



1998-1999
facets

Facts About Columbia Essential to Students

ACKNOWLEDGMENTS

FACETS represents a concerted effort by hundreds of Columbia University employees. Every contribution to this publication is valuable—from writing and revising entire sections to simply confirming a telephone number. The editorial staff of *FACETS* wishes to express thanks to all whose hard work and prompt response to pressing deadlines enabled the compilation, composition, and design of this important student resource.

Special thanks to Rhea Pliakas, David Hill, and the staff of the Columbian Library for opening to us Columbia's rich archives and making *FACETS'* timeline a living history.

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A Message from the President

I am delighted to introduce to you this year's edition of *FACETS: Facts About Columbia Essential to Students*.

In view of the approaching end of the millennium, this edition of *FACETS* takes a look back at the people and places that have contributed to the complexity and diversity of Columbia University. Notable historical events, including the movement of Columbia's campus to Morningside Heights in 1897 and the demonstrations of students in the 1960s, appear on the timeline in the beginning of this edition of *FACETS*. Throughout this edition, you will find snapshots of Columbia through the years.

Along with such historical references, *FACETS* continues to provide essential information to all of Columbia's students—undergraduate, graduate, professional, and postdoctoral—as well as those attending its affiliated schools. The University offers a broad array of opportunities, both in and out of the classroom. *FACETS* is an index to all of the University's schools and programs, a directory to all of its locations, from Morningside Heights to the Health Sciences campus, from Reid Hall in Paris to Biosphere 2 in Arizona. It also provides updates on changes to the University's policies and procedures.

FACETS is carefully revised each year; so as you use this edition, please forward your ideas



about what is essential for you to know about Columbia to the editors at FACETS@columbia.edu for their use in improving the next edition.

A handwritten signature in black ink, appearing to read "George Rupp". The signature is stylized and cursive.

George Rupp
President
Columbia University

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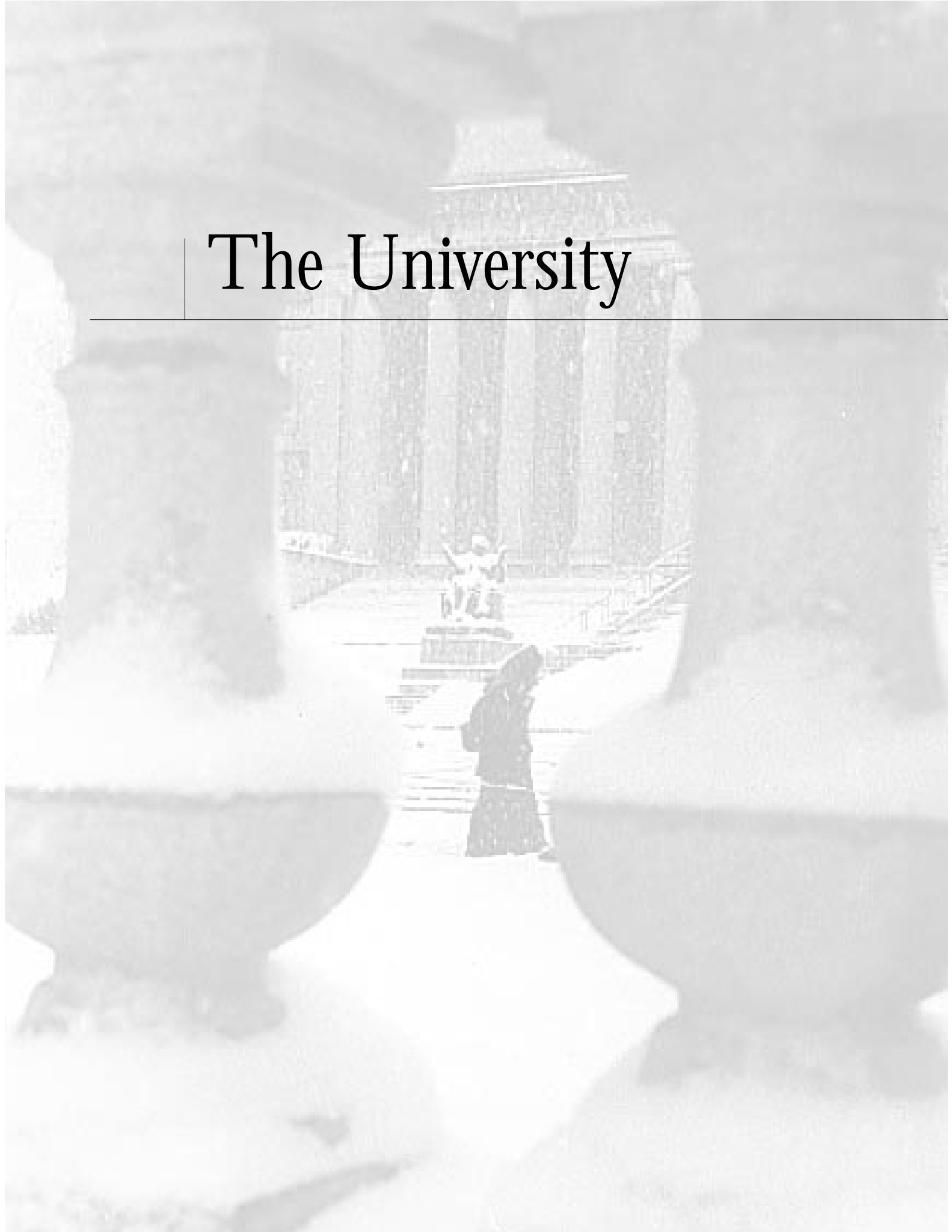
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The University



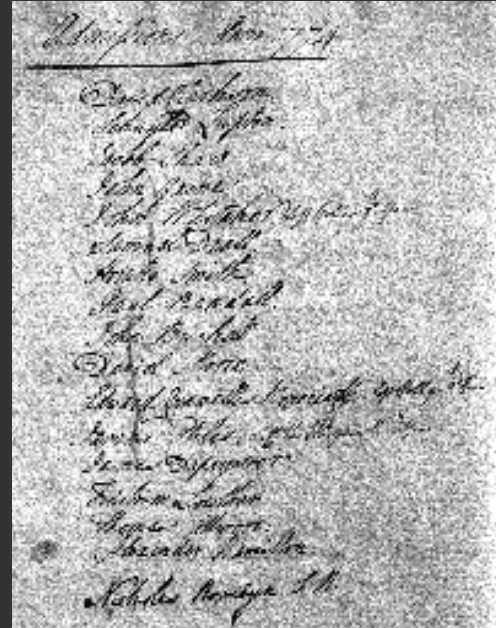
Historical Timeline



The first location of King's College at the Trinity Church schoolhouse, where President Samuel Johnson and his first class of eight students met in July 1754.



Dr. Samuel Bard, who helped found the College of Physicians and Surgeons and King's College Medical School in 1767.



1774 Admissions log. Alexander Hamilton's name is the second-to-last on the list.

1754

King's College chartered in New York "to promote liberal education" and to "prevent the growth of republican principles which prevail already too much in the colonies." King's College disappointed King George II—it produced a crop of American rebels and statesmen.

1760

King's College acquires land near Hudson River on lower Manhattan. The campus was comprised of a three-story stone building, a private park, and 24 rooms total for living quarters, chapel, classrooms, and dining.

1764

John Jay, later the first Chief Justice of the United States, graduates from King's College.

1767

Dr. Samuel Bard, physician to George Washington and the first professor of medicine at King's College, helps found the School of Medicine that in three years will award the first M.D. degrees in America.

1768

Governor Morris, writer of the final draft of the Constitution, graduates from King's College.

1774

Alexander Hamilton, rebel and later first Secretary of the Treasury of the United States, enrolls in King's College.

1776-85

All classes are suspended during the Revolutionary War.

1787

King's reopens and is renamed Columbia. The word "Columbia" had recently been coined by patriotic poets and was put to use here for the first time in law and history.



Professor Chandler (with book) and students on the steps of Chandler Laboratories on the Midtown Campus, ca. 1864.



The First Editorial Board of the Spectator in 1877.



The Columbia College Baseball Nine in 1886.

1811

“The Riotous Commencement.” Protesters disrupt Columbia commencement after a student is denied his diploma because of his refusal to amend the language in his oration. The student appealed to the audience, and the response was quick and violent. Faculty fled, and students occupied the church until police began making arrests.

1849

Columbia College moves to site near 49th Street, where it would remain for nearly 50 years. This is currently the site of Rockefeller

Center, and Columbia had been awarded the right to purchase this land by lottery for \$6,000. At the time this land was considered too far uptown to be valuable. The real estate ended up adding greatly to Columbia’s endowments even before the land was sold in 1985 for \$400,000,000.

1858

Columbia University Baseball Club is founded. The Graduate Law School is founded.

1864

School of Mines (now Fu Foundation School of

Engineering and Applied Science) is founded. Frederick A. P. Barnard assumes Columbia presidency. Barnard originally applied for a post as professor of physics at Columbia College—and was surprised by an offer of the presidency. His presidency lasts 25 years.

1877

The *Columbia Spectator* is founded as a small, bimonthly publication. The *Spectator* will grow to an independent daily that reaches over 20,000 people. In 1962 the paper becomes an independent corporation with its own board of directors and is entirely self supported through advertising revenues.

1880

Graduate School of Arts and Sciences is founded.

1886

Teachers College is founded.

1889

Barnard College is founded and named after Frederick Barnard. Barnard was the first private college in the city to award liberal arts degrees to women and is one of the original Seven Sisters schools.



A view of the campus in 1898 featuring Low Library, Schermerhorn, Fayerweather, and Mathematics Halls and one building of the former Bloomingdale asylum—the current Maison Française.



Ladies walking on the Columbia campus in 1900.



Columbia crew team, 1900.

1890

Graduate faculty in Philosophy is founded. Seth Low (Class of 1870) succeeds Barnard as President and promotes University ideal of a connection between autonomous schools. Within the next few years, both the Medical School and Teachers College come under the aegis of Columbia. Seth Low had been twice elected as mayor of Brooklyn and would later be a mayor of New York City.

1892

The University, at the urging of trustee John B. Pine, acquires 18 acres on Morningside Heights, at the time largely undeveloped forests and farmlands. The School of Nursing is also founded.

1896

Columbia declares itself a university. “Columbia College” now refers to undergraduates in the school of the arts, the smallest undergraduate program in the Ivy League. Low dedicates Morningside campus in a solemn ground-laying ceremony, naming the Library in the memory of his recently

deceased father. The Graduate School of Architecture, Planning, and Preservation is founded this year. Also, James Dickson Carr, LL.B., is the first black student to receive a law degree.

