purged on an annual basis and essential documents may be miniaturized in other secure electronic formats. A student at Teachers College may inspect his/her records, maintained by the College, in accordance with the provisions of the Family Educational Rights and Privacy Act.

The official records of a student are not available for inspection by any person or agency other than the offices of the College without a formal authorization of the student which must be submitted for each instance of such inspection. A statement with reference to this policy is published annually in the Teachers College Bulletin under the heading “Release of Transcript and Student Information.”

Content of Records
For most students, the content of the record will include only terms with which the student is familiar, such as the application for admission, transcript of the courses
and grades, application for change of status initiated by the student, records of data pertaining to teaching certification submitted by the student, and correspondence between the student and the Office of Admission or Office of the Registrar. If the student is a doctoral candidate, certain formal documents pertaining to the progress of the student, all of which are specified in the official bulletin of the Office of Doctoral Studies, will also be included.

Procedure for Access
The process for access to a student’s own records includes the following steps: (1) Fill out a request form in the Office of the Registrar; (2) An appointment is made for inspection; (3) At the time of the appointment, the student should bring his/her ID card or some other equally appropriate form of photo identification; (4) In the event that copies are provided, the office of the College maintaining the record in question may impose a charge which, in general, will not exceed 20¢ per page (exception - the charge for a transcript is $5.00 for the first copy).

For a more detailed statement concerning access to students’ records, please refer to Appendix A in this document.

VIII. Financial Matters

Assessment of Fees
Fees for various services of the College are regularly published in the Teachers College Catalog. Any question or problems concerning those fees may be addressed to any staff member at the Office of Student Accounts. Questions concerning special fees, which are assessed in connection with the use of rooms in the College housing, should be addressed to the Director of Residential Services. Any decision made by staff members in the Office of Student Accounts may be appealed to the Director of Student Accounts. No appeal to the College or any committee thereof can be made after legal action in connection with the collection of fees (including rent) has been instituted by the College.

Student Financial Aid
Questions concerning the award of scholarships should be directed to the Director of Financial Aid, who will advise as to procedures for appealing scholarship award decisions. Appeals from the decisions of the Director of Financial Aid concerning any aspect of student financial aid may be made to the Associate Dean for Enrollment and Student Services, Donald C. Martin, 148 Horace Mann, (212) 678-3423.

IX. Statement on Academic Conduct

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

Decisions regarding academic evaluation in all aspects of students’ work at the College, including course work, certification examinations, clinical or field experiences, and preparation of dissertations, are within the sole jurisdiction of the faculty concerned, including, as appropriate, the department or program staff members. Disciplinary actions (e.g., reprimand, suspension, or dismissal) in cases of academic misconduct can be imposed by the Associate Dean for Academic Administration or the Committee on Student Conduct, as defined by the procedures below.

Procedures Defined
In cases where a faculty member or instructor (hereafter called ‘the instructors’), in the discharge of either individual or collective evaluative responsibilities, suspects a student of cheating, plagiarism or other forms of academic misconduct, the following procedures shall pertain:

- The instructors shall apprise the student of this suspicion and refer the student to the “Guide to Student Rights and Responsibilities” section of the Student Handbook.
- The instructors shall give such student the opportunity to meet with them to discuss the validity of the charges and the possible institutional responses to the charges.
- If after discussion with the student, the instructors still consider that the charges should be brought against the student, and that sanctions beyond those which they may apply are warranted, the instructors shall send complete details of the charges to the Associate Dean. In that event, the due process procedures described in the Student Conduct Code shall apply.

X. Student Conduct Code

PLEASE NOTE: The full version of the Student Conduct Code is available at the Office of Enrollment and Student Services website at www.tc.edu/oess

Conduct Standard Defined/Statement of Public Order
While Teachers College does not operate on the basis of detailed regulations and processes, it does expect its members to observe traditional canons of scholarly discourse, academic behavior, and due process. All members of the College community are expected to exhibit the high level of personal integrity which society must demand of professionals. Copies of the procedural guidelines proposed in the Joint Statement on Rights and Freedoms of Students are available in the Office of Enrollment and Student Services, 148 Horace Mann, (212) 678-3423.

Teachers College insists on the greatest degree of freedom of inquiry, teaching, learning, and expression for all of its members. Thus, activities which disrupt the regular and essential operation of the College and/or Columbia University are not permitted. Students or other members of the College community may register charges of violating these standards with the Office of the Associate Dean for Enrollment and Student Services. Students found guilty of violating these standards of conduct may be subject to appropriate disciplinary action, ranging from reprimand to disciplinary probation, suspension or expulsion.

Process Procedures Defined
Any member of the college community making a charge against a student which, if proven, would subject the student to disciplinary action by the College shall submit complete details of the charge, in writing, to the Associate Dean for Enrollment and Student Services.

The Associate Dean shall cause to be delivered to the student a complete statement of the charges being brought against the student and a notice of the student’s rights in the proceedings, and the possible consequences.

A meeting will be scheduled by the Associate Dean or a person designated by the Associate Dean, at which that person shall attempt to mediate the situation,
and, where appropriate, determine disciplinary action mutually agreeable to the parties involved.

If the student declines to participate in the meeting with the Associate Dean or his/her designee, or if no mutually satisfactory agreement between the student and the complainant is reached at that meeting, a hearing shall be scheduled before a Hearing Panel drawn from the Committee on Student Conduct.

The Committee on Student Conduct Hearing Panel shall be constituted of two students and two faculty members and one person to be designated as chairperson. In all matters regarding the hearing, the procedural guidelines proposed in the Joint Statement on the Rights and Freedoms of Students shall obtain.

The decision of the Committee on Student Conduct shall be communicated promptly to the student and to all other parties involved. The decision shall be binding unless the student wishes to appeal the decision of the standing Committee. Such appeals are to be directed to the President within 14 calendar days following notification of the decision of the Committee on Student Conduct. If the President is a party to the dispute, his/her function with respect to the appeal shall be discharged by a full professor who will be selected by lot from professors of that category. There shall be no change in a student’s status until the appeals process is complete, except as otherwise provided herein.

In an emergency or other extraordinary situation, the President or Dean of the College may take such disciplinary action as is necessary to deal appropriately with the situation pending a hearing by the Committee on Student Conduct, which shall take place as soon as practical but in no case more than five school business days from the date of the imposition of such disciplinary action.

XII. Ombuds for Students

Powers and Duties Defined

The Ombuds for Students is charged with attempting to informally resolve student dissatisfaction of an academic nature, as requested by a student or group of students. The student is able to confer with the Ombuds for Students on a completely confidential basis. The faculty, administration, and staff are instructed to cooperate with the Ombuds for Students. The Ombuds for Students has no power to compel the taking of any action by any party. No party may compel the Ombuds for Students to reveal any information he/she has. The Ombuds for Students may not voluntarily reveal any information learned from the student for any purpose without the student’s permission; and if this occurs inadvertently, the information will not be used in any manner to the student’s disadvantage in connection with any academic or disciplinary decision.

