

Student Affairs

At the Mailman School of Public Health (MSPH), educational experiences are found both in and out of the classroom. Important to your educational pursuit are volunteer opportunities, social and alumni networking, career counseling, and other prospects to support your studies through paid internships and scholarships. The staff of the Office of Student Affairs (OSA) is committed to providing these opportunities for you and to serving as resources for you throughout your tenure at the MSPH.

Under the direction of the Dean of Students, who is also a Vice Dean at the MSPH, Student Affairs provides a continuum of services from before you enroll, throughout your tenure, and then upon graduation, when you secure a position as a public health professional. Admissions and Financial Aid, Student Academic Affairs and Student Life, and Career Services are the units within this office that are organized around student enrollment and provide support throughout the year. Located in the School of Public Health building at 722 West 168th Street, on the entry floor in Suite 1030, New York, NY 10032, the office is open from 9:00 a.m. to 5:00 p.m., Monday through Friday. However, staff members can be available by appointment at other hours.

ADMISSIONS AND FINANCIAL AID

The Office of Admissions and Financial Aid offers a variety of services to prospective students, applicants, and current students. The office is committed not only to recruiting the most qualified applicants, but also to guiding them through the application process. The Admissions staff provides counseling on how to prepare the best application possible. It actively recruits throughout the country (see Web site for the latest recruitment schedule: <http://www.mailman.hs.columbia.edu/admissions/on-the-road.html>), and also facilitates communication among applicants, academic departments, and current students. The office also strives to enroll a diverse class, with a firm belief that diversity adds richness to the discourse that takes place in and out of the classroom. The mission of the Financial Aid Office is to provide a friendly, efficient, and transparent process that allows students to concentrate their efforts in their studies. The Financial Aid Office is responsible for assisting prospective and current students with all aspects related to the financing of their education at Mailman. Some of the services provided include the formulation of financial aid packages, loan certification, loan counseling, and debt management.

STUDENT ACADEMIC AFFAIRS AND STUDENT LIFE

The staff of Student Academic Affairs and Student Life are available to support students from their first day at Orientation, to the time they cross the stage and collect their diplomas. Students frequently will encounter their help and services on their path to graduation.

Personal Advising. Both offices have professional staff that are trained to support students through their time here. Graduate students living in the New York City and surrounding areas, with lives that go beyond the Mailman School, could meet with situations that might potentially interrupt their time here, such as health or medical problems, family crises, issues of personal well-being and stress management, as well as simply negotiating through the new Columbia, Washington Heights, or New York City environment.

Services Specific to Student Academic Affairs

Coordinating Registration. Working with faculty in the departments, this office prepares and activates the class schedule and plans the registration activities for the school. Registration for classes, the process by which students chose courses to meet academic requirements, is one of the most important student academic activities and demands attention. Continuing students are eligible to participate in preregistration in late November and early December for the spring semester.

Cross Registration. One of the benefits of attending a university such as Columbia is the varied curricular opportunities within and outside the Mailman School. Students are permitted to register for courses at other schools of the University. They must first seek approval from their academic advisor and then obtain final permission from the Office of Student Affairs, which will advise them on securing a space in a non-MSPH class.

Monitoring Academic Performance. Each semester, the staff in Student Affairs reviews student grades to ensure students are progressing toward completion of their degrees in accordance with MSPH school policy. Please see policies for grading procedures on pages 28–29 of this Bulletin.

Dual Degree Advising. Negotiating University and School resources while a dual degree student can be a complex process. Specific academic concerns about course selection and departmental requirements are done within a student's department. Student Academic Affairs staff can advise on general policies and procedures related to dual degree study.

Maintaining Degree Audit Reporting System (DARS). DARS is a Web-based advising tool that students can access through Student Services Online. It is meant as an unofficial review of progress toward completion of the master's degree.

Communication with Students. Throughout the semester the OSA will communicate with students on events and activities as well as on important matters pertaining to registration, academic policies, and graduation. It is the student's responsibility to be informed of these announcements so as not to miss any important deadlines. OSA uses postal mail as well as e-mail to communicate these messages. E-mail, the official mode of communication at the University, should be checked regularly.