1897

October 4 is the first day of classes on the Morningside Heights campus. Low speaks, emphasizing the relationship between New York City and Columbia: “A university on a hill cannot be hid.”

1898

School of Social Work is founded.

1900

The first Summer Sessions begin at Columbia, funded by a \$5,000 loan from Seth Low to Nicholas Butler, the President of Columbia from 1902 until 1945. Disturbed by the “unduly long” summer breaks, Butler had been studying the success of summer programs at the University of Chicago and Harvard. The Summer Sessions became enormously popular, registering 16,000 students per year by the 1940s.

1902–45

The presidency of Nicholas Butler, during which Columbia added the schools of



First year of the Journalism School, 1912-1913.



Dormitory Life, wood carving, 1910.



Interior of Fiske Hall, a portion of Milbank Hall on the Barnard College campus, 1914.

Business, Dentistry, Library Services, Social Work, and Journalism. Butler, a Columbia graduate of the Class of 1882, was one of the most prominent educators and diplomats of his time, as well as the founder of the *Educational Review*. In 1910 Butler convinced Andrew Carnegie to endow a substantial charitable fund promoting international peace. Butler also played a major role in the 1928 Pact of Paris, which “required its signatories to forswear war as an instrument of international policy.”

1904

School of General Studies is founded.

1907

Franklin Delano Roosevelt graduates from Columbia Law School.

1912

Graduate School of Journalism is founded a year after the death of benefactor Joseph Pulitzer, who endowed the University with \$500,000 to establish a prize in his name. The University grants the Pulitzer Prize, which has been awarded each May since 1917, for outstanding achievement in American journalism, letters, and music.

1916

Graduate School of Business is founded.

1917

School of Dental and Oral Surgery is founded. The Medical School begins admitting women.

1919

John Erskine teaches the first Great Books Honors Seminar, making the study of original masterworks the foundation of Columbia's Core Curriculum.

1920

Columbia's President Butler runs for Republican presidential nomination. He succeeds in drawing 69-and-a-half votes at the convention, but Harding wins the nomination.

1921

The Presbyterian Hospital (founded in 1868 by James Lennox) joins Columbia University. New buildings begin construction on a 22-acre Washington Heights site donated by the Harkness family. School of Public Health is founded.



Paul Robeson, Law School Class of 1923.



University library staff in front of Low Memorial Library, ca. 1929. Front row, far right: Alfred L. Robert, Chief Medical Librarian.



The late Diana Trilling in 1994 with Professor Edward Said (left), two-time recipient of the Trilling award for a book published by a Columbia author that "best exhibits the standards of intellect and scholarship found in the work of Lionel Trilling."

1922

Lou Gehrig arrives at Columbia on a football scholarship. He will study at Columbia College for two years before signing with the Yankees in 1925.

1923

Paul Robeson graduates from Columbia Law School. Robeson would later turn his extraordinary gifts to the stage and towards working for social, economic, and legal equality for minority groups.

1925

Lionel Trilling, later a renowned Columbia University professor of English Literature and one of the greatest critics of his generation, graduates from Columbia. Trilling and his redoubtable wife, the author Diana Trilling, would be at the center of New York's liberal intelligentsia for decades to come.

1928

Opening as a joint project between the Columbia Medical School and The Presbyterian Hospital, the Columbia-Presbyterian Medical Center becomes the first hospital to combine teaching, research, and patient care.

1929

Benjamin Spock graduates first in his class at the College of Physicians and Surgeons. Doctor Spock later revolutionized parenting with the publication of his book *Baby and Child Care* and devoted his life to educating and empowering parents in the health and welfare of their children.

1931

Butler shares Nobel Prize for World Peace, awarded for his work on the Pact of Paris, with Jane Adams, the founder of Hull House. Also, Bard Hall, the last building constructed on the Health Sciences campus, is completed. Bard Hall is named after Dr. Samuel Bard.



1934 painting in the entrance of Butler Library, which illustrates the University's motto, "In thy light we shall see light."

I saw the best minds of my generation destroyed by
 madness, starving hysterical naked,
 dragging themselves through the negro streets at dawn
 looking for an angry fix,
 angelheaded hipsters burning for the ancient heavenly
 connection to the starry dynamo in the machin-
 ery of night,
 who poverty and tatters and hollow-eyed and high sat
 up smoking in the supernatural darkness of
 cold-water flats floating across the tops of cities
 contemplating jazz,
 who bared their brains to Heaven under the El and
 saw Mohammedan angels staggering on tene-
 ment roofs illuminated,
 who passed through universities with radiant cool eyes
 hallucinating Arkansas and Blake-light tragedy
 among the scholars of war,
 who were expelled from the academies for crazy &
 publishing obscene odes on the windows of the
 skull . . .

Excerpt from Alan Ginsberg's (CC '48) poem *Howl*
 © 1986 by HarperCollins Publishers. Used by per-
 mission of the publisher.



A 1994 postage stamp
 of Virginia Apgar, M.D.,
 College of Physicians
 and Surgeons Class of
 1933.

1933

Virginia Apgar graduates from the College of Physicians and Surgeons. Dr. Apgar became the college's first professor of anesthesiology and the first woman named a full professor at the college. She developed the Apgar Score in 1952, still used to assess the health of newborns.

1934

Columbia Chemistry Professor Harold C. Urey wins the Nobel Prize, continuing a tradition of public honors awarded to Columbia faculty.

1935

Butler Library construction is completed this year. The Library was another gift of Edward S. Harkness, who also donated the site for the Medical School in Washington Heights.

1941

Research into the atom by Columbia faculty members I. I. Rabi, Enrico Fermi, and Polykarp Kusch brings the Physics Department into the international spotlight.

1944

Allen Ginsberg ('48) comes to Columbia as a law student and meets Jack Kerouac and William Burroughs. Kerouac had been in the Class of 1944 but lost his football scholarship after an injury. Ginsberg's poem *Howl* would define the passion of the Beat Generation in response to the blandness of corporate America.

1945

Under President Butler's guidance, Columbia's endowment soared to \$127.5 million—up from \$1.7 million in 1902.

1946

The School of International Affairs is founded, continuing an affiliation with the U.S. Department of State begun by Butler.

1947

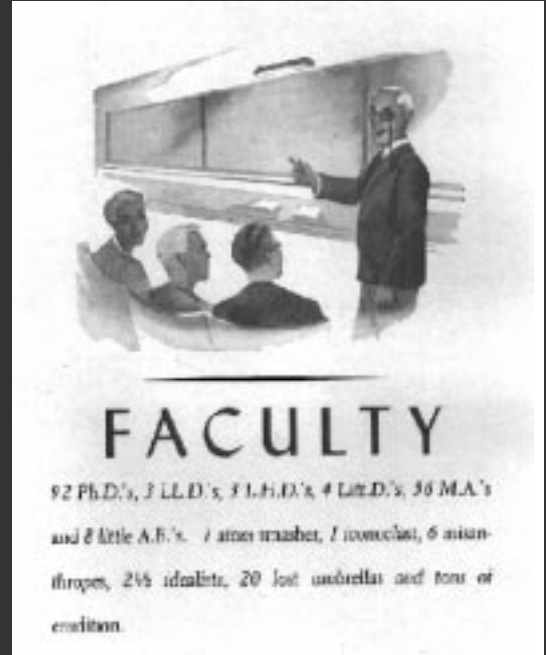
Columbia University and 13 of its neighbors band together in the name of Morningside Heights, Inc., to restore and maintain restoration of the neighborhood. Severe housing shortages following World War II had resulted in a proliferation of unsafe Single Room Occupancy (SRO) units, which were extreme fire hazards.



The former School of Engineering in 1948, now Mathematics Hall.



Design for proposed Columbia College Student Center in 1948.



Etching of Columbia faculty, 1940s.

1948

Two years after leading the Allied Forces during World War II and conducting successful campaigns in Africa, Sicily, and Western Europe, as well as the D-Day invasion of France, Dwight Eisenhower is appointed the thirteenth President of Columbia University. The School of the Arts is also founded this year.

1949

Mrs. Thomas Lamont donates her family estate on the Torrey Cliff to Columbia, setting up the basis of what would become the Lamont-Doherty Geological Observatory.

Over the next decades, the scientists at Lamont-Doherty would develop the first unified method of predicting earthquakes; the first lunar seismometer; and the most extensive collection of marine geophysical data in the world.

1952

Eisenhower becomes America's thirty-fourth President and resigns as President of Columbia. In 1956, he won a second term as chief executive.

1953

Grayson Kirk is named fourteenth president of Columbia. An authority on international

affairs and diplomacy, Kirk was suited to the conservative era of the 1950s. He created the Security Council of the United Nations and served as a director or board member for several prominent corporations. Kirk's 16-year presidency would witness great changes in Columbia and in American culture.

1954

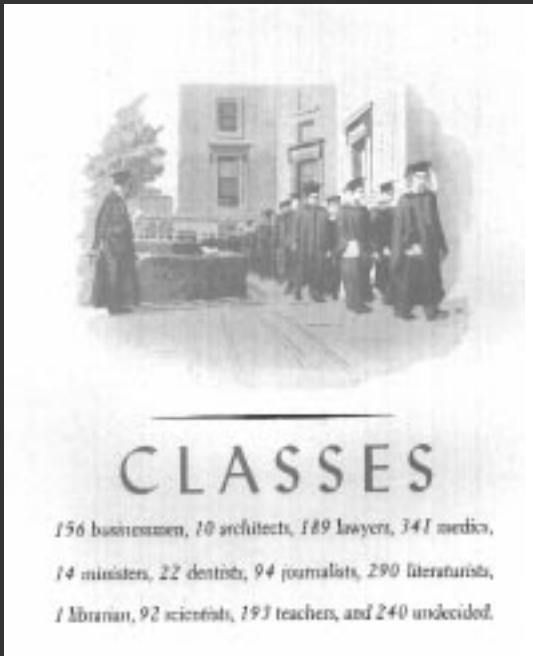
The University's Bicentennial, an anniversary celebrated by a period of steady expansion. A major campus building program is activated, and by the end of the following decade, more than five of the University's schools are housed in new buildings.