Procedures for Use of the Ombuds for Students

A student with an academic grievance is encouraged to deal directly with the instructional or administrative officers of the College most relevant to the matter. However, at any point in the consideration of a grievance, a student has the right to the assistance of the Ombuds for Students as a mediator in consultation with instructional and administrative officers of the College. For more information, visit the “Ombuds” section under the “Academic Resources” section of the Handbook.

XII. APPENDIX A: Guidelines and Statement of Policy

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

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

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

3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including student workers); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review information in the student’s education records in order to fulfill his or her professional responsibility.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

5) The College or University may release “directory information” with respect to a student. The University and College are required to give notice of the categories of information which it will treat as “directory information.” Accordingly, the College hereby gives notice that it has designated the following categories of information as directory information with respect to each student: name, mailing, campus and permanent addresses, photo, email address, major field of study, dates of attendance at the College, degrees conferred and their dates.
dissertation titles and dissertation committee members and master’s essay titles and sponsor.

A student in attendance at the College who does not wish the “directory information” released should notify the Office of the Registrar, in writing of his/her wish to withhold such information.

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

It shall be a condition of the release by the College of any personal information on a student to a third party that the party to which the information is released will not permit employees and agents to use such information but only for the purpose for which the disclosure was made.

7) Students may obtain copies of these “Guidelines and Statement of Policy” of the Federal Educational Rights and Privacy Act (FERPA) at the Office of the Associate Dean for Academic Administration, 113 Zankel.

Questions about the interpretation of the Guidelines should be referred to the Office of the Registrar, 150 Horace Mann.

XIII. Policy Statement on a Drug-Free Campus

Teachers College is committed to creating an environment for its students, staff, and faculty that is free of drug and alcohol abuse. The College recognizes that the abuse of illicit drugs and alcohol is a potentially grave threat to the College, to its educational mission and programs, and to the safety and well-being of the community as a whole. Accordingly, while several offices of the College are prepared to assist individuals seeking corrective help for drug or alcohol-related problems, it is the College’s policy that the unlawful manufacture, possession, use, or distribution of illicit drugs, alcohol, or other controlled substances on or about the campus or any site of a College-sponsored or sanctioned activity is strictly prohibited and will not be tolerated.

The consequences of illegal drug and alcohol use are stated in federal, state, and municipal laws. The College and all of its members are subject to these laws. The sale, service, possession, and consumption of alcoholic beverages at Teachers College is governed by the New York State Alcoholic Control Law and by other laws of the State of New York. The “Statement of Teachers College Policy on Alcoholic Beverages” is available to students by request.

Sanctions

Abuse of drugs and alcohol is a violation of the rules of conduct of Teachers College for which the College may impose its own penalties. Any student found in violation of the College’s policies regarding the unlawful manufacture, possession, use or distribution of illicit drugs, alcohol, or other controlled substances on College premises or at any College-sponsored or sanctioned activity will, following regularly established procedures, be subject to appropriate disciplinary action, including, but not limited to, warning, censure, disciplinary probation, suspension, or expulsion. Any student found to be in violation of these policies may also be subject to criminal prosecution by civil authorities, who may impose specific fines or imprisonment for conviction on drug-related offenses. More importantly, a record of felony conviction may prevent one from entering or continuing many careers.

Assistance Programs

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

Campus Drug and Alcohol Counseling Programs

- Columbia Health Services – (212) 854-2284
- TC Center for Psychological and Education Services – (212) 678-3262

Hotline Numbers

- The Alcoholism Council of New York Help Line – (212) 252-7022
- Cocaine Anonymous – (212) 262-2463
- LIFENET – (800) 543-3638
- LIFENET En Español – (877) 298-3373
- National Council on Alcoholism and Drug – (800) NCA-CALL
- Dependence (NCADD) – www.ncadd.org
- National Institute on Alcohol Abuse and Alcoholism – (301) 443-3860
- New York City Department of Mental Health, Bureau of Alcoholism and Substance Abuse Services – (212) 219-5380
- New York City – Office of Alcoholism and Substance Abuse Services Hotline – (800) 522-5353
- Pills Anonymous – (212) 874-0700
- Tough Love (for parents) – (212) 713-5056

New York City Resources

- Bronx Advisory Council on Alcoholism and Substance Abuse – (212) 219-5389
- Brooklyn Committee on Alcoholism – (212) 219-5382
- Manhattan Committee on Alcoholism – (212) 219-5230
- Queens County Council on Alcoholism and Substance Abuse – (212) 219-5382
- Staten Island Committee on Alcoholism and Substance Abuse – (212) 219-5402

New York City Resources
Suspension of Eligibility for Drug Offenses
Section 484(R)1 of the Higher Education Act is amended, with changes in bold (1)
IN GENERAL – A student who has been convicted of any offense under a Federal
or State law involving the possession or sale of a controlled substance for conduct
that occurred during a period of enrollment for which the student was receiving
any grant loan or work assistance under this title shall not be eligible to receive
any grant, loan, or work assistance under this title during the period beginning on
the date of such conviction and ending after the interval specified in the following
table: In short, the law has been changed to restrict suspension of Title IV funding
only to those students with drug convictions while enrolled and receiving Title IV
aid. Previously, conviction prior to enrollment resulted in a loss of aid.

The penalties are unchanged:
Possession: First offense – One year ineligibility
Second offense – Two years ineligibility
Third offense – Indefinite loss of aid

Sale: First offense – year ineligibility
Second offense – Indefinite loss of aid

Note: A conviction for multiple counts of possession or sale is considered a single
conviction. Juvenile court convictions are not applicable.

The rehabilitation provision also remains the same:
Student can be reinstated if their conviction is reversed or set aside or they complete
an eligible rehabilitation program.

Note: An eligible program must include two unannounced drug tests. According
to The Department of Education, the program must also be recognized by and
have received funds from a federal, state, or local government program or court;
be insured; and, be recognized by a licensed doctor, clinic, or hospital.

XIV. Policy on Sexual Harassment
PLEASE NOTE: The Policy Statement on Sexual Harassment is currently under review
by the Harassment Panel and will be published on the Office of Student Activities and
Programs website at www.tc.edu/studentactivities/ as soon as it becomes available.
In the interim, the current process, summarized below, remains in effect.

Teachers College has long insisted on a nondiscrimination policy in all areas of the
institution, and its position with regard to harassment of any kind is unequivocal.
The basic integrity of an institution of higher learning is threatened by a teacher
who intimidates a junior colleague or student by demanding sexual favors as a
condition of academic advancement, by a supervisor who sexually harasses an
employee and misuses a position of authority to achieve a private purpose, or by
a peer who sexually harasses a colleague. In short, sexual harassment cannot and
will not be tolerated.

What is sexual harassment?
Teachers College, in accordance with applicable federal, state, and local laws, defines
sexual harassment as unwelcome sexual advances, requests for sexual favors, and
other verbal or physical conduct of a sexual nature imposed upon any individual when:

1) Submission to such conduct is made either explicitly or implicitly a term or
condition of an individual’s employment or academic career;

2) Submission to or rejection of such conduct by an individual is used as the basis
for employment or academic decisions affecting such individual; or

3) Such conduct has the purpose or effect of unreasonably interfering with an
individual’s work or educational performance or creating an intimidating,
hostile, or offensive working environment.