Liaise with University Academic Services. This office works closely with other offices throughout the Medical Center campus and Morningside campus, such as the University Registrar, Student Administrative Services, and the Health Sciences Library.

Services Specific to Student Life

Student Life provides essential co-curricular activities that enhance the student experience at the MSPH. Learning is a constant process that occurs in and out of the classroom, and through collaboration with the staff in Student Life, these opportunities are plentiful. More information is available at <http://www.mailman.hs.columbia.edu/studentlife/index.html>.

Club and Group Advising. Academic, social, and advocacy groups exist at the Mailman School to provide opportunities for dynamic interchange of ideas and experiences with students, faculty, administrative staff, and special guests. For more information on student groups, visit <http://www.mailman.hs.columbia.edu/studentlife/news/activities.html>.

These organizations include

- American College of Healthcare Executives
- Black and Latino Student Caucus
- Global Health Forum
- Public Health Students for Reproductive Freedom
- Student Government Association

Ceremonial Events. The Office of Student Life is responsible for marking specific events in a student's time here by arranging for ceremonies such as Orientation and New Student Welcome, Winter Graduation Recognition, Student Awards Ceremony, and finally, May Graduation. Dates for these events will be posted on the Mailman School Web page and announced in the weekly Student Digest.

Student Travel Fund. Students are encouraged to make presentations at conferences and professional organization meetings as part of their training and development while studying at MSPH. The Student Travel Fund provides reimbursement awards to supplement the cost of attending these meetings. Instructions and application are available at <http://www.mailman.hs.columbia.edu/studentlife/news/links.html>.

OFFICE OF CAREER SERVICES: RESOURCE AND SERVICE HIGHLIGHTS

The Office of Career Services (OCS) offers a wide range of programming for MSPH students. In a typical year, the OCS

- Hosts two Career Day events that attract a total of seventy employers from industries including government, consulting, pharmaceuticals, research, managed care, not-for-profit, and hospital/health care to the campus to recruit prospective interns and graduates
- Sponsors eleven employer information sessions, featuring employers such as the NYC DOHMH, CDC, Visiting Nurse Service, Action Against Hunger, Congressional Budget Office, North Shore Hospital, Mathematica, World Bank Young Professionals Program
- Designs and delivers ten workshops on career management topics (e.g., résumé and cover letter development, interviewing, networking, international students and the job search, dressing for success)
- Cosponsors five alumni panels (e.g., public health careers, working in government, public health entrepreneurs, health care consulting, the pharmaceutical/biotech industries)

- Logs approximately 1,000 in-person contacts with students and alumni
- Publishes five résumé books (Interns, Graduates, International, Career Day, Executive M.P.H.)
- Critiques approximately 300 cover letters and résumés
- Posts approximately 2,000 job opportunities to the online job search engine
- Subsidizes twenty-nine students who pursue career enhancing domestic (e.g., CDC, UNICEF, Department of State, NYSPI) or international (e.g., Belgium, Belize, Brazil, Dominican Republic, El Salvador, France, Ghana, Malawi, Mexico, Nigeria, India) internships
- Facilitates prestigious placements for Mailman students in programs including: Presidential Management Fellowship Program, CDC Public Health Prevention Service Program, DHHS Emerging Leaders Program, ASPH International Global AIDS Fellowship Program, AJWS Public Health Fellows Program, and ASPH/CDC Internships

The Office of Career Services, including the Career Resource Room, which features computers, copier, fax, and reference library for student use, is located at 722 West 168th Street, Suite 1029.

Visit us often and early, in person or online, at <http://www.mailman.hs.columbia.edu/careerservices/index.html>.

MEDICAL CENTER STUDENT ORGANIZATIONS

Several student groups on the Medical Center campus appeal to interests of students across school lines, such as the South Asian Health Sciences Association (SAHSA), which addresses social and political issues of concern to students from South Asian countries. Information on all the student organizations on the Medical Center campus can be found on the P&S Club Web site at <http://www.thepsclub.org/clubs.html>.

BARD ATHLETIC CENTER

The Bard Athletic Center at 50 Haven Avenue on the Health Sciences campus is a modern health club facility that includes a swimming pool, squash courts, a gymnasium, and a fully equipped exercise room. It offers an aerobics exercise program, a basketball league, and a volleyball group. Staffing includes a certified personal trainer to instruct on the use of equipment and to help develop personal fitness programs. More information is available at <http://www.cumc.columbia.edu/dept/hshousing/bac.html>.