1955

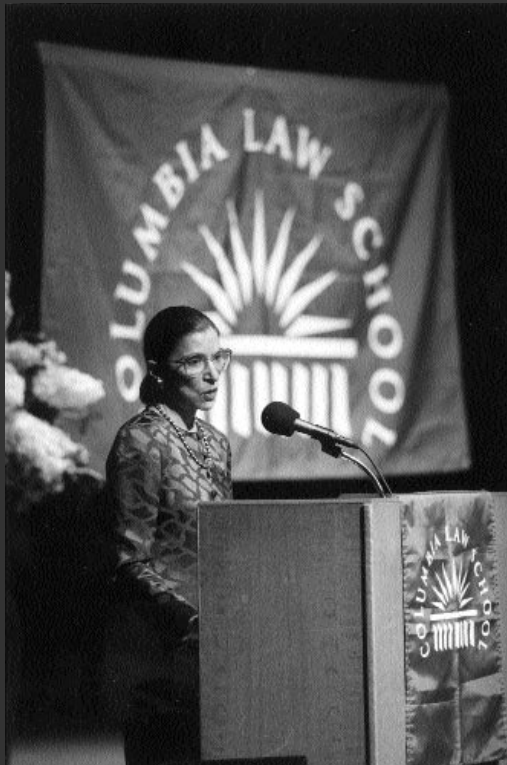
Boutros Boutros Ghali is a Fulbright recipient and visiting scholar at the Columbia Law School. Later, under Ghali's leadership, the United Nations would launch peacekeeping missions in Somalia, Bosnia, Cambodia, and Lebanon.

1956

College of Physicians and Surgeons professors André Cournand and Dickinson Richards receive a joint Nobel Prize for their research into the studies of the physiology of the heart and lungs.



Etching of Columbia classes, 1940s.



U.S. Supreme Court Justice Ruth Bader Ginsberg, Law School Class of 1959.

1959

Ruth Bader Ginsburg graduates from Columbia Law School. Ginsburg became the second woman to be appointed to the Supreme Court, and her work has helped to end sex-based classification in the law. Also, the School of Social Work (founded in 1898) becomes affiliated with Columbia University.

1960

Columbia announces that it will lease land in nearby Morningside Park and construct a gymnasium to be used both by students and residents of Harlem.

1962

The Columbia Area Volunteer Ambulance (CAVA) is founded as a “registered ambulance” service, offering quicker emergency assistance to the entire Morningside Heights community. In 1994 CAVA’s status is upgraded to the level of “certified ambulance,” paving the way for more advanced medical techniques.

1963

Elliott P. Skinner, Ph.D. in anthropology, is the first African-American to receive tenure at the University. Professor Skinner later became the chairperson of the Anthropology Department and still teaches there today.

1964

The Students’ Afro-American Society (SAS) receives a chapter from the University, becoming the first African-American advocacy group on a multi-racial campus in the United States. The SAS would soon exert pressure on President Kirk to take a “public stand against the blatant denial of constitutional rights” then raging in Selma, Alabama, where demonstrators had been viciously attacked by the police during Dr. Martin Luther King’s suffrage march. Also this year Dr. Konrad Bloch wins a Nobel Prize for his research studies in cholesterol metabolism, begun when he was a research assistant at Columbia.

1965

The Double Discovery Center is founded by University students interested in helping community students graduate from high school, gain acceptance to college, and subsequently earn college degrees. Student demonstrators disrupt the annual R.O.T.C. ceremony at Columbia, protesting the war in Vietnam and the University’s connection with a private corporation, the Institute for Defense Analysis (IDA). IDA was involved in war research. President Johnson increases military strength in Vietnam despite the growing storm of nationwide protest.



Student climbing into occupied building in 1968.



Student protesting during 1968 demonstrations.

1966

Problems develop with the Morningside gymnasium. The Congress of Racial Equality (CORE) criticizes Columbia's use of public lands. Around this time it becomes public that, as designed, the gymnasium has separate entrances and athletic spaces for Columbia students and Harlem residents. *Westside News* named the project "Gym Crow." Columbia forms an Institute of Urban Environment, which begins a comprehensive study of urban problems.

1967

The *New York Times* announces that "a 20-year-old Barnard junior was formally installed last night as the first woman to serve as an editor of *The Columbia Daily Spectator*. . . . Miss Eleanor Prescott joined the paper as a freshman in February, 1965, the first year that Barnard [students] were permitted to do so." Twenty Columbia students prevent a CIA recruiter from interviewing prospects, and, threatened by student strike, Columbia administrators agree to withhold class rankings from draft boards. The Morningside Gym debate heats up, with neighborhood rallies at

the gym site and community pledges to burn the gym down if it is constructed.

1968

The world's eye is on Columbia, as students enter Low Library demanding that Columbia disaffiliate from IDA and stop work on Morningside Gymnasium. A confrontation between administration and students results in students occupying five buildings on campus, as residents of Harlem rally on Broadway in support of black students. Classes cannot be held, and gym construction is stopped. After five days, President Kirk calls in city police, who clear more than a

thousand students from five buildings. In the ensuing chaos, students, faculty, and bystanders are chased and beaten, resulting in 712 arrests and 89 hospitalizations. The schism between administration and students now seems insurmountable, and students boycott commencement. Kirk resigns as President. Also this year—Madeleine Albright, later U.S. Secretary of State in the Clinton administration, graduates from the School of Public Affairs.

1969

Andrew W. Cordier becomes Acting President of Columbia University, before being



Paul Auster, Columbia College Class of 1969.



I. M. Pei's 1970 plans to erect two towers on Morningside campus.

reappointed Dean of the Faculty of International Affairs. A former Representative of the Secretary General and Under Secretary at the United Nations, Cordier's diplomatic abilities were fully tested by a Columbia in transition. Attempts at new sit-ins fail as Cordier responds swiftly, obtaining court orders to clear buildings and nonviolent cooperation from the police. The writer Paul Auster was a member of the 1969 graduating class. Also this year the African-American studies program is founded after students exert pressure on the administration.

1970

William McGill becomes Columbia's President. The University hires I. M. Pei to design additions to the central campus. Pei's designs are so controversial, involving the construction of two white towers at the center of the campus, that building is delayed. In June of 1970, Pei resigned, saying "Columbia must now weigh priorities." Sketches of the two towers show a radically changed University, and architects now feel that Pei's notions would have dated quickly and over increased the density of the campus.

1971

McGill tells a *New York Times* reporter that "many, many alumni have said they will not give another dime to Columbia until we settle the gym question. . . . It has become a credibility question with the alumni." In June of 1971, the *Times* reports on its front page, "Columbia University has found a site for the new gymnasium it has been seeking amid many tribulations. . . . It will be on campus, connecting the old gym and extending west to Broadway."

1972

The School of Social Work, after being displaced from its former site at the Carnegie Mansion in midtown, moves up to Morningside. It is placed in temporary housing at McVickar Hall while controversy rages about the site of a new building, which people fear will aggravate housing problems and racial tension in the neighborhood. In the end, the development committee decides to renovate McVickar rather than risk angering the students and community.



The restored facade of the Audubon Center.



College of Physicians and Surgeons alumnus Story Musgrave discussing slides he took during his space walks to repair the \$1.5 billion Hubble Space Telescope in 1993.

1974

Six years after the riots on Morningside campus, the University finishes construction of a physical fitness center and pledges \$250,000 for a restoration of the scarred sight left behind in Morningside Park. A sense of healing old rifts becomes apparent as McGill hires landscape designer Lawrence Halperin, who closely consults with the West Harlem community in creating the design. "My position," says McGill, "was that I would not turn over a spade of dirt without agreement with the community."

1980

Michael I. Sovern (Class of 1953, Columbia Law School 1955) becomes the President of Columbia University. Sovern is an internationally renowned legal scholar specializing in the fields of labor relations and conflict resolution. During Sovern's 13 years in office, he implemented a renewal program on campus that resulted in the creation of 120 endowed professorships and millions of dollars in student support.

1982

On January 22 1982, Barnard College and Columbia University "announced that they will . . . permit the admission of women to Columbia College.

The inclusion of women to the Class of 1987 increased applications from both male and female students, and ushered in Columbia's most competitive years to date.

1983

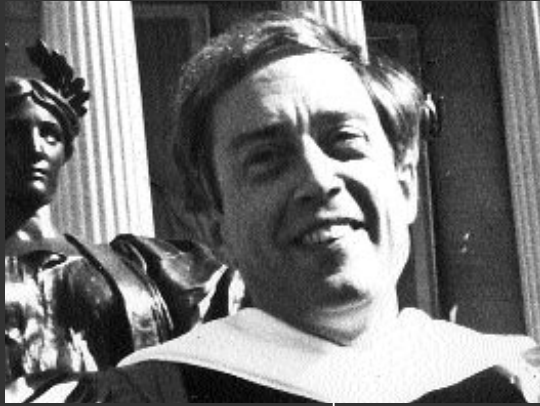
Development begins on the Audubon Business and Technology Center, built on the site of the Audubon Ballroom where Malcolm X was killed in 1965. There was criticism of Columbia for again encroaching on the community, so plans were revised to include the restoration of the Audubon façade, a memorial to Malcolm X, and a community health clinic run by the city. The Center opens in 1995.

1987

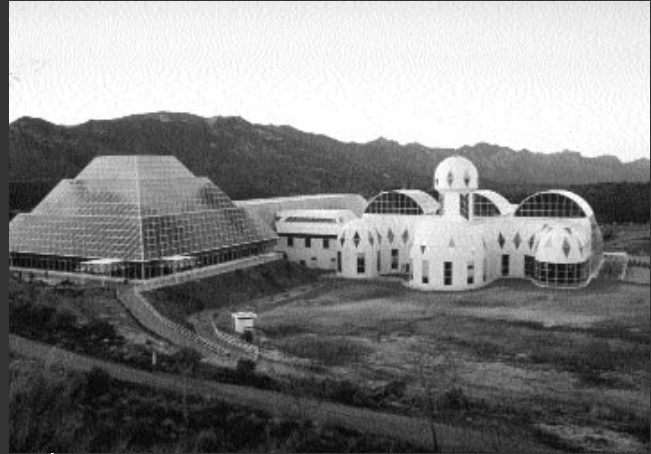
A coalition of student-run community service programs forms the umbrella group currently known as Community Impact. By 1998, Community Impact will consist of more than 700 student volunteers operating 25 programs that serve an average of 1,200 people each week.

1988

The opening of Morris A. Schapiro Hall allows Columbia College to achieve its long-held goal of offering four years of housing to all undergraduate students. Morris Schapiro was a member of the Class of 1923 and became one of the University's most generous benefactors.



President Rupp at Commencement.



Biosphere 2



Ferris Booth Hall

1989

The Presbyterian Hospital opens the Milstein Hospital Building, a 745-bed facility that incorporates the very latest advances in medical technology and patient care.

1991

Students in General Studies and the Graduate School of Arts and Sciences establish a new group for black students, called the African American Cultural Society (AACS). AACS differs from other student organizations because its sole purpose is to address the relationship of the Harlem community and General Studies students.