Whether in the context of employment or education, sexual harassment is not
exclusively a sexual issue. Rather, it must also be understood as an exploitation of a
power relationship. It is usually initiated and negotiated by a person in a position of
authority and is sustained at the expense of another who cannot counter demands
without risk of reprisal. Sexual harassment is not limited to any particular gender,
sexual orientation, race, or socioeconomic level. Although statistically the large
majority of individuals subjected to sexual abuse are female and the majority
of abusers are male, sexual harassment of men by women, or by persons of the same
gender is equally deplorable.

Sexual harassment takes many forms of verbal and nonverbal behavior: generalized
sexist remarks of behavior; inappropriate and offensive sexual advances without
explicit threats or promises of reward; solicitation of sexual activity or other sex-
related behavior by promise of reward; coercion of sexual activity by the threat of
punishment; and sexual assaults. All these forms of sexual harassment share certain
reprehensible qualities. Those engaged in such behavior distort the relationship of
trust that must exist if a college environment is to foster independent, creative and
pleasurable learning. They treat individuals in reductive, stereotypical ways that are
offensive and demeaning, and they misuse their authority and power to exploit
a vulnerable person, contaminating the relations of teacher and student, counselor
and client, administrator and teacher, or supervisor and employee.

What can you do if you are being sexually harassed?
Sexual harassment, as well as other forms of sexual coercion, often can be stopped
by taking direct action vis-à-vis the harasser. Speak directly to the person bothering
you, telling the person firmly and unequivocally to stop the behavior which is mak-
ing you uncomfortable. Do this as soon as you realize you are being bothered (i.e.,
do not “wait and see”). You need not apologize or ingratiate yourself. You do not
have to justify your feelings. Or you may write a letter to the harasser describing the
incident and that it made you uncomfortable. Clearly state that you would like the
behavior to stop. Keep a copy of the letter for future reference. If the harassment
continues, keep a log of what happens. Include the date, the time, the place, and
the names of possible witnesses. Tell someone.

If you feel you need assistance, and cannot approach the harasser, contact someone
on the Teachers College Harassment Panel to pursue the matter on your behalf.
Members of the Panel will treat the matter with confidentiality and respect.

Teachers College Harassment Panel
If your attempts to put an end to the harassment are unsuccessful, you may wish to
talk to a member of the Teachers College Harassment Panel. You may seek informa-
tion concerning your rights, you may seek guidance and counseling, or you may
initiate an informal complaint. Details on filing a formal complaint are described in
the policy Statement on Sexual Harassment which can be obtained from a member
of the panel, from the Office of Student Activities and Programs, or from the Office
of the Associate Dean for Academic Administration.

For a list of the current members of the Harassment Panel, please contact the Office
of the Associate Dean for Academic Administration at (212) 678-3052.
Sexual Assault
At the end of a continuum of progressively aggressive and violent behaviors is sexual assault and rape, which can be a felony under New York State law. (Additional information concerning New York State Law can be found at www.nycagainstreape.org/media/fhp/nyscasasummarypenalcode130.doc). Criminal penalties in New York State for all such acts vary according to the circumstances, but can include prison sentences of up to 25 years. Disciplinary Action for sexual offenses by Columbia students is conducted through the College’s mechanism in the Office of the Associate Dean for Academic Administration. This mechanism is initiated by a complaint to the Associate Dean for Academic Administration. After a complaint is lodged, the Associate Dean for Academic Administration will conduct an investigation and hearing to determine culpability and the appropriate sanction, if any. Both the accused and the accuser are entitled to the same opportunities during the investigation and are informed of the outcome of such proceedings. A student who is found to have committed rape, sexual assault, or any other sexual offense, either forcible or non-forcible, is subject to disciplinary action that can include admonition, deprivation of certain privileges, probation, suspension or expulsion.

Sexual assault involves any unwelcome physical contact, actual or threatened, with a person’s genitals or other bodily orifices (anal, oral or vaginal) or with a person’s buttocks or breast. It may occur by and toward both males and females regardless of sexual orientation. The use of alcohol or other drugs can interfere with an individual’s judgment and ability to give free and full consent. Intercourse or any other sexual activity with a person unable to give free and full consent (i.e., because of intoxication or other substance use) can constitute sexual assault. It is one of the most frequently committed violent crimes in the United States - and the most unreported.

If you are sexually assaulted
Go to a safe place. Ask a friend to stay with you. Don’t wash, change clothes, or douche before calling or going for help. Don’t touch any evidence of struggle even if the assault took place in your room or home. Go to the nearest emergency medical facility. As a survivor, seek appropriate medical and/or counseling services.

Information and Educational Resources
Providing information to all members of the Teachers College community as to what constitutes sexual harassment and how incidents of sexual harassment can be reported is central to the College’s sexual harassment policy. The Office of Human Resources conducts staff development and training programs on sexual harassment. The Office of Student Activities and Programs provides programs to inform students. You may contact those offices at: The Office of Student Activities and Programs, (212) 678-3690; Office of Human Resources (212) 678-3175. A copy of the complete policy statement on Sexual Harassment is available in the Office of the Associate Dean for Academic Administration, 113 Zankel.

Emergency Medical Treatment for Sexual Assault/Rape Survivors
If you are a survivor of a recent sexual assault, you need to assure yourself that you are medically well. Go to the nearest hospital emergency room including:

Bellevue Hospital Center
Rape Crisis & Victims Intervention Program – (212) 562-3435
27th St. and 1st Ave.
XV. Policy on Acceptable Use of Information Technology Resources

Objectives
The purpose of this policy is to promote and improve the effectiveness of Teachers College computing and communications resources. As an academic community, the College places a special value on free expression of ideas. However, unlawful or inappropriate use of these information technology (IT) resources can infringe upon the rights of others. Accordingly, all members of the College community are expected to use these resources responsibly. Prevention of abuse of the College’s IT resources is important to:

- promote the appropriate and productive use of the College’s information technology resources, which are a finite, shared resource of the College community;
- protect individuals from annoyance and harassment;
- prevent waste of the IT resources and obstruction of College activities; and
- protect the College against seriously damaging or legal consequences.

Policy
The information technology resources of the College are part of the Columbia University network; and therefore, all College users must be familiar with and adhere to the University’s policies found at www.columbia.edu/acis/policy. Use of College information technology resources must also conform with College policies, regardless of explicit reference in those policies to electronic or other media. Policies including those related to professional conduct, sexual harassment and others are found at www.tc.edu/administration/hr/polprohome.htm and in the Student Handbook at www.tc.edu/administration/student-handbook/. College IT resources shall not be used to violate any City, State or Federal laws or any College or University policies. Copying, storing, displaying, or distributing copyrighted material using College or University computers or networks without the express permission of the copyright owner, except as otherwise allowed under the copyright law, is prohibited. Under the Digital Millennium Copyright Act of 1998, repeat copyright infringements by a user of the College’s IT resources can result in termination of the user’s access to those resources. It is not acceptable to attempt to gain access to or use another person’s ID, password or account, or to send an email impersonating another individual, regardless of where the email originates. Sharing of passwords is prohibited and each user is responsible for the proper use of his or her account and any activity conducted with it.