Student Housing

AT THE MEDICAL CENTER CAMPUS

Accommodations are limited in number and may not be available to all students accepted into the School. Applicants are encouraged to pursue non-University housing options whenever possible, including

the Off-Campus Housing Resource Center located in Bard Hall, 50 Haven Avenue, Room 105, New York, NY 10032; 212-305-3491.

The University maintains housing for single students and couples enrolled in approved full-time academic programs. Housing for couples at the Medical Center campus is available to married couples and couples living in domestic partnership. Because of the very limited availability of such housing, the status of couples applying for housing will be verified.

Housing on the Medical Center campus is coordinated through the Medical Center Housing Office, Bard Hall, 50 Haven Avenue, New York, NY 10032; 212-304-7000. For more information, visit <http://cpmcnet.columbia.edu/dept/hshousing/>. Housing assignments are made on the basis of distance from campus, date of receipt of application, access to alternative housing or resources for commuting, and accommodation availability.

Housing options include single dormitory rooms, a limited number of studio apartments, and suites. All single student accommodations are furnished; all couples housing is unfurnished. Telephone service is not included in the monthly rental. All buildings have laundry facilities. Elevator and doorman service is available in all buildings except 106 Haven Avenue. All accommodations are "wired" and equipped with a data/voice jack that can provide access to both the campus telecommunications system and campus computer network.

Commuter Parking: A limited number of University parking spaces may be available for students who commute to the Medical Center campus. Parking application forms can be obtained from the Office of Student Affairs and need to be certified by that office. Students who live in University Housing on the Medical Center campus are not eligible for University parking.

Evening parking for enrolled students may be available at a reduced rate in the NewYork-Presbyterian Hospital parking lot after 5:00 p.m. Information can be obtained from the Hospital Security Office at 620 West 168th Street.

AT THE MORNINGSIDE CAMPUS

The Off-Campus Housing Assistance (OCHA) Office helps Columbia affiliates in their search for rental housing in non-Columbia-owned buildings located in the metropolitan area. The office maintains a Web site and regular office hours to provide advice, resources, and an online database of available housing at <http://www.columbia.edu/cu/ire/ocha/>. OCHA offers its services free of charge to students, graduates within the past five years, faculty, and staff of the University. OCHA is located at 419 West 119th Street, lower level. The telephone number is 212-854-2773. A current Columbia identification or letter of acceptance is required to register to use the OCHA database.

International House (I-House) provides residents with a cross-cultural environment of particular interest to those concerned with international exchange. As a private residence located at Riverside Drive and 122nd Street, it accommodates approximately 700 graduate

students and interns from nearly one hundred countries (including the United States) who are pursuing studies at over fifty different institutions. All the rooms at I-House are single-occupancy, with shared bathroom facilities and no cooking permitted in resident rooms. To apply for housing at I-House, students must fully and accurately complete both the UAH application and the I-House application. I-House applications must be mailed directly to the Admissions Office, International House, 500 Riverside Drive, New York, NY 10027. Inquiries may be made to 212-316-8436.

Alumni Association

The Alumni Association is governed by an alumni-elected Board of Directors comprised of members-at-large and executive officers. It meets quarterly and sponsors a biennial conference focusing on a topic of professional interest to alumni and students. It merged with the Alumni Association of the Columbia College of Pharmaceutical Sciences to form an enhanced association that also works as a resource for the OCS, providing mentoring and networking support.

Housed in the External Affairs Office of the Dean, the Alumni Office is an administrative office of the School that serves as a liaison between the School and its alumni and friends. The office coordinates services and activities promoting a continued awareness of programs of the School and facilitating alumni involvement in the support of the School. A reception for alumni and friends is held at the annual meeting of the American Public Health Association (APHA). Without charge and open to all interested parties, the reception provides an excellent opportunity to reconnect with alumni, friends, and colleagues and is also a wonderful networking vehicle.

The office also coordinates efforts to identify and recognize alumni for professional achievements and community services.

For additional information, visit <http://www.mailman.hs.columbia.edu/alumni/index.html>.