1992

Morris A. Schapiro Center for Engineering and Physical Science Research opens, bringing the University into the forefront of the telecommunications and high-tech research developments.

1993

George Rupp becomes President of Columbia University after six years as Dean of Harvard Divinity School and eight years as President of Rice University. Since Rupp's investiture, many schools, most notably Columbia College, have seen a consistent rise in applications, with the Class of 2002 being the most competitive in its history. Columbia has increased its

endowment under Rupp's leadership and has played an important role in the successful effort to have Harlem designated a Federal Empowerment Zone.

1995

LeRoy Neiman donates the "LeRoy Neiman Gallery" to the School of the Arts, providing a combined gallery, reading, and performing space.

1996

In February Columbia announces that it has taken over the management of Biosphere 2 Center, located in the Arizona desert. President Rupp describes Biosphere 2 Center as "the world's largest

enclosed ecological laboratory." By mid-May, the University is able to offer unique on-site field courses in earth and environmental sciences. Also, Ferris Booth Hall is demolished, and construction begins on the new student center, Alfred Lerner Hall, made possible by a \$25 million contribution from alumnus and trustee Alfred Lerner.

1997

The one-hundredth anniversary of the cornerstone laying of Low Library. The Fu Foundation donates a \$26 million gift to the School of Engineering and Applied Science. The School of Engineering has since been renamed in recognition of the gift.

Schools and Programs

For information on joint programs or on registering for courses in a school other than your own, consult the admissions office of the school in which you wish to study. A list of the degrees currently offered follows each school's description. Consult each school's bulletin for specific information.

Morningside Campus

GRADUATE SCHOOL OF ARCHITECTURE, PLANNING, AND PRESERVATION

Bernard Tschumi, Dean

Loes Schiller, Associate Dean for Student Affairs
400 Avery Hall, Mail Code 0353
(212) 854-3510
Fax: (212) 864-0410
Admissions: (212) 854-3414
<http://www.arch.columbia.edu>

The Graduate School of Architecture, Planning, and Preservation seeks to develop graduate students' artistic and intellectual abilities while providing them with the information and strategies necessary to deal responsibly and inventively with issues challenging contemporary urban society.

📖 *Degrees offered: Master of Architecture and Master of Science (M.S.) in advanced architectural design, M.S. in architecture and urban design, M.S. in historic preservation, M.S. in real estate development, and M.S. in urban planning. Nondegree programs: New York–Paris: The Shape of Two Cities, and Introduction to Architecture: A Summer Studio in New York.*

SCHOOL OF THE ARTS

Dan Kleinman, Acting Dean

Barbara Batcheler, Associate Dean for Administration
305 Dodge Hall, Mail Code 1803
(212) 854-2875
Fax: (212) 854-1309
Admissions: (212) 854-2134
E-mail: arts@columbia.edu
<http://www.columbia.edu/cu/arts>

The School of the Arts continues a tradition of innovation and accomplishment in the creative arts at Columbia. The School maintains close links with New York's vibrant artistic community, which allows students to acquire firsthand professional experience. 📖 *Degrees offered: Master of Fine Arts in film (directing, history/theory/culture, producing, screenwriting), theatre arts (acting, directing, playwriting, theatre management, and criticism), visual arts, and writing (fiction, nonfiction, and poetry); Doctor of Musical Arts; and Doctor of Philosophy in theatre through the Graduate School of Arts and Sciences. The School also offers undergraduate majors in film studies, visual arts, and creative writing to students from Columbia College and General Studies.*

GRADUATE SCHOOL OF ARTS AND SCIENCES

Eduardo R. Macagno, Dean

109 Low Memorial Library, Mail Code 4306
(212) 854-2861
Fax: (212) 854-2863

Robert E. Bunselmeyer, Associate Dean

108 Low Memorial Library, Mail Code 4305
(212) 854-2865

Jennifer Caplan, Assistant Dean for Admissions and Financial Aid

108 Low Memorial Library, Mail Code 4305
(212) 854-5977

Beatrice Terrien-Somerville, Assistant Dean for Academic Affairs

109 Low Memorial Library, Mail Code 4306
(212) 854-5052
Admissions: (212) 854-4737
<http://www.columbia.edu/cu/gsas>

The Graduate School of Arts and Sciences offers master's and doctoral degrees in more than 50 fields of study within the humanities, social sciences, natural sciences, and

many of the professional schools.

Throughout its 117-year history, the Graduate School, one of the strongest in the country, has trained an especially large share of the nation's teachers, scholars, and leaders. 📖 *Degrees offered: Master of Arts (part time and full time), Master of Philosophy, Doctor of Musical Arts, and Doctor of Philosophy (full time only).*

GRADUATE SCHOOL OF BUSINESS

Meyer Feldberg, Dean

Safwan Masri, Vice Dean

Joan Sullivan, Assistant Dean of Student Affairs and Activities

217 Uris Hall, Mail Code 9142

(212) 854-4191

Fax: (212) 678-0171

Admissions: (212) 854-5567

E-mail: jsullivan@claven.gsb.columbia.edu

<http://www.columbia.edu/cu/business>

Columbia Business School's unique strengths are its outstanding faculty, its location in the business and financial capital of the world, and its worldwide relationships with business and academic leaders—a combination that makes it one of the premier schools internationally for graduate business education. Globalization is woven into the fabric of daily student life by the multicultural environment, and by the Chazen Institute of International Business, which coordinates an array of international study programs, tours, exchanges, conferences, and research.


Areas of concentration include accounting, business economics, finance, management of organizations, management science, operations management, marketing, public and nonprofit management, human resource management, construction management, international business, investment management, and futures markets analysis. The Executive M.B.A Program (EMBA), enrolling students who are already successful executives, combines classroom theory with intensive examination of current problems encountered by participants in their jobs. Eighty professional, academic, and social student organizations provide the opportunity for an active cocurricular component to be incorporated into students' educational lives. 📖 *Degrees offered: Master*

of Business Administration and Doctor of Philosophy. Dual degrees offered in conjunction with Architecture, Engineering, General Studies, SIPA, Journalism, Law School, Nursing School, School of Public Health, School of Social Work, and Teachers College.

COLUMBIA COLLEGE

Austin Quigley, Dean
208 Hamilton Hall, Mail Code 2805
(212) 854-2441
E-mail: aeq1@columbia.edu
Kathryn Yatrakis, Associate Dean
208 Hamilton Hall, Mail Code 2805
(212) 854-2441
E-mail: kby1@columbia.edu
Fax: (212) 854-7984
Admissions: (212) 854-2522
E-mail: college@columbia.edu
<http://www.columbia.edu/cu/college>


The 3,700 men and women studying at Columbia College enjoy the personal attention provided by the smallest college in the Ivy League as well as access to the academic resources and facilities of a great research institution. The College's program of general education, developed after World War I, has served as a model for hundreds of colleges. In the midst of New York City's diversity, Columbia College has educated many of the nation's leaders, including 14 New York City mayors, 10 governors of the state, and numerous other prominent

figures in government, education, law, business, engineering, science, medicine, and the arts. The graduation rate for the school's 1991 entering class of first-time first-year students was 88 percent.  Degree offered: Bachelor of Arts.

FU FOUNDATION SCHOOL OF ENGINEERING AND APPLIED SCIENCE

Zvi Galil, Dean
(212) 854-2993
510 S. W. Mudd, Mail Code 4714
C. J. Colombo, Dean of Students
530 S. W. Mudd, Mail Code 4708
(212) 854-2961
Undergraduate admissions: (212) 854-2522
Graduate admissions: (212) 854-6438
Fax: (212) 864-0104
E-mail: ugrad-admiss@columbia.edu
<http://www.seas.columbia.edu>

The Fu Foundation School of Engineering and Applied Science (FFSEAS) offers its undergraduate and graduate students an unparalleled educational experience with an emphasis on understanding fundamental principles of science and technology, as well as developing a firm grasp of both theory and practice. In addition to traditional engineering disciplines, undergraduate and graduate programs are offered in such diverse fields as biomedical engineering, computer science, plasma physics, and

materials science. The undergraduate program draws on the University's outstanding mathematics and science departments as well as the famous Core Curriculum of Columbia College to augment its own rigorous course offerings, giving students both the technical skills and the intellectual discipline needed to become leaders in industry, government, and education. Graduate programs of study are not formally prescribed but are planned to meet the particular needs and interests of each student. Graduate students may also enroll in interdisciplinary courses with the College of Physicians and Surgeons, the Business School, and other schools within the University. The graduation rate for the school's 1991 entering undergraduate class of first-year students was 83 percent.  Degrees offered: Bachelor of Science, Master of Science, Professional Degree, Doctor of Engineering Science, and Doctor of Philosophy, in conjunction with the Graduate School of Arts and Sciences.

SCHOOL OF GENERAL STUDIES

Peter J. Awn, Dean
408 Lewisohn Hall, Mail Code 4103
(212) 854-6321
Richard J. Ferraro, Dean of Students
403 Lewisohn Hall, Mail Code 4102
(212) 854-2881
Fax: (212) 854-6316
Admissions: (212) 854-2772
Admissions e-mail: gs-admit@columbia.edu
<http://www.columbia.edu/cu/gc>

The School of General Studies (GS) is the college for returning students. Offering a choice of more than 40 majors, a broad set of distribution requirements, and a distinctive core, GS is the undergraduate college for students who have interrupted their education for at least one year after high school or during college. It also serves non-traditional students, particularly those persons who must attend part time for compelling personal or professional reasons. GS is fully integrated into the academic life of the University: its students take classes with peers in the other undergraduate colleges, and from the regular faculty of Columbia University.

In addition to the undergraduate program, GS offers postbaccalaureate premedical and pre-health programs for individuals with a B.A. or B.S. who wish to take additional course work to qualify for admission to schools of medicine or allied health.



View of the campus from Journalism, 1920s.