Communication at the College, regardless of whether it is spoken, written or electronic, should be conducted courteously, and with respect for other people’s ideas, privacy, intellectual property, and right to be free from intimidation, harassment, and unwarranted annoyance, including, but not limited to, chain letters, and obscene and other unwelcome messages. All email and postings should have the name of a person from or for whom it is sent, even if replies are not permitted. Broadcast messages to large lists should have an educational or work-related significance to many members of the group. Messages or files that interfere with or impair the computers or activities of other people are not allowed. This includes viruses, worms and Trojan horses.

Consequences for failure to abide by this policy may range from warnings to suspension of email and other computing privileges to dismissal, termination of employment or criminal proceedings.

Complaints
Individuals who believe that there has been a violation may contact the Ombuds for Students, the Associate Dean for Academic Administration or the Director of Information Technology.

Current contacts are:
Erwin Flaxman, Ombuds for Students
280 Grace Dodge – (212) 678-4169
flaxman@tc.columbia.edu
William Baldwin, Associate Dean for Academic Administration
113 Zankel – (212) 678-3052
wjb12@columbia.edu
V. Ena Haines, Director of Information Technology
241 Horace Mann – (212) 678-3486
ena@tc.columbia.edu

Policy Highlights
Use of Teachers College information technology resources is a privilege predicated on adhering to Columbia University and Teachers College policies found in the Teachers College Catalog and on the following pages:
www.columbia.edu/cu/policy
www.tc.edu/computingpolicy.htm

By using Teachers College and Columbia University electronic resources and services, an individual assumes personal responsibility for their appropriate use and agrees to comply with all relevant College and University policies, as well as State and Federal laws and regulations.

Students may be held legally liable for having downloaded or shared music, movies or other files without permission from the copyright owner. Under the law, repeated copyright violations by any network user may result in permanent termination of network access.

The College and the University must take immediate action when notified of copyright infractions. You will be notified of any alleged illegal activity and your network access may be terminated until you have corrected the problem. The College and University do not monitor the network for content, only for volume of use. Note that file-sharing programs such as Kazaa, Morpheus, and Gnutella typically consume significant amounts of network bandwidth. The University will automatically limit Internet access for computers generating excessive network traffic. If such abuse threatens the missions and activities of the College or University, access to the network may be suspended.
XVI. Responsible Use of Electronic Resources and Copyright Materials

This section outlines for members of the University community, the University’s policies and the law on use of electronic resources, including computers, networks, email, and online information resources, and the use of copyrighted material on Columbia’s computer systems and network.

Over time, the University has received an increasing number of allegations of illegal possession and distribution of copyrighted materials by members of the University community. Peer-to-peer file-sharing programs like Kazaa, Morpheus and Gnutella have made it much easier for individuals to make and share unauthorized copies of copyrighted works, such as music and motion pictures. Such activity is against the law and exposes both the individual and the University to legal liability. This policy is part of a broader concerted effort to deal with the problem of copyright infringement by informing our community about appropriate use.

You may be held legally liable if you have downloaded or shared music, movies, or other files without permission from the copyright owner. Under the law, repeated copyright violations by any network user may result in permanent termination of network access.

Copyright Law and Policy

To copy, distribute, share, or store any information or material on the Internet will infringe the copyright for that information or material, unless the use has the express permission of the copyright owner or the user qualifies for a legal exception under the law.

All network users must comply with federal copyright law. Violations of copyright law are also violations of University policy. Copyright protection covers any original work of authorship that is fixed in some tangible medium of expression. A work is protected from the moment it is created, and it does not have to contain a copyright notice to qualify for protection. What this broad protection means is that just about any work you come across, including software, books, music, film, video, articles, cartoons, pictures, and email, whether on the Internet, a CD, DVD, or tape, is likely to be protected by copyright. Although there are exceptions under the law that allow the copying or distribution of copyrighted works, it is fair to say that the use of peer-to-peer software programs to make and share copies of copyrighted music and movies, without permission of the copyright owner, would virtually never qualify for an exception.

Responsibility

By using University electronic resources and services, you assume personal responsibility for their appropriate use and agree to comply with all relevant University policies, as well as State and Federal laws and regulations. Please see www.columbia.edu/cu/policy/copyright-info.html for more on copyright and the University’s compliance with the Digital Millennium Copyright Act. See www.columbia.edu/acis/policy for complete information on the University’s Computer and Network Use Policy. FACETS, the official Columbia University publication for students, includes the computer and network use policy.

Abuses of network privilege are matters of student conduct and are dealt with by the Associate Dean for Academic Administration, William J. Baldwin, 113 Zankel, (212) 678-3052.

Copyright Abuse

The University must take immediate action when notified of copyright infractions. You will be notified of the alleged illegal activity and your network access may be terminated until you have corrected the problem. You are personally responsible for any violation and subject to legal action on the part of the copyright holder. A copyright owner can request a subpoena requiring the University to identify a person engaging in unauthorized copying, downloading or sharing. Copyright violations that occur on the University’s network may also create liability for the University.

Use of Services

The University provides an array of electronic resources and services for the primary purpose of supporting the business of the University and its missions of education, research, and service. In addition, our Internet connections are shared with the Health Sciences Campus and with New York Presbyterian Hospital to support its mission of patient care. Uses that threaten any of these activities or threaten the integrity of the systems are prohibited. The University recognizes the growing dependence of students on the services and resources the network delivers in support of education. As a student, you have a right to access and appropriately utilize the network in pursuit of your education. However, your personal use of the network for recreation is, at best, a privilege. When such use violates copyright law, it is strictly prohibited by University policy as well as illegal under federal law. When such use impinges on the primary activities of the University, limits on use, even use that does not violate any laws, will be enforced.

Monitoring

The various technology offices on campus do not monitor the network for content, only for volume of use. However, third-party enforcement agencies acting on behalf of copyright holders, such as MGM, Time-Warner and the Recording Industry Association of America, do routinely survey networked computers looking for individuals who, by providing video, music, or software files for download, are in violation of copyright laws. You may be in violation just by storing illegally obtained copies of such material. Even unintentional infringement violates the law. For information on disabling programs like Kazaa, Morpheus, and Gnutella, see www.columbia.edu/acis/security/kazaa.html.

Network Abuse

Note that file-sharing programs typically consume large amounts of network bandwidth. The University will automatically limit Internet access for computers generating excessive network traffic. If such abuse threatens the missions and activities of the University, access to the network may be suspended. For the current limit, see www.columbia.edu/acis/networks/net-limit.html.
XVII. Statement of College Policy on Alcoholic Beverages

The sale, service, possession, and consumption of alcoholic beverages at Teachers College is governed by the New York State Alcoholic Beverages Control Law and other laws of the State of New York. Based on such laws, it is the policy of Teachers College that:

A. Persons under the age of 21 years are prohibited from possessing any alcoholic beverage at Teachers College, or within its housing system, or at any event sponsored by the College or by a College organization, whether the event is at the College or not.

B. The following rules applicable (i) to all events at which alcoholic beverages are served or sold at Teachers College and/or its housing systems; (ii) to all events, whether or not at Teachers College, which are sponsored by the College or by any College organization, department, or office; and (iii) to all Teachers College activities, whether they occur at the College or not.