Other University Services

All students enrolled in the School are entitled to the privileges and use of facilities of the Medical Center campus as well as the Morningside campus at Broadway and 116th Street. The information below highlights some of the services and benefits available to Public Health students. Although the primary offices are on the Morningside campus, many services also maintain an office on the Medical Center campus. For a complete guide to University student services, visit the *FACETS* Web site: <http://www.columbia.edu/cu/facets/>.

DISABILITY SERVICES

Office of Disability Services (ODS) facilitates equal access for students with disabilities by coordinating reasonable accommodations and support services.

Reasonable accommodations are adjustments to policy, practice, and programs that “level the playing field” for students with disabilities and provide equal access to Columbia’s programs and activities. Examples include the administration of exams, services such as note-taking, sign language interpreters, assistive technology, and coordination of accessible housing needs. Accommodation plans and services are custom designed to match the disability-related needs of each student and are determined according to documented needs and the student’s program requirements.

Registration includes submission of both the *Application for Accommodations and Services* and disability documentation. The application and disability documentation guidelines are available online and at the ODS office. Students are encouraged to register within the first two weeks of the semester to ensure that reasonable accommodations can be made for that term. Please note that students are not eligible to receive reasonable accommodations until the registration process is complete.

Disability Services Liaisons are representatives from the student’s respective school and assist ODS in coordinating the provisions of reasonable accommodations.

For further information, contact the Columbia University Office of Disability Services: 212-854-2388; 212-854-2378 (TTY); 212-854-3448 (fax); disability@columbia.edu; www.health.columbia.edu. The Morningside campus office is at 801 Lerner, MC 2605, 2920 Broadway, New York, NY 10027. The Medical Center office is at 101 Bard Hall, 50 Haven Avenue, New York, NY 10032.

INTERNATIONAL STUDENTS AND SCHOLARS OFFICE

Columbia University, continuing its tradition as a preeminent world center of learning, welcomes more than 6,000 students and scholars from nearly 150 countries and offers its international clientele an array of services through the International Students and Scholars Office (ISSO). ISSO staff assist international students and scholars with their questions about University policies and practices, admission and placement, regulatory and documentation matters, social and cultural activities, adjustment to a new academic and cultural environment, and personal and family services and needs. The ISSO provides a central advisement service to Columbia Schools, faculty, and departments for the evaluation of credentials of students who have studied in another country. Acting on behalf of the Office of the Provost and Dean of Faculties, the ISSO administers the designation of visiting scholars and scientists and provides services supporting and promoting international educational exchange.

The ISSO administers immigration services for Columbia University’s international students and faculty, researchers, and visiting scholars. Advisory staff is available to help students and scholars obtain and maintain their immigration status so that immigration issues remain routine and secondary, and they are able to devote their full energies to their scholarly goals. The ISSO monitors regulations affecting relevant immigration classifications and broadcasts timely alerts

and updates to students (ISSOnews) and scholars (SCHOLARnews). Detailed information on immigration procedures and benefits is available at the ISSO and is maintained on the ISSO Web site at <http://www.columbia.edu/cu/isso/>.

The ISSO offers orientation programs in which members of Columbia’s international community have the opportunity to meet and receive informational briefings. Orientation sessions are provided throughout the academic year for visiting scholars and faculty. International students are offered fall and spring orientation programs at which they are met by peer advisers eager to share the insights they have gained in making successful adjustments to Columbia’s social and academic environment. The ISSO leads new arrivals in Celebrating New York, offering an array of opportunities to explore and enjoy the city during the September Orientation period. Learning and travel continues throughout the year as the ISSO’s Road Scholars program introduces students and scholars to Niagara Falls and Toronto, Washington, D.C., New England, and the South. Each September and January wives and husbands of international students and scholars are greeted at a luncheon for spouses and their children hosted by ISSO staff members and “old-timers” eager to make them feel welcome. This begins a series of programs that extends through the semester to provide both practical information and an opportunity to develop a network of friends and helpers. Programs scheduled throughout the year focus on practical issues of public speaking, writing, improving reading comprehension, time and stress management, employment, and job-seeking skills. The ISSO also offers an annual series of workshops on international taxation, presented by certified public accountants, and on advanced immigration matters, presented by nationally recognized attorneys. Social and cultural activities are an important part of life at Columbia. The ISSO staff presents a full calendar of events of interest to international students and scholars. The calendar includes regular features as well as programs that reflect the talents and interests of an international community. For more information, visit the ISSO Web site: <http://www.columbia.edu/cu/isso/>. For the Medical Center campus location, visit <http://www.cumc.columbia.edu/about/guide/student.html#international/>.