Together the degree and postbaccalaureate programs consist of slightly more than 1,300 students, divided almost equally into men and women. The average student's age is 28. 📖 *Degrees offered: Bachelor of Arts and Bachelor of Science. The Postbaccalaureate Premedical Program offers an Official Certificate for students who complete prescribed courses.*

SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS

Lisa Anderson, Dean
1414 International Affairs Building,
Mail Code 3328

(212) 854-4604
E-mail: la8@columbia.edu

Robin Lewis, Associate Dean
1427 International Affairs Building,
Mail Code 3325

(212) 854-8690
E-mail: rjl1@columbia.edu

Steven Cohen, Associate Dean
1417 International Affairs Building,
Mail Code 3328

(212) 854-2167
E-mail: sc32@columbia.edu

Fax: (212) 864-4847
Admissions: (212) 854-4841; (212) 854-4842
<http://www.columbia.edu/cu/sipa>



Madeleine Albright SIPA Class of 1969

"When I studied here at Columbia, the dominant image of the UN was the orange UNICEF box children carried around at Halloween. By the summer of 1995, it had become the sight of a UN peacekeeper in Bosnia handcuffed to a chain-link fence." — *Madeleine Albright, speaking at Columbia October 24, 1996*

Founded in 1946, the School of International and Public Affairs (SIPA) offers two-year interdisciplinary graduate programs in international affairs and public administration that are unique in the breadth of their curricular offerings. In the Master of International Affairs (M.I.A.) degree program, students may pursue either a regional or functional concentration. Regional concentrations cover the economics, politics, and history of Africa, East Asia, East Europe, Latin America, the Middle East, South Asia, the former Soviet Union, and Western Europe. The seven functional concentrations, which offer career-oriented curricula spanning a variety of regions, include international finance and business, environmental policy studies, economic and political development, human rights and humanitarian affairs, international media and communications, international economic policy, and international security policy. Students in the Master of Public Administration (M.P.A.) degree program complete rigorous core requirements to prepare them for management positions in the public sector. M.P.A. students then choose from a series of policy concentrations in areas such as the environment, health care, education, or technology policy to tailor their curriculum to their professional objectives.

SIPA also administers the International Fellows Seminar and offers joint degree programs with the Graduate School of Business, the School of Law, the Graduate School of Journalism, the School of Public Health, the School of Social Work, and the Urban Planning Program at the Graduate School of Architecture, Planning, and Preservation. 📖 *Degrees offered: Master of International Affairs and Master of Public Administration.*

GRADUATE SCHOOL OF JOURNALISM

Tom Goldstein, Dean
Tracey Stewart, Dean of Students
701B Journalism Building, Mail Code 3804
(212) 854-4150
Fax: (212) 854-7837
Admissions: (212) 854-8608; (212) 854-3828
<http://www.jrn.columbia.edu>

Since its founding in 1912, the Graduate School of Journalism has been the country's foremost center for preparing working

journalists. The program is a professional one that teaches the craft of journalism in a high-pressure deadline atmosphere. In one academic year students learn to handle intelligently the basic contemporary issues in newspaper, magazine, broadcast, and new media. At the same time, students are exposed to journalistic ethics and principles. The same program is also available to part-time students over a two-year period, two days a week, year-round.

The School's graduates occupy leading positions in the field: as chief editors or publishers of newspapers and other periodicals; as foreign correspondents; and in television and radio, in positions from senior news officers at the major networks to reporters at local stations; and many serve as deans or faculty members at other schools of journalism. 📖 *Degree offered: Master of Science in Journalism.*

SCHOOL OF LAW

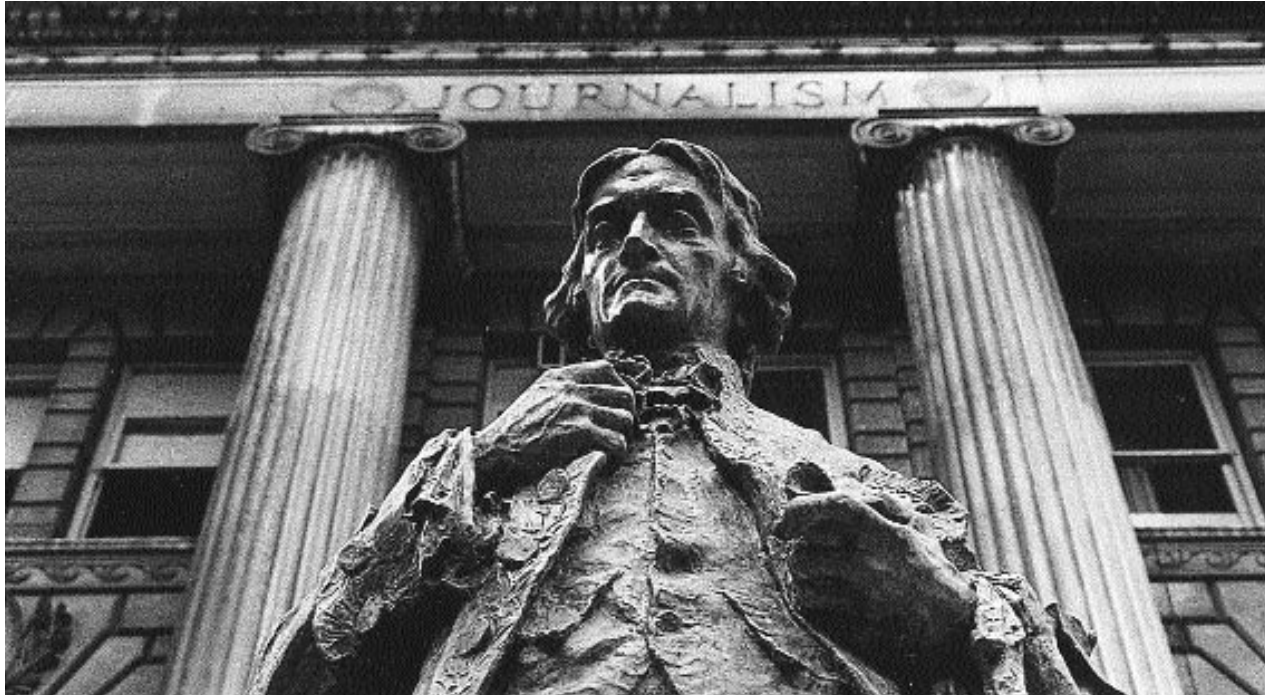
David W. Leebron, Dean
7W14J Law, Mail Code 4036
(212) 854-2675

Shannon Salinas, Assistant Dean of Students
7W14I-B10 Greene Hall, Mail Code 4036
(212) 854-7420

Ellen Chapnick, Assistant Dean for the Center for Public Interest Law
9th Floor, William C. Warren Hall,
Mail Code 4093

(212) 854-4628
Alice Haemmerli, Assistant Dean for International Programs and Graduate Studies
7W14C Greene Hall, Mail Code 4036
(212) 854-7406
Admissions: (212) 854-2670
<http://www.columbia.edu/cu/law>

Columbia Law School, one of the oldest and most distinguished law schools in America, was a charter member of the American Association of Law Schools and has been approved by the American Bar Association. The School was established in 1858, although law lectures were offered at the University as early as 1794. Presently, the School offers an extensive curriculum in international and foreign law, human rights, corporate and business law, intellectual property, employment law, and other areas of legal study and practice. The School enrolls approximately 100 graduate students annually, the great majority of whom come from outside the United States. Its library is the fourth largest law library in the world, with particularly



impressive holdings in foreign and international law. The School's curriculum includes a pro bono requirement in which students complete 40 hours of service to public interest organizations, as well as the pioneering legal ethics course requirement. Faculty and graduates of the School have a long tradition of private practice and of public service in the judiciary and in government. Graduates include U.S. presidents, Supreme Court justices, federal and state court judges, state governors, noted civil rights leaders, and heads of some of the country's largest entertainment and business corporations. 🏛️ *Degrees offered: Juris Doctor, Master of Laws, and Doctor of the Science of Law.*

SCHOOL OF SOCIAL WORK

Ronald A. Feldman, Dean
(212) 854-5189

Peg Hess, Associate Dean
207 McVickar Hall, Mail Code 4600
(212) 854-5187

David I. Yam, Senior Assistant Dean
Office of Enrollment and Student Service Systems
316 McVickar Hall, Mail Code 4600
(212) 854-3748
Fax: (212) 854-2975
Admissions: (212) 854-2856
<http://www.columbia.edu/cu/ssw>


The School of Social Work is dedicated to identifying and addressing the needs of society's most vulnerable members. The School offers master of science and doctoral programs with specializations in health and mental health; family and children's services; aging; the world of work; school-based social work; international social work; contemporary social problems; and social work with refugee, immigrant, and homeless populations. Major fields of concentration are clinical social work; advanced generalist practice and programming; social administration; social policy; and social research. New York City is an incomparable setting in which to study the social behaviors introduced in the classroom. The impact of the School's contributions to human welfare, however, extends far beyond New York. National movements such as the National Urban League and the White House Conferences on Children have emerged from coalitions formed by the School's administrators and faculty in cooperation with other professional and community organizations. 🏛️ *Degrees offered: Master of Science and Ph.D. in Social Work.*

Health Sciences Campus

GRADUATE SCHOOL OF ARTS AND SCIENCES AT THE COLLEGE OF PHYSICIANS AND SURGEONS


David H. Figurski, Associate Dean of Graduate Students
Office of Graduate Affairs
Hammer Health Sciences Center, Room 406
701 West 168th Street, New York, NY 10032
(212) 305-8058
Fax: (212) 305-1031
Admissions: (212) 305-8058
E-mail: gsasatpands@columbia.edu
<http://cpmnet.columbia.edu/dept/gsas>

There are seven departmental Ph.D. programs and four doctoral subcommittees of the Graduate School of Arts and Sciences located at the College of Physicians and Surgeons on the Health Sciences campus: the Departments of Anatomy and Cell Biology, Biochemistry and Molecular Biophysics, Genetics and Development, Microbiology, Pathology, Pharmacology, and Physiology and Cellular Biophysics; and the doctoral program subcommittees on the Integrated Program in Cellular, Molecular, and Biophysical Studies; Medical Informatics; Neurobiology and Behavior; and Nutrition. The 11 doctoral

programs have formally joined efforts in a new program known as the Coordinated Program for Graduate Studies in Basic Sciences. The Coordinated Program, which is administered by the Associate Dean of Graduate Students, allows students a wide range of choices for laboratory rotations and thesis mentor. The Office of Graduate Affairs on the Health Sciences campus is responsible for the academic and financial affairs of the more than 300 Ph.D. students in these programs. In addition, the office provides assistance with housing and immigration issues. A committee of student representatives from each department and program meets regularly with the associate and assistant deans.  *Degrees offered: Master of Science in Medical Informatics and Ph.D. in various aforementioned fields of study.*


SCHOOL OF DENTAL AND ORAL SURGERY

Allan J. Formicola, Dean
Ellen M. Watts, Director of Admissions
 630 West 168th Street, New York, NY 10032
 (212) 305-6318
 Fax: (212) 305-7134
 E-mail: emw5@columbia.edu
 Student and Alumni Affairs
 (212) 305-6881
 Fax: (212) 305-1034
 Admissions: (212) 305-3478
<http://cpmnet.columbia.edu/dept/dental>