1. No person shall be sold or served any alcohol beverage if:
   a. That person is, or appears to be, under the legal drinking age of 21;
   b. That person is, or seems to be, intoxicated, or is known to the server or seller to be a problem drinker.

2. No person under the age of 21 years shall present any written evidence of his or her age that is false, fraudulent, or not actually his or her own in order to purchase or try to purchase any alcoholic beverage or to gain access to any event or activity at which any alcoholic beverage is being sold or served.

3. No alcoholic beverage shall be sold to any person unless:
   a. A license or permit sanctioning the sale of such alcoholic beverage has been obtained by the seller; and,
   b. The license or permit sanctioning such sale and any posters, signs, notices or other material or information required by applicable law or by the State Liquor Authority are prominently displayed at the site of such sales.

4. The individual, group, or groups sponsoring an event or activity at which any alcoholic beverage is to be sold or served (the “sponsor”) shall be responsible to make sure that all New York State laws and regulations and all Teachers College rules and regulations regarding the sale, service, possession, and consumption of alcoholic beverages are observed at such event or activity. This responsibility shall include, without being limited to, the following:
   a. Items A(B)(1), and (B)(3) of this Policy as stated above, including examining attendees evidence of age;
   b. As part of the request to use College facilities, the sponsor should notify the Office of Room Assignments of any event at which alcoholic beverages are to be sold or served. Student groups sponsoring events at which alcoholic beverages are to be sold or served must notify the Office of Student Activities and Programs prior to the event.

   c. The sponsor shall instruct the person or persons actually selling or serving alcoholic beverages not to sell or serve alcoholic beverages to any person who is or appears to be intoxicated, or whom such server or seller knows to be a problem drinker, or who is or appears to be under the legal drinking age. In addition, specific policies, procedures, and regulations governing particular facilities or populations will be developed by the persons or offices authorized to do so, in conjunction with the Associate Dean for the Office of Enrollment and Student Services.

Violation of this Policy or of any of these specific policies, procedures, or regulations is subject to applicable College disciplinary codes and policies. Sanctions which may be assessed against violators include, for students, suspension and expulsions, and for employees, discharge.

Faculty, staff, and students should also be aware that, in addition to College sanctions, they may be subject to criminal penalties under certain circumstances for the possession, service, or sale of alcoholic beverages to a person under the age of 21 years. Where appropriate or necessary, the College will cooperate fully with the law.

XVIII. Policy on Use of Electronic Mail (E-Mail)

Teachers College, recognizing the increasing need for electronic communication with students, has established email as an official means of communication with students. In order to ensure effective communication with students, students are required to activate an official Columbia University (CUNIX) email address. Teachers College will send official communications to the CUNIX email address, which is based upon the University Network ID (UNI) assigned to the student (for more information about CUNIX email and the UNI, please go to Computing and Technology from the TC homepage and click on Email and Network Access).

Teachers College expects that every student will receive email at his or her Columbia University email address and will read email on a frequent and consistent basis. A student’s failure to receive and read College communications in a timely manner does not absolve that student from knowing and complying with the content of such communications. Students may elect to redirect (auto-forward) email sent to their CUNIX email address. Students who redirect email from their official University email address to another address do so at their own risk. If email is lost as a result of forwarding, it does not absolve the student from the responsibilities associated with communications sent to their official University email address.

All use of email will be consistent with other Columbia University policies including the Acceptable Use Policy (www.columbia.edu/cu/policy).

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1 Sales of liquor include, without being limited to, cash bars, events to which admission tickets are sold or for which fees are charged, either by the event or for a period of time (e.g., entertainment charge or annual dues), entitling the purchaser access to an open bar; and parties at which alcoholic beverages are served and for which contributions or donations to offset the costs of the party are sought.

2 To serve alcoholic beverages shall mean to give away, deliver, or otherwise provide alcoholic beverages to any person by any means other than by sale to such person.
## Academic Calendar 2006-2007

### AUTUMN TERM 2006 (September 6 - December 22)

#### August 2006

- **7 Monday.** Registration for the Autumn Term for continuing students via web and touch-tone registration begins.
- **31 Thursday.** Beginning of occupancy in Teachers College residence halls for new students attending the Autumn Term.

#### September 2006

- **1 Friday.** Last day to submit, to the Office of the Registrar, formal Master’s essays for the October 18 award of degree.
- **1-5 Friday-Tuesday.** New Student Experience Program (Orientation).
- **4 Monday.** Labor Day. University Holiday.
- **5 Tuesday.** In-person registration for Autumn Term. Hours: 10:00a.m. to 7:00p.m.
- **6 Wednesday.** Classes begin. Autumn Term 2006.
- **6-8 Wednesday-Friday.** Registration and add/drop period. Hours: 9:30a.m. to 6:00p.m.; Wednesday and Thursday; 9:30a.m. to 5:00p.m. Friday. Advisors available from 3:00p.m. to 5:00p.m.
- **7 Thursday.** Last day to file application for Doctoral Certification Examination (Ed.D./Ph.D.) to be given October 20th or October 27th.
- **14 Thursday.** Last day to file notification in Office of Doctoral Studies of intention to defend Ed.D. and Ph.D. dissertations during the Autumn Term 2006.
- **19 Tuesday.** Last day to add and drop courses for the Autumn 2006 term, file a Certificate of Equivalency, and enroll in Student Health Service and Student Medical Insurance programs.
- **20 Wednesday.** Requests for late registration under exceptional circumstances on or after this date require Registrar’s approval and payment of $100 late fee.
- **25 Monday.** Last day to deposit Ed.D. dissertation and abstracts, which have been corrected in accordance with Dissertation Secretary’s evaluation, and pay microfilm fee for the October 18 award of degree.

#### October 2006

- **3 Tuesday.** Last day to change points in variable point courses.
- **13 Friday.** Last day to deposit Ph.D. dissertation with the Office of Doctoral Studies and the Graduate School of Arts and Sciences for the October 18 award of the degree.
- **18 Wednesday.** Award of October degrees and certificates. No ceremony.
- **20 Friday.** Doctoral Certification Examination (Ed.D./Ph.D.) for students not majoring in an area of psychology, 9:00a.m. to 12 noon and 1:45p.m. to 4:45 p.m.
- **26 Thursday.** Midterm date, Autumn Term 2006.
### Academic Calendar 2006 - 2007

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>27 Friday</td>
<td>Doctoral Certification Examination (Ed.D./Ph.D.) for students majoring in an area of psychology, 9:00a.m. to 12 noon and 1:45p.m. to 4:45p.m.</td>
</tr>
</tbody>
</table>

**November 2006**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>1 Wednesday</td>
<td>Last day to file or to renew an application, in the Registrar’s Office, for Master’s degrees and certificates to be awarded in February. (After this date, application may be filed only until November 15th upon payment of $15 late fee.)</td>
</tr>
<tr>
<td>1 Wednesday</td>
<td>Last day to submit, to the Registrar’s Office, formal Master’s essays for the February 14th award of degree.</td>
</tr>
<tr>
<td>22 Wednesday</td>
<td>No Classes. Offices open.</td>
</tr>
<tr>
<td>23-26 Thursday - Sunday</td>
<td>Thanksgiving Holidays.</td>
</tr>
</tbody>
</table>