SEXUAL VIOLENCE PREVENTION AND RESPONSE PROGRAM (SVPRP)

This program educates students and administrators about consent and coercion, and promotes community standards for a respectful and safe campus. Through its programs and services, SVPRP fosters individual and collective action to end sexual and relationship violence. The Rape Crisis/Anti-Violence Support Center provides peer counseling, advocacy, and education to survivors and co-survivors of sexual assault, relationship violence, childhood sexual abuse, and other forms of violence. The Men’s Peer Education Program provides educational events, prevention strategies, and leadership training programs to engage men to end sexual and relationship violence. The program office is located on the Morningside campus in room

301 of Alfred Lerner Hall; 212-854-3500; www.health.columbia.edu/svpr/.

DISCIPLINARY PROCEDURE FOR SEXUAL MISCONDUCT (DPSM)

The DPSM oversees policy adjudication and preventive education for the Columbia University community with regard to sexual misconduct. DPSM's education initiatives focus on informing students about community standards of appropriate sexual conduct, training administrators regarding the policy and appropriate referral practices, and creating mechanisms for comprehensive statistical collection from all University offices with significant responsibility for student and campus activities. Use of the sexual misconduct adjudication process is an option for undergraduate and graduate students. If a situation does not fall within the scope of DPSM's services or a student chooses not to utilize the sexual misconduct adjudication procedure, DPSM staff will make referrals to other service providers available both on and off campus. The DPSM office is located on the Morningside campus in room 703 of Alfred Lerner Hall; 212-854-1717; www.columbia.edu/cu/sexualmisconduct/.

OMBUDS OFFICE

Ombuds Officers are neutral complaint-managers who seek fair and equitable solutions to problems for anyone in the Columbia University community. In considering any given instance or concern, the rights of all parties that may be involved, along with the welfare of the University, are taken into account. Discussions with an Ombuds Officer are off-the-record and do not constitute formal notice to the University. Except in emergencies, an Ombuds Officer does not take action or investigate an issue without the permission of the person who introduced the information to the Ombuds Office. Ombuds Officers will listen, offer information about Columbia University policies and procedures, present a range of options for resolving a problem, or help find ways to convey information while maintaining the confidentiality of the source. The Ombuds Office supplements, but does not replace, the existing resources for conflict resolution and fair practice available at Columbia University. The Ombuds Office is independent of existing administrative structures and reports directly to the President of the University.

Students on the Medical Center campus can arrange meetings in the Ombuds Office on either the Morningside or Medical Center campus. For further information, contact the Ombuds Office in 660 Schermerhorn Extension; telephone: 212-854-1234; fax: 212-854-6046; e-mail: ombuds@columbia.edu.

On Wednesdays an Ombuds Officer is at the Medical Center campus office, 101 Bard Hall, 50 Haven Avenue; telephone: 212-304-7026.

EARL HALL CENTER

The Earl Hall Center sponsors programs that address the spiritual, religious, and humanitarian concerns of the community and serves

students, staff, faculty, and alumni from all schools of Columbia University. Earl Hall is the home of more than fifty campus student groups, the United Campus Ministries (Jewish, Catholic, Muslim, and Protestant chaplaincies), and Community Impact. Community Impact offers students the opportunity to work with and in the surrounding neighborhoods by creating and running programs for disadvantaged youths, the elderly, and the homeless, as well as for adults studying for their high school equivalency diplomas. Earl Hall's other groups bring diversity and dialogue to the campus through a variety of programs ranging from lectures to dances to coffeehouses. The center also administers St. Paul's Chapel, an architectural jewel and a New York City landmark that serves as a popular site for weddings and concerts.

SHUTTLE SERVICE

The University provides a shuttle service between the Health Sciences campus and Morningside campus, free to anyone with a University ID. Schedules are available in the Office of Student Affairs.