The School of Dental and Oral Surgery was the first dental school in the nation to be fully integrated with a research university and a world-renowned medical center. The four-year curriculum, founded on the cooperation between and the instruction of dental and medical students in the biomedical sciences, provides the cornerstone of an academically and clinically superior education. Besides offering exceptional professional research training, the School has long provided quality dental care to disadvantaged patients at the Special Patient Care Clinic sponsored by the School. Clinic patients traditionally have limited access to medical care because of financial constraints, disabilities, age infirmities, or remote locations. The School also offers a wide range of educational and research opportunities through combined degree programs in such diverse fields as public health, business, nutrition, and education.  *Degrees offered: Doctor of Dental Surgery, postdoctoral degrees, and specialty training in both university and hospital settings*

INSTITUTE OF HUMAN NUTRITION

Richard Deckelbaum, M.D., Director
 630 West 168th Street, PH 15 East,
 Room 1512, Box 61
 New York, NY 10032
 (212) 305-4808
 Fax: (212) 305-3079
 Admissions: (212) 305-4808
 E-mail: nutri@cpmc3.cis.columbia.edu
<http://cpmnet.columbia.edu/dept/ihn>

The Institute of Human Nutrition trains individuals for scholarly activities and positions in universities and research centers that are at the forefront of the movement to advance nutrition as a health science. In addition, the Institute seeks to advance the training of physicians and other health specialists who are interested in emphasizing nutrition in their professions. The Institute has three primary research emphases: basic science approaches to nutritional problems, clinical nutrition, and public health nutrition. Each research area is reflected in its own academic program of instruction, and each program is highly integrated in order to achieve two basic goals: research in all areas of human nutrition and an integrated teaching program in areas of nutrition relevant to basic clinical and public health science.  *Degrees offered: Master of Science (M.S.) and Doctor of Philosophy (Ph.D.).*


SCHOOL OF NURSING

Mary O. Munderger, Dr.P.H., Dean
Carolyn Auerhahn, Ed.D., Assistant Dean of Student Affairs
 617 West 168th Street, New York, NY 10032
 (212) 305-5756
 Fax: (212) 305-3680
 Admissions: (212) 305-5756
 Admissions e-mail: sonadmit@columbia.edu
<http://cpmnet.columbia.edu/dept/nursing>

The School of Nursing, preparing leaders in nursing for over 100 years, offers programs at the baccalaureate, master's, and doctoral level. The combined degree program for non-nurse B.A./B.S. graduates or non-B.S. R.N.'s integrates academic studies with clinical experience and accelerates entry into the master's program to prepare professional advanced practice nurses. The master's program, also open to B.A./B.S. R.N.'s, educates for advanced practice in 10 clinical majors and emphasizes evidence-based, professional advanced practice




combined with a strong social awareness and philosophy of patient empowerment. An advanced/statutory certificate program for master's prepared nurses facilitates preparation in an additional area of specialty practice. The Doctor of Nursing Science program is built on the interrelationship between advanced clinical practice and health policy/outcomes research.

The School of Nursing is a World Health Organization (WHO) Collaborating Center for the International Nursing Development of Advanced Practice. Faculty and students are involved in international practice and research initiatives throughout the world. Additional centers of intellectual inquiry and research include the Center for Women and Children at Risk, the Center for HIV/AIDS Research, the Center for Health Policy and Health Services Research, and the Center for Advanced Practice (CAP). CAP includes three full-scope primary care practice sites run by faculty advanced practitioners. Two are located in the Washington Heights/Inwood community, and one (CAPNA) is located in Midtown, on the East Side of Manhattan.  *Degrees offered: B.S./M.S. degree for non-nurse college graduates. B.S./M.S. for non-B.S. R.N.'s. M.S. for baccalaureate prepared R.N.'s with specialization in adult, pediatric, family, geriatric, and women's health primary care; nurse anesthesia; nurse-midwifery; critical or emergency care; psychiatric/mental health; and oncology advanced practice. Also offered are the M.S./M.P.H., M.S./M.B.A., and D.N.Sc.*

PROGRAMS IN OCCUPATIONAL THERAPY


Cynthia Hughes Harris, Director
710 West 168th Street, 8th Floor, New York,
NY 10032
(212) 305-3781
Fax: (212) 305-4569
E-mail: mh15@columbia.edu
<http://cpmcnet.columbia.edu/dept/ot>

The Programs in Occupational Therapy prepare graduates to evaluate, treat, and provide consultation to persons whose ability to perform the tasks of everyday living is impaired by developmental deficits, aging, physical illness or injury, or psychological or social disabilities. Since their establishment in 1941, the Programs in Occupational Therapy have educated many of the country's foremost occupational therapists, including clinicians, educators, administrators, and researchers. The Programs are distinguished by their close coordination of academic and clinical experiences and their low student-faculty ratio, which offers opportunities for collaborative research and publication. Students receive a strong foundation in major treatment areas and are prepared to work with all age groups in a variety of institutional, community, and private-practice settings. The Programs in Occupational Therapy also include both professional and postprofessional education as well as the nation's only joint M.S./M.P.H. degree in occupational therapy and public health.  *Degrees offered: Master of Science and joint M.S./M.P.H. with the School of Public Health.*



PROGRAM IN PHYSICAL THERAPY

Joan E. Edelstein, Director
710 West 168th Street, 8th Floor, New York,
NY 10032
(212) 305-3781
Fax: (212) 305-4569
E-mail: cw75@columbia.edu
<http://cpmcnet.columbia.edu/dept/pt/>

The Program in Physical Therapy educates well-qualified applicants to become physical therapists who examine, treat, and instruct individuals and who work to correct physical deformities, reduce pain, and improve independent movement. Treatment involves the use of physical measures, activities, and other devices. In the two-year intensive program, students collaborate with faculty and clinicians within and beyond the Medical Center to learn patient-centered health care. Graduates have strong clinical problem-solving skills achieved through lecture and laboratory courses relating to the art and science of physical therapy, 24 weeks of clinical internships at hospitals and other sites throughout the country and abroad, and design and completion of an independent faculty-directed research thesis. The Program offers an exceptional foundation for physical therapists to become clinicians, administrators, educators, and researchers. Graduates serve at the forefront of health care, assisting children and adults in their quest toward wellness.  *Degree offered: Master of Science in Physical Therapy.*

COLLEGE OF PHYSICIANS AND SURGEONS

Herbert Pades, M.D., Vice President for Health Sciences and Dean of the Faculty of Medicine
630 West 168th Street, New York, NY 10032
(212) 305-3592
Student Affairs Office
(212) 305-3806
Fax: (212) 305-1343
Admissions: (212) 305-3595
<http://cpmcnet.columbia.edu/dept/ps>

The history of the Faculty of Medicine at Columbia is a history of firsts. Founded in 1767 as a division of instruction within the original King's College, the School was the first to grant the M.D. degree in the American colonies. The faculty of the College of Physicians and Surgeons (P&S) was instrumental in forging the world's first academic medical center, the Columbia-Presbyterian Medical Center. P&S faculty members were responsible for several significant medical breakthroughs, including the first blood test for cancer, the first medical use of the laser, and the first successful transfer of genes from one cell to another. With a student population of 600 M.D. candidates, 70 M.D./Ph.D. candidates, and a distinguished full-time faculty of 1,700, P&S continues to be a leader in medical education and biomedical research.

 *Degree offered: Doctor of Medicine.*

CENTER FOR PSYCHOANALYTIC TRAINING AND RESEARCH

Robert A. Glick, M.D., Director
Stanley Bone, Associate Director
1051 Riverside Drive, New York, NY 10032
(212) 927-5000
Fax: (212) 543-5677

The Center for Psychoanalytic Training and Research is a postgraduate institute training Ph.D. clinical psychologists, senior psychiatry residents, and psychiatrists in psychoanalysis. The Center has five major objectives that are all facets of an integrated whole: to educate students in the theory and practice of psychoanalysis, to encourage psychoanalytic research, to apply psychoanalytic theory to other disciplines, to foster the development of psychoanalytic scholarship, and to provide high-quality, low-cost psychoanalytic treatment to the community. Properly pursued, these objectives enrich and reinforce one another. The program enables graduates to choose and

pursue a variety of fields of predominant interest. Many graduates go on to positions in psychoanalytic research, teaching, academic psychiatry, and other related professional activities.

The Center also offers a partial (non-clinical) training program in psychoanalysis for scholars and researchers in other fields.

☞ *Degree offered: Certificate in Psychoanalysis*

SCHOOL OF PUBLIC HEALTH

Allan Rosenfield, M.D., Dean

Phyllis Stamer, Director of Academic and Student Affairs

Office location:

617 West 168th Street, Room 3-327

Mailing address:

600 West 168th St., New York, NY 10032

(212) 305-3927

Fax: (212) 305-6450

Admissions: (212) 305-3927

Admissions e-mail: ph-admit@columbia.edu

<http://cpmnet.columbia.edu/dept/sph>

The School of Public Health, one of the oldest of the 27 accredited schools of public health in the country, and the only accredited public health school in the metropolitan area, has over 700 students enrolled in master's and doctoral programs. The concentrations available to students are biostatistics, environmental health sciences, epidemiology, health policy and management, population and family health, and sociomedical sciences. With these specializations students prepare for roles in health management, policy, program development, research, and teaching. Other degrees and program options are also available: the Ph.D. degree in collaboration with the Graduate School of Arts and Sciences, and dual-degree programs with medicine, nursing, dentistry, occupational therapy, social work, international and public affairs, urban planning, and business. The research and service activities of the School's multidisciplinary faculty, conducted at local, national, and international levels, encompass a broad range of critical health issues, including AIDS, health care financing, environmental contamination, violence, adolescent pregnancy, women's health, and human rights. Students often have opportunities to participate in these activities as part of their training. ☞ *Degrees offered: Master of Public Health, Master of Science, Doctor of Public Health, and Ph.D. in collaboration with the Graduate School of Arts and Sciences.*

Continuing Education and Special Programs

Frank Wolf, Dean

Paul McNeil, Associate Dean

Admissions and student affairs:

Student Services Center

Darlene Giraitis, Director

Frank Glass, Associate Director

Ellen Richmond, Coordinator

203 Lewisohn Hall, Mail Code 4119

(212) 854-2820

Fax: (212) 854-7400

E-mail: sp-info@columbia.edu

<http://www.columbia.edu/cu/ssp>

Academic Officers:

American Language Program: **Mary Jerome**,

Chair

Summer and Academic-Year Credit Programs:

Carol Slade, Director

Noncredit Programs: **Paul M. McNeil**

Computer Programs: **Dennis Green**, Director

Creative Writing Center: **Alan Ziegler**, Director

AMERICAN LANGUAGE PROGRAM

Mary Jerome, Chair

504 Lewisohn Hall, Mail Code 4113

(212) 854-3585

Fax: (212) 932-7651

E-mail: alp@columbia.edu

<http://www.columbia.edu/cu/ssp/alp>

The American Language Program (ALP) offers English language proficiency testing and academic English courses for students who are nonnative English speakers. The ALP offers full-time and part-time comprehensive language courses; pronunciation and fluency workshops; a TOEFL preparation class; professional seminars in English for business and law; and specialized tutoring for small groups. Level 10, College Composition for International Students, is a credit-bearing two-term course that fulfills the composition requirement for undergraduate schools at the University.