**December 2006**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>4 Monday</td>
<td>Registration for the Spring term for continuing students via web and touch-tone registration begins.</td>
</tr>
<tr>
<td>22 Friday</td>
<td>Autumn Term 2006 ends.</td>
</tr>
<tr>
<td>23 Saturday</td>
<td>Termination of occupancy in Teachers College residence halls for Autumn Term students not returning for Spring Term 2007.</td>
</tr>
</tbody>
</table>

**SPRING TERM 2007 (January 17 - May 8)**

**January 2007**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>14 Sunday</td>
<td>Beginning of occupancy in the Teachers College residence halls for the Spring Term.</td>
</tr>
<tr>
<td>15 Monday</td>
<td>Martin Luther King, Jr. Day Observed. University Holiday.</td>
</tr>
<tr>
<td>16 Tuesday</td>
<td>New Student Experience (Orientation).</td>
</tr>
<tr>
<td>16 Tuesday</td>
<td>In-person Registration for Spring Term 2007. Hours: 10:00a.m. to 7:00p.m.</td>
</tr>
<tr>
<td>17 Wednesday</td>
<td>Classes begin. Spring Term 2007.</td>
</tr>
<tr>
<td>17-19 Wednesday-Friday</td>
<td>Late registration and change period. Hours: Wednesday - Thursday 9:30a.m. to 6:00p.m.; Friday 9:30a.m. to 5:00p.m. Advisors available from 3:00p.m. to 5:00 p.m.</td>
</tr>
<tr>
<td>18 Thursday</td>
<td>Last day to file application for Doctoral Certification Examination (Ed.D./Ph.D.) to be given February 16th or February 23rd.</td>
</tr>
<tr>
<td>26 Friday</td>
<td>Last day to deposit Ed.D. dissertation and abstracts, which have been corrected in accordance with Dissertation Secretary’s evaluation, and to pay microfilm fee for February 14 award of degree.</td>
</tr>
<tr>
<td>30 Tuesday</td>
<td>Last day to add and drop courses for Spring Term 2007, file a Certificate of Equivalency, and enroll in Student Health Service and Student Medical Insurance plans.</td>
</tr>
<tr>
<td>31 Wednesday</td>
<td>Requests for late registration under exceptional circumstances on or after this date require Registrar’s approval and payment of $100 late registration fee.</td>
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</tbody>
</table>

**February 2007**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>1 Thursday</td>
<td>Last day to file or to renew an application, in Registrar’s Office, for Master’s degrees and certificates to be awarded in May. (After this date, application may be filed only until February 15th upon payment of $15 late fee.)</td>
</tr>
<tr>
<td>9 Friday</td>
<td>Last day to deposit Ph.D. dissertation with the Office of Doctoral Studies and the Graduate School of Arts and Sciences for the February 14 award of degree.</td>
</tr>
<tr>
<td>13 Tuesday</td>
<td>Last day to change points in variable-point courses.</td>
</tr>
<tr>
<td>14 Wednesday</td>
<td>Award of February degrees and certificates. No ceremony.</td>
</tr>
<tr>
<td>16 Friday</td>
<td>Doctoral Certification Examination (Ed.D./Ph.D.) for students not majoring in an area of psychology, 9:00a.m. to 12 noon and 1:45p.m. to 4:45 p.m.</td>
</tr>
<tr>
<td>23 Friday</td>
<td>Doctoral Certification Examination (Ed.D./Ph.D.) for students majoring in an area of psychology, 9:00a.m. to 12 noon and 1:45p.m. to 4:45 p.m.</td>
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</tbody>
</table>

**March 2007**

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>1 Thursday</td>
<td>Last day to file or to renew an application, in Registrar’s Office, for Master’s degrees and certificates to be awarded in May. (After this date, application may be filed only until February 15th upon payment of $15 late fee.)</td>
</tr>
<tr>
<td>8 Thursday</td>
<td>Midterm date, Spring Term 2007.</td>
</tr>
<tr>
<td>11-18 Sunday - Sunday</td>
<td>Spring Holidays.</td>
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</table>

**April 2007**

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>16 Monday</td>
<td>Registration for the Summer Term for continuing students via web and touch-tone registration begins.</td>
</tr>
<tr>
<td>23 Monday</td>
<td>Last day to hold the dissertation defense (Ed.D./Ph.D.) for May 16th award of degree.</td>
</tr>
<tr>
<td>27 Friday</td>
<td>Last day to deposit Ed.D. dissertation and abstracts, which have been corrected in accordance with Dissertation Secretary’s evaluation, and pay microfilm fee for May 16th award of degree.</td>
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</table>

**May 2007**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>8 Tuesday</td>
<td>End of Spring Term 2007.</td>
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<tr>
<td>9 Wednesday</td>
<td>Termination of occupancy in Teachers College residence halls for Spring Term 2007 for students not remaining for Summer Session A. Extensions granted for students remaining for Commencement.</td>
</tr>
<tr>
<td>11 Friday</td>
<td>Last day to deposit Ph.D. dissertation with the Office of Doctoral Studies and the Graduate School of Arts and Sciences for the May 16th award of degree.</td>
</tr>
<tr>
<td>15 Tuesday</td>
<td>Teachers College Master’s degrees Convocations (3:00pm and 7:00pm).</td>
</tr>
<tr>
<td>16 Wednesday</td>
<td>Conferring of degrees, 10:30a.m.; Teachers College Doctoral degrees Convocation, 2:30p.m.</td>
</tr>
</tbody>
</table>
September is National Hispanic-American Heritage Month.

“Wisdom is knowing what to do next; virtue is doing it.”
– David Starr Jordan

### Thursday 31
- Beginning of Residence Hall Occupancy

### Friday 1
- New Student Experience-Orientation
- Student Senate Meeting
  - 6:00-8:00pm

### Saturday 2
- New Student Experience-Orientation

### Sunday 3
- New Student Experience-Orientation
September is National Hispanic-American Heritage Month.

It is amazing what you can accomplish if you do not care who gets the credit.

– Harry S Truman
September is National Hispanic-American Heritage Month.

Love is so short, and forgetting is so long.  
– Pablo Neruda

Monday 11
Writing Center Opens

Tuesday 12

Wednesday 13

Thursday 14
Insurance 101 Program

Friday 15
Student Senate Meeting 6:00-8:00pm

Saturday 16

Sunday 17
September is National Hispanic-American Heritage Month.

It is the mark of an educated mind to be able to entertain a thought without accepting it.

– Aristotle
September is National Hispanic-American Heritage Month.

I know of no more encouraging fact than the unquestioned ability of a man to elevate his life by conscious endeavor.

– Henry David Thoreau
October is Breast Cancer Control Month.

Be wiser than other people, if you can, but do not tell them so.

– Lord Chesterfield

Yom Kippur

National Depression Day

Be wiser than other people, if you can, but do not tell them so.