DODGE PHYSICAL FITNESS CENTER

The Dodge Physical Fitness Center on the Morningside campus has courts available for squash, handball, and racquetball; an indoor jogging track; weight room; and swimming pool. The center offers a range of noncredit physical education courses and sponsors club sports. Additional athletic facilities, including an all-weather track and a Tennis Center, are available at the Baker Field Athletic Complex at 218th Street and Broadway. There is an additional fee for Health Sciences campus students to use the athletic facilities on the Morningside campus.

Campus Security

Located in New York City, Columbia University offers the advantages and disadvantages of life in a major metropolitan area, and Columbia has made the safety and well-being of members of its community—more than 19,000 students and 13,500 staff and faculty—a top priority.

Crime prevention is a major focus of the University's Department of Public Safety. Safety and security information and training is continuously provided to students, staff, and faculty through presentations to campus groups and organizations, pamphlets, bulletins, crime alerts, and through the University student handbook, *FACETS*.

All Columbia campuses and their environs are patrolled by motorized and foot patrols that are coordinated with neighborhood security organizations as well as the security departments of NewYork-Presbyterian Hospital and other affiliated institutions. The department also maintains an excellent liaison with the local police precincts. The Medical Center Security Department provides an escort service within the Columbia University Medical Center area.

A shuttle service is also available during stated hours between the Medical Center and Morningside campuses.

The Medical Center Public Safety Office is located at 650 West 168th Street, New York, NY 10032; telephone: 212-305-8100.

The Morningside Heights Public Safety Office is at 111 Low Library, 535 West 116th Street, New York, NY 10027; telephone: 212-854-2796; emergency number: 212-854-5555.

The University is required by federal law to publish an annual security report containing information with respect to campus security policies and statistics on the incidence of certain crimes on and around our campuses. This information is available in *FACETS*, the University student handbook (<http://www.columbia.edu/cu/facets/>), at the Web site for the United States Department of Education (<http://ope.ed.gov/Security/search.asp>), by requesting a copy of the report from: Campus Crime Report, Department of Public Safety, Columbia University, 111 Low Library, Mail Code 4301, 535 West 116th Street, New York, NY 10027; or on the Public Safety Web site (<http://www.columbia.edu/cu/publicsafety/>).

American Public Health Association

The American Public Health Association (APHA) is the major professional organization for the public health field. The Association holds an annual scientific meeting each fall that draws over 10,000 national and international participants. Students are urged to become members. Membership includes a subscription to the *American Journal of Public Health*, a peer-reviewed journal devoted to research, scientific studies, and in-depth information on issues affecting public health; opportunities to interact with other professionals in the field; and job placement services. Information on membership is available from the Office of Student Affairs or from the American Public Health Association, 800 I Street, NW, Washington, DC 20001-3710; 202-777-2742; <http://apha.org/>.

Official Regulations*

Reservation of University Rights

This bulletin is intended for the guidance of persons applying for or considering application for admission to Columbia University and for the guidance of Columbia students and faculty. The bulletin sets forth in general the manner in which the University intends to proceed with respect to the matters set forth herein, but the University reserves the right to depart without notice from the terms of this bulletin. The bulletin is not intended to be and should not be regarded as a contract between the University and any student or other person.

University Regulations

According to University regulations, each person whose registration has been completed will be considered a student of the University during the term for which he or she is registered unless the student's connection with the University is officially severed by withdrawal or otherwise. No student registered in any school or college of the University shall at the same time be registered in any other school or college, either of Columbia University or of any other institution, without the specific authorization of the dean or director of the school or college of the University in which he or she is first registered.

The privileges of the University are not available to any student until he or she has completed registration. A student who is not officially registered for a University course may not attend the course. No student may register after the stated period unless he or she obtains the written consent of the appropriate dean or director.

The University reserves the right to withhold the privilege of registration or any other University privilege from any person with an unpaid debt to the University.

ATTENDANCE

Students are held accountable for absences incurred owing to late enrollment.

RELIGIOUS HOLIDAYS

It is the policy of the University to respect its members' religious beliefs. In compliance with New York State law, each student who

*Since policies and procedures are subject to change, please check the Web site for *FACETS*, the University student handbook (<http://www.columbia.edu/cu/facets/>), for the most current information.