CREATIVE WRITING CENTER

Alan Ziegler, Director

Leslie Woodard, Program Administrator

612 Lewisohn Hall, Mail Code 4108

(212) 854-3774

E-mail: writingprogram@columbia.edu

<http://www.columbia.edu/cu/ssp/writing>

The Creative Writing Center offers a wide range of imaginative writing courses. Credit courses are available to students in all

divisions of the University, as well as to nondegree students. Students wishing to enroll in workshop courses must secure approval, assessed on the basis of a submitted writing sample. The Center also offers a number of noncredit courses designed for those with somewhat less time to commit, including courses in poetry, fiction, drama, and creative nonfiction writing.

COMPUTER TECHNOLOGY AND APPLICATIONS PROGRAM

Dennis Green, Director

Student Services Center

E-mail: sp-info@columbia.edu

<http://www.columbia.edu/cu/ssp/CTA>

The Computer Technology and Applications Program (CTA) prepares highly motivated adults for professional advancement in the fields of data processing and information systems. Many CTA students currently work in the computer field and seek a firm technical foundation to enhance their careers, while others are preparing for a major career change. The five programs of study are: C/C++ Programming and Software Development; Database Application Development and Design; Internet/Intranet Management and Design; Analysis, Design, and Management of Information Systems; and Business Applications. The four-term program leads to an official Columbia University Certificate.

FOREIGN LANGUAGE PROGRAM

Student Services Center

E-mail: sp-info@columbia.edu

<http://www.columbia.edu/cu/ssp>

The Noncredit Foreign Language Program at Columbia offers classes in 27 languages—from Armenian to Yiddish—to students who do not need academic credit. Continuing Education and Special Programs also offers conversation groups for foreign language maintenance for those students who wish to maintain and in some cases to enhance their command of practical, everyday spoken language in Chinese, French, German, Italian, Japanese, Korean, Russian, or Spanish.



Reid Hall, Paris.

OVERSEAS PROGRAMS

John Sharples, Assistant Director of Overseas Programs
 303 Lewisohn Hall, Mail Code 4110
 (212) 854-2559
 Fax: (212) 854-5861
 E-mail: studyaway@columbia.edu

Berlin Consortium for German Studies

<http://www.columbia.edu/cu/ssp/berlin>

Open to students who have completed two or three years of college German or its equivalent, the Berlin Consortium for German Studies offers semester and academic-year programs. After a six-week language practicum, students enroll with German students at the Freie Universität Berlin.

Columbia University in Paris at Reid Hall

<http://www.columbia.edu/cu/ssp/reidhall>

Open to students who have completed two or three years of college French or the equivalent, this program offers courses at Reid Hall in Paris as well as at three divisions of the University of Paris system (Paris III, Paris VII, and "Sciences-Po"). Students may stay for one term or for a full academic year. For students who wish to study second- or third-year college French, a summer session and an M.A. program in French Cultural Studies is available.

Summer Language Program in Beijing

<http://www.columbia.edu/cu/ssp/beijing>

This program is a nine-week course of language study equivalent to two terms at Columbia. Columbia instructors, assisted by staff from universities in Beijing, teach all courses.

Summer Program in Scandiano, Italy

<http://www.columbia.edu/cu/ssp/scandiano>

The Summer Program in Scandiano, Italy, is designed for serious students who wish to learn the Italian language and culture as insiders. Students' full integration into Italian life enhances their studies in Italian language, literature, and culture.

SPECIAL STUDENTS PROGRAM

Carol Slade, Director
 Student Services Center
 E-mail: sp-info@columbia.edu
<http://www.columbia.edu/cu/ssp>

The Special Students Program provides access to regular Columbia University courses for those not currently enrolled in a Columbia degree program. Both credit-bearing and noncredit courses are open to Special Students. Qualified students may choose from more than 1,200 Arts and Sciences courses; they may also qualify for access to courses in other divisions of the University.

Special Students include postgraduates, degree candidates at other institutions who are visiting Columbia for a term or more, certain writing students, and certain exceptional high school students.

Students in the school's postbaccalaureate programs enroll as Special Students. These programs include the Business Careers Initiative (BCI), the Postbaccalaureate Program in Classics, and the Second-Majors Program.

SUMMER SESSION

Carol Slade, Director
 Student Services Center
 E-mail: summersession@columbia.edu
<http://www.columbia.edu/cu/ssp/summer>

Undergraduate and graduate offerings from the Arts and Sciences and several offerings from the professional schools are available to summer students. All courses in the Summer Session provide academic credit and are comparable in quality and standards to those given during the fall and spring terms. The Summer Session is

specially designed to meet the needs of Columbia students, with courses that fulfill distribution requirements, courses that count towards students' respective majors, and electives. Columbia University students need only register for desired courses (a separate application is not required, although approval must be secured from regular academic advisers).

Language Houses

CASA HISPÁNICA

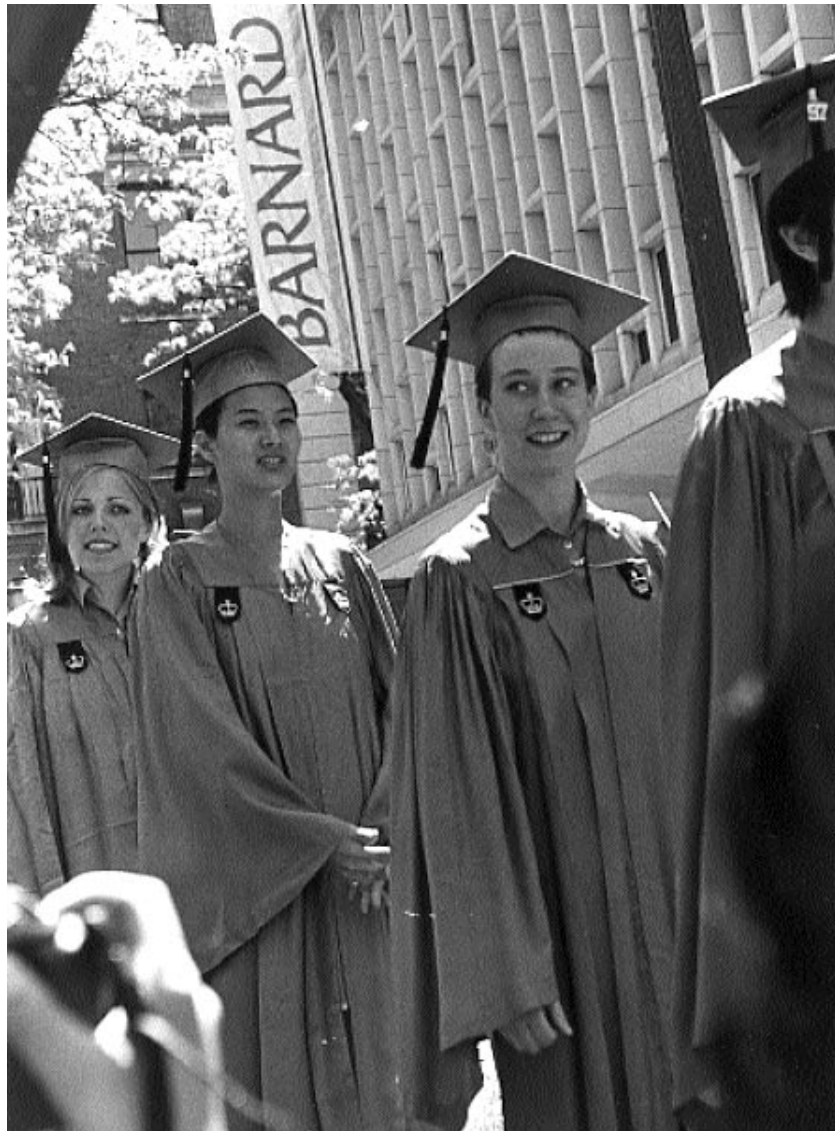
612 West 116th Street, Mail Code 1301
 (212) 854-4187
 Fax: (212) 854-5322
 E-mail: patrick@columbia.edu

Casa Hispánica is the home of Columbia's Department of Spanish and Portuguese, the journal *Revista Hispánica Moderna*, and the Hispanic Institute, which was founded in 1920 by Federico de Onís. Casa Hispánica has a library of Peninsular and Latin American literature, Hispanic and Portuguese linguistics, and research clippings and bibliographies on both Peninsular and Latin American authors. In addition to a lecture series, the department offers a weekly *Café y Conversación* open to all members of the Columbia community.

DEUTSCHES HAUS

420 West 116th Street, Mail Code 2812
 (212) 854-1858
 Fax: (212) 854-5381
 E-mail: deutsches-haus@columbia.edu
<http://www.columbia.edu/cu/german/dhaus.html>

Deutsches Haus was established in 1911 to serve as a center for academic, cultural, and social exchange for the Columbia community and those interested in German language and culture. In addition to a library, which contains a collection of German literature, Deutsches Haus subscribes to several major German newspapers and periodicals. The library is open on weekday afternoons for browsing and study. A regular lecture program, supplemented by a film series, brings speakers from across the country and Europe. Other events and conferences are scheduled on an ad hoc basis. Those wishing to know more about Deutsches Haus events may request to be added to the mailing list either by contacting the Haus on weekday afternoons or by e-mail.



Barnard College Commencement, 1997.

ITALIAN ACADEMY FOR ADVANCED STUDIES IN AMERICA

1161 Amsterdam Avenue, Mail Code 1401,
 New York, NY 10027
 (212) 854-2306
 Fax: (212) 854-8479
 E-mail: itacademy@columbia.edu
<http://www.italynet.com/columbia>

The Italian Academy for Advanced Studies in America at Columbia University is a research institute established by the Republic of Italy and Columbia University in 1991 and fully operational since 1996. The Academy engages scholars of the highest caliber from around the world, who

undertake research, symposia, seminars, and publications on a wide range of subjects of Italian and general interest including the arts, history, social science, natural science, mathematics, and technology.