– Lord Chesterfield
Monday 9

- Columbus Day

Tuesday 10

- World Mental Health Day

Wednesday 11

- Casual Conversation with Dr. Judith Burton from 12:30-1:30 at the Private Dining Room

Thursday 12

- Blood Drive

Friday 13

- Student Senate Meeting 6:00-8:00pm

Saturday 14

Sunday 15

October 2006

October is Breast Cancer Control Month.

A love affair with knowledge will never end in heartbreak.  
– Michael Garrett Marino
Monday 16

National Bosses Day

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Tuesday 17

Take A Break! Salsa Dancing

---

Wednesday 18

Award of October Degrees and Certificates

---

October 16

Monday 17

Tuesday 18

Wednesday 19

Thursday 20

Friday 21

Saturday 22

A teacher affects eternity; he can never tell where his influence stops.

– Henry Adams

October is Breast Cancer Control Month.
October is Breast Cancer Control Month.

If a person does his or her best, what else is there?
— Gen. George Patton

Thursday 26
Midterm date

Friday 27
Psychology Doctoral Certification Examination
Senate Meeting 6:00-8:00pm

Saturday 28

Sunday 29
Daylight Savings Time Ends
### Monday 30

- **November is American Indian Heritage Month**
- **Education is a progressive discovery of our own ignorance.** – Will Durant
- **Take A Break!**
- **Harlem Bowling**

### Tuesday 31

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### Wednesday 1

- 

### Thursday 2

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### Friday 3

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### Saturday 4

- 

### Sunday 5

- 

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**Academic Weekly Planner**

**November 2006**
November is American Indian Heritage Month

People demand freedom of speech to make up for the freedom of thought which they avoid.

– Soren Kierkegaard
Monday 13
Veteran’s Day
The Campaign for Education Equity Symposium:
"Examining America’s Commitment to Closing Achievement Gaps: NCLB and Its Alternative"

Tuesday 14
The Campaign for Education Equity Symposium:
"Examining America’s Commitment to Closing Achievement Gaps: NCLB and Its Alternative"

Wednesday 15

Thursday 16
Doctorial Student Dinner
Discussion 4:00-6:00pm

Friday 17

Saturday 18

Sunday 19

November is American Indian Heritage Month
American Education Week - November 12-18
November is American Indian Heritage Month

Happiness is the full use of your powers along lines of excellence.  
– John F. Kennedy

Thursday 23

Thanksgiving Dinner – TC Cafeteria

Thursday 23

Thanksgiving Holiday

Friday 24

Thanksgiving Holiday

Saturday 25

Thanksgiving Holiday

Sunday 26

Thanksgiving Holiday
Academic Weekly Planner

Monday 27

Aquatic Center Opens
Writing Center Opens

Tuesday 28

Wednesday 29

Thursday 30

Friday 1
Student Senate Meeting
6:00-8:00pm

Saturday 2

Sunday 3

November

S M T W T F S

1 2 3 4 5 6 7 8
9 10 11 12 13 14 15 16
17 18 19 20 21 22 23 24
25 26 27 28 29 30

December

S M T W T F S

1 2 3 4 5 6 7 8
9 10 11 12 13 14 15 16
17 18 19 20 21 22 23 24
25 26 27 28 29 30

I find that the harder I work, the more luck I seem to have.
– Thomas Jefferson
If you can't get rid of the skeleton in your closet, you'd best teach it to dance.

– George Bernard Shaw
I once wanted to become an atheist, but I gave up - they have no holidays.

– Henny Youngman
### December 2006

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<tr>
<th>Monday 25</th>
<th>Tuesday 26</th>
<th>Wednesday 27</th>
<th>Thursday 28</th>
<th>Friday 29</th>
<th>Saturday 30</th>
<th>Sunday 31</th>
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<tbody>
<tr>
<td>Holiday Break - School Closed</td>
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**Holiday Break - School Closed**

A good resolution is like an old horse, which is often saddled but rarely ridden.

– Mexican Proverb

**Academic Weekly Planner**

Christmas Day
Monday 1

New Year’s Day – School Closed

Tuesday 2

Wednesday 3

Thursday 4

Friday 5

Saturday 6

Sunday 7

Tenderness and kindness are not signs of weakness and despair, but manifestations of strength and resolution.
– Kahlil Gibran
Our lives begin to end the day we become silent about things that matter.

– Dr. Martin Luther King, Jr.
In the end, we will remember not the words of our enemies, but the silence of our friends.

— Dr. Martin Luther King Jr.
<table>
<thead>
<tr>
<th>Monday 22</th>
<th>Tuesday 23</th>
<th>Wednesday 24</th>
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</thead>
<tbody>
<tr>
<td>Aquatic Center Opens</td>
<td>Writing Center Opens</td>
<td>Casual Conversations with Dr. Arlene Ackerman 12:30 - 1:20pm, Private Dining Room</td>
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**January 2007**

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<td>25 26 27 28</td>
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**Thursday 25**

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**Saturday 27**

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<th>Sunday 28</th>
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**History, despite its wrenching pain, cannot be unlived, however, if faced with courage, need not be lived again.**

– Maya Angelou
### January

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### February

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**February is Black History Month and Heart Health Month**

“You can’t separate peace from freedom because no one can be at peace unless he has his freedom.”

– Malcolm X

---

**Thursday 1**

FEBRUARY

- Doctoral Student Dinner
  - Discussion 4:00-6:00pm

---

**Friday 2**

- Groundhog Day
- National Wear Red Day
- Give Kids a Smile Day
- Student Senate Meeting
  - 6:00-8:00pm
Monday 5

National School Counselors Week (5-9)

Tuesday 6

Take a Break! Harlem Vintage Wine Tasting

Wednesday 7

Believe in life! Always human beings will live and progress to greater, broader and fuller life.
– W. E. B. du Bois

Thursday 8

Friday 9

Saturday 10

Sunday 11
February is Black History Month and Heart Health Month

Love is friendship set on fire.
– Jeremy Taylor

Monday 12

Lincoln’s Birthday

Tuesday 13

Wednesday 14

Award of February

Degrees and Certificates

Casual Conversation with

VP Joseph Brosnan

12:30 - 1:30pm,

Private Dining Room

Thursday 15

Friday 16

Doctoral Certificate

Examination

Senate Meeting 6:00 - 8:00pm

Saturday 17

Sunday 18

Chinese New Year
February is Black History Month and Heart Health Month

Success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome.

– Booker T. Washington

Presidents Day

Mardi Gras

Ash Wednesday

Thursday 22

Friday 23

Psychology Doctoral Certificate Examination

Saturday 24

Sunday 25
March 2007

March is National Nutrition Month

How wrong it is for a woman to expect the man to build the world she wants, rather than to create it herself.

– Anais Nin

Thursday 1

March

Doctoral Student Dinner
Discussion 4:00-6:00pm

Friday 2

Student Senate Meeting
6:00-8:00pm

Saturday 3

Sunday 4
March is National Nutrition Month

A prudent question is one-half of wisdom. – Francis Bacon

Monday 5

Tuesday 6

Wednesday 7

Casual Conversation with Dr. Thomas Bailey
12:30 - 1:30pm, Private Dining Room

Thursday 8

Midterm date

Friday 9

Saturday 10

Spring Break
Writing Center Closed

Sunday 11

Spring Break
Aquatic Center Closed
Daylight Savings Time: 1 Hour ahead
<table>
<thead>
<tr>
<th>Monday 12</th>
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<tbody>
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<table>
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<td>Spring Break</td>
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<td>St. Patrick’s Day</td>
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<th>Sunday 18</th>
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<tbody>
<tr>
<td>Spring Break</td>
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<tr>
<td>Writing Center Opens</td>
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March is National Nutrition Month

Each individual woman’s body demands to be accepted on its own terms.

— Gloria Steinem

March is National Nutrition Month
Academic Weekly Planner

Aquatic Center Opens

March is National Nutrition Month

A woman is like a tea bag – you never know how strong she is until she gets in hot water.

– Eleanor Roosevelt

Thursday 22

Friday 23

Student Senate Meeting
6:00 - 8:00pm

Saturday 24

Sunday 25
**March 2007**

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<tr>
<th>Tuesday 27</th>
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<tr>
<td>Take A Break!</td>
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<tr>
<td>Board Game Night</td>
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<table>
<thead>
<tr>
<th>Saturday 31</th>
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<tbody>
<tr>
<td>Kick Butts Day</td>
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<th>Sunday 1</th>
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<tr>
<td>APRIL</td>
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<tr>
<td>Palm Sunday</td>
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**March is National Nutrition Month**

*The surprising thing about young fools is how many survive to become old fools.*

– Doug Larson
April is Cancer Control Month and Counselors Awareness Month

If everything seems under control, you’re just not going fast enough.

– Mario Andretti
<table>
<thead>
<tr>
<th>Monday 9</th>
<th>Tuesday 10</th>
<th>Wednesday 11</th>
<th>Thursday 12</th>
<th>Friday 13</th>
<th>Saturday 14</th>
<th>Sunday 15</th>
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<tr>
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<td>Casual Conversation with Dr. Celia Oyler 12:30 - 1:30pm, Private Dining Room</td>
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April is Cancer Control Month and Counselors Awareness Month

Never raise your hand to your children; it leaves your midsection unprotected.

– Robert Orben
April is Cancer Control Month and Counselors Awareness Month

Mama exhorted her children at every opportunity to ‘jump at de sun.’ We might not land on the sun, but at least we would get off the ground.

– Zora Neale Hurston

April 19

Doctoral Student Dinner Discussions 4:00-6:00pm

April 20

Student Senate Meeting 6:00 - 8:00pm

April 22

Earth Day
April 2007

April is Cancer Control Month and Counselors Awareness Month

A mind once stretched by a new idea never regains its original dimensions.

– Anonymous

Administrative Professionals Day
**May 2007**

**May is Asian-American Heritage Month**

> Sometimes when we are generous in small, barely detectable ways it can change someone else’s life forever.

> – Margaret Cho

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<table>
<thead>
<tr>
<th>Monday 30</th>
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<th>Friday 4</th>
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<td>Student Senate Meeting</td>
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<td>6:00-8:00pm</td>
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<thead>
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<th>Saturday 5</th>
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<table>
<thead>
<tr>
<th>Sunday 6</th>
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<tr>
<td>Aquatic Center Closed</td>
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*Note: The calendar grid is continued on the next page.*
May 2007

May is Asian-American Heritage Month
It does not matter how slowly you go so long as you do not stop.
– Confucius

Monday 7

Tuesday 8
End of Spring Term

Wednesday 9
National Teachers Day
Writing Center Closed

Thursday 10

Friday 11

Saturday 12

Sunday 13
Mothers Day
### May 2007

<table>
<thead>
<tr>
<th>Monday 14</th>
<th>Tuesday 15</th>
<th>Wednesday 16</th>
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<td><strong>May</strong></td>
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**Monday 14**
- **Summer A Welcome Session**
  9:00-11:00am
- **In Person Registration**
- **Aquatic Center Opens**

**Tuesday 15**
- **Teachers College Master’s Degree Convocation**

**Wednesday 16**
- **Teachers College Doctoral Degree Convocation**

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**May is Asian-American Heritage Month**

If your success is not on your own terms, if it looks good to the world but does not feel good in your heart, it is not success at all.

– Anna Quindlen

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**Thursday 17**
- **Summer A Starts**

**Friday 18**

**Saturday 19**

**Sunday 20**
May is Asian-American Heritage Month

To know that you do not know is the best.
To pretend to know when you do not know is a disease.

– Lao-tzu
Monday 28

Memorial Day: School Closed.

Tuesday 29

Wednesday 30

Thursday 31

Friday 1

Saturday 2

Sunday 3

Good teaching is one-fourth preparation and three-fourths theater.

– Gail Godwin
### Academic Weekly Planner

**JUNE 2007**

**Monday 4**

**Tuesday 5**

**Wednesday 6**

**Thursday 7**

**Friday 8**

**Saturday 9**

**Sunday 10**

---

*By learning you will teach; by teaching you will understand.*

— Latin Proverb
"My country, right or wrong," is a thing that no patriot would think of saying except in a desperate case. It is like saying, "My mother, drunk or sober."

– G. K. Chesterton

JUNE 2007

Father's Day
Summer afternoon - Summer afternoon... the two most beautiful words in the English language.

– Henry James

First Day of Summer
Monday 25


Tuesday 26


Wednesday 27


Thursday 28


Friday 29


Saturday 30

Aquatic Center Closed

Sunday 1

JUNE 2007

Friends may come and go, but enemies accumulate.
– Thomas Jones
Facts are the enemy of truth.  – Cervantes
Monday 9

Tuesday 10

Wednesday 11

Thursday 12

Friday 13

Saturday 14

Sunday 15

When choosing between two evils, I always like to try the one I’ve never tried before.

– Mae West
The power of accurate observation is frequently called cynicism by those who don’t have it.  
– George Bernard Shaw
The true measure of a man is how he treats someone who can do him absolutely no good.

– Samuel Johnson
Everyone is a genius at least once a year; a real genius has his original ideas closer together.

– Georg Lichtenberg
Where are we going, and why am I in this handbasket?
— Bumper Sticker
Monday 20

Tuesday 21

Wednesday 22

Thursday 23

Friday 24

Saturday 25

Sunday 26

Reality is merely an illusion, albeit a very persistent one.

– Albert Einstein
<table>
<thead>
<tr>
<th>OFFICE</th>
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<td>Access and Services for Individuals</td>
<td>166 Thorndike</td>
<td>678-3689 or 678-3853 (V/TTY)</td>
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<tr>
<td>with Disabilities (OASID)</td>
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<tr>
<td>Admission</td>
<td>146 Horace Mann</td>
<td>678-3710</td>
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<td>113 Zankel</td>
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<td>148 Horace Mann</td>
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<td>1224 Amsterdam</td>
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<td>44 Horace Mann</td>
<td>678-3140</td>
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<td>193 Grace Dodge</td>
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<td>153 Horace Mann</td>
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<td>36 Zankel</td>
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<td>Russell Hall</td>
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<td>– The Chickering Group</td>
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Handbook design and layout: Campus Marketing Specialists, August 2006