The Academy is housed in the newly renovated Casa Italiana, originally designed by the renowned architectural firm of McKim, Mead, and White as a seven-story Renaissance palazzo and subsequently designated a New York City landmark. Sixteen studioli are available in the building for prominent Fellows in Residence and other distinguished visitors. The first Academy Fellow was the Italian author, historian, and literary critic Umberto Eco. He has

been followed by many other notables, including Diego Gambetta and Carlo Ginzburg.

LA MAISON FRANÇAISE

Buell Hall, Mail Code 4990
(212) 854-4482
Fax: (212) 854-4803
E-mail: maison@columbia.edu
<http://www.columbia.edu/cu/french/maison>

Founded in 1913, La Maison Française is the oldest French cultural center established on an American campus. Known for its home-like atmosphere, La Maison Française, in addition to housing a library that includes Francophone literature, films, and current periodicals, also welcomes University French classes to its spacious kitchen and provides information to the Francophile community at large. La Maison Française hosts annual colloquia and lectures by prominent figures in literature, art, politics, and business; a film series; art exhibitions; theater performances; and Café-Conversations, two weekly conversation hours. La Maison Française is also the home of the Center for French and Francophone Studies, established in 1997.

Affiliated Schools

BARNARD COLLEGE

Judith Shapiro, President
Dorothy Denburg, Dean of the College
105 Milbank Hall
117th Street and Broadway
(212) 854-2024
Information: (212) 854-5262
Fax: (212) 854-9470
Admissions: (212) 854-2014
Admissions e-mail:
admissions@barnard.columbia.edu
<http://www.barnard.columbia.edu>

Since its founding in 1889, Barnard College has been affiliated with Columbia University. Offering an undergraduate liberal arts education to women, the College is governed by a self-perpetuating Board of Trustees responsible for 269 faculty and for a full complement of administrative and support staff. The student body numbers approximately 2,300 women who come from all parts of the United States and some 40 foreign countries. Most Barnard courses are open to all qualified students of

the University. Barnard students may enroll in most liberal arts University courses, provided that they meet the prerequisites.

☞ *Degree offered: Bachelor of Arts, conferred by Columbia University.*

JEWISH THEOLOGICAL SEMINARY

Dr. Ismar Schorsch, Chancellor
Rabbi Joseph Brodie, Vice President for Student Affairs
3080 Broadway
New York, NY 10027
(212) 678-8000
Fax: (212) 678-8947
<http://www.jtsa.edu>

The Jewish Theological Seminary of America is the academic and spiritual center of Conservative Judaism. In addition to its Graduate School, it is the home of the Albert A. List College of Jewish Studies, which offers a joint program with the Columbia School of General Studies and a double-degree program with Barnard College. The Graduate School conducts a dual-degree program in Jewish communal service with the Columbia School of Social Work. ☞ *Degrees offered: Bachelor of Arts, Master of Arts, Doctor of Hebrew Literature, and Ph.D. in Judaic Studies.*

JUILLIARD SCHOOL

Joseph W. Polisi, President
Karen Wagner, Vice President for Academic Affairs
60 Lincoln Center Plaza, New York, NY 10023
(212) 799-5000
Fax: (212) 724-0263
<http://www.juilliard.edu>

The Juilliard School, as one of the foremost performing arts schools in the world, works to fulfill its mission of educating young people who will represent the very highest standards of excellence in disciplines such as dance, drama, and music.

Eligible Barnard and Columbia students have the opportunity to pursue private music lessons at Juilliard and must audition at Juilliard during the regular audition periods. Eligible Barnard and Columbia students also have the opportunity to enter the Juilliard Master of Music degree program during their senior year at Barnard or Columbia. Successful completion of all requirements for both institutions will lead to a joint degree: a Bachelor's from Barnard

or Columbia and a Master of Music from Juilliard. ☞ *Degrees offered: Bachelor of Fine Arts, Bachelor of Music, Master of Music, and Doctor of Musical Arts.*

TEACHERS COLLEGE

Arthur E. Levine, President
Karen Zumwalt, Dean
525 West 120th Street, New York, NY 10027
(212) 678-3050
Fax: (212) 678-4048
Admissions: (212) 678-3710
<http://www.tc.columbia.edu>

Teachers College is a graduate school devoted to lifelong education both inside and outside the classroom. Currently enrolling more than 5,000 students, the College prepares women and men for careers of professional service in schools, colleges, hospitals, clinics, businesses, day care centers, community agencies, government bureaus, and research facilities. Founded in 1887, Teachers College became affiliated with Columbia University in 1898, but it retains its legal and financial independence through its own Board of Trustees. The College is designated the Graduate Faculty of Education of the University. ☞ *Degrees offered: Master of Arts, Master of Science, Master of Education, Doctor of Education, Doctor of Education in the College Teaching of an Academic Subject, and Doctor of Philosophy.*

UNION THEOLOGICAL SEMINARY

Rev. Mary E. McNamara, Interim President
(212) 280-1402
Karen Wood, Associate Dean for Student Life
3041 Broadway, New York, NY 10027
(212) 280-1396
Fax: (212) 280-1416
Admissions: (212) 280-1317
<http://www.uts.columbia.edu>

Union Theological Seminary is a graduate school of Christian theology dedicated to educating women and men for the ministries of the Christian faith and the issues it faces today. The faculty, many of whom are outstanding scholars of national and international renown, reflects diverse branches of the Christian faith. ☞ *Degrees offered: Master of Divinity, Master of Divinity/Master of Science in Social Work,* Master of Arts, Master of Sacred Theology, Doctor of Philosophy, Master of Arts*/Doctor of Philosophy,* and Doctor of Education.**
**In cooperation with Columbia University.*

Departments of Academic Instruction

ANATOMY AND CELL BIOLOGY
630 West 168th Street
(212) 305-3451

ANESTHESIOLOGY
630 West 168th Street, P&S Box 46
(212) 305-3117

ANTHROPOLOGY
452 Schermerhorn Extension,
Mail Code 5523
(212) 854-4552

APPLIED PHYSICS
202 S. W. Mudd, Mail Code 4701
General information: (212) 854-4457
Academic affairs: (212) 854-4458

ARCHITECTURE, PLANNING, AND PRESERVATION
(See Graduate School of Architecture, Planning, and Preservation, page 18)

ART HISTORY AND ARCHAEOLOGY
826 Schermerhorn, Mail Code 5517
Graduate: (212) 854-4507
Undergraduate: (212) 854-4505

THE ARTS
Film Division
513 Dodge, Mail Code 1805
(212) 854-2815

Theatre Arts Division
601 Dodge, Mail Code 1807
(212) 854-3408

Visual Arts Division
310 Dodge, Mail Code 1806
(212) 854-4065

Writing Division
415 Dodge, Mail Code 1804
Graduate: (212) 854-4391
Undergraduate: (212) 854-3774

ASTRONOMY
1328 Pupin, Mail Code 5246
(212) 854-3278

BIOCHEMISTRY AND MOLECULAR BIOPHYSICS
P&S Building 5-424 Box 36
(212) 305-3882

BIOLOGICAL SCIENCES
600 Fairchild, Mail Code 2402
(212) 854-4581

BUSINESS
(See Graduate School of Business, pages 18–19)

CHEMICAL ENGINEERING, MATERIALS SCIENCE, AND MINING ENGINEERING
812 S. W. Mudd, Mail Code 4721
(212) 854-4453

CHEMISTRY
344 Havemeyer Hall, Mail Code 3167
(212) 854-2202

CIVIL ENGINEERING AND ENGINEERING MECHANICS
610 S. W. Mudd, Mail Code 4709
(212) 854-3143

CLASSICS (GREEK AND LATIN)
617 Hamilton, Mail Code 2861
(212) 854-3902

COMPUTER SCIENCES
1214 Amsterdam, Room 450,
Mail Code 0401
(212) 939-7000

DENTAL AND ORAL SURGERY
(See School of Dental and Oral Surgery, page 22)

DERMATOLOGY
161 Fort Washington Avenue, AP-14
(212) 305-3847

EARTH AND ENVIRONMENTAL SCIENCES
560 Schermerhorn Extension,
Mail Code 5505
(212) 854-4525
106 Geoscience Building
Palisades, NY 10964
(914) 365-8550



Graduate astronomy student Ari Buchalter (left) and David Helfand, professor of astronomy, use a concave mirror to demonstrate the idea that objects further away may look larger. Their hands are about five inches from the mirror's surface. February 20, 1998.

EAST ASIAN LANGUAGES AND CULTURES

407 Kent, Mail Code 3907
(212) 854-5027

ECONOMICS

1022 International Affairs,
Mail Code 3308
(212) 854-3680

ELECTRICAL ENGINEERING

1312 S. W. Mudd, Mail Code 4712
(212) 854-3105; (212) 854-3104

ENGLISH AND COMPARATIVE LITERATURE

602 Philosophy Hall, Mail Code 4927
Graduate: (212) 854-3215
Undergraduate: (212) 854-2465
Composition: 310 Philosophy,
Mail Code 4995
(212) 854-3886

FRENCH AND ROMANCE PHILOLOGY

521 Philosophy Hall, Mail Code 4902
(212) 854-3208; (212) 854-2500

GASTROENTEROLOGY

P&S Building 10-508
(212) 305-8156

GENETICS AND DEVELOPMENT

701 West 168th Street, Room 1602
(212) 305-4011

GERMANIC LANGUAGES

319 Hamilton, Mail Code 2812
(212) 854-3202

HISTORY

611 Fayerweather, Mail Code 2527
Graduate: (212) 854-7001
Undergraduate: (212) 854-2573

INDUSTRIAL ENGINEERING AND OPERATIONS RESEARCH

331 S. W. Mudd, Mail Code 4704
(212) 854-2942

INTERNAL MEDICINE

622 West 168th Street, PH 8 East,
Suite 105
(212) 305-8811

ITALIAN

502 Hamilton, Mail Code 2827
(212) 854-2308

JOURNALISM

(See Graduate School of Journalism, page 20)

LAW

(See School of Law, pages 20–21)

MATHEMATICS

Graduate: 509 Mathematics,
Mail Code 4406
(212) 854-3950
Undergraduate: 410 Mathematics,
Mail Code 4426
(212) 854-2432

MECHANICAL ENGINEERING

220 S. W. Mudd, Mail Code 4703
(212) 854-2965

MEDICAL INFORMATICS

161 Fort Washington Avenue, Room 1310
(212) 305-5780

MICROBIOLOGY

701 West 168th Street, Hammer Building,
Room 1208
(212) 305-3647

MIDDLE EAST AND ASIAN LANGUAGES AND CULTURES

602 Kent, Mail Code 3928
(212) 854-2556; (212) 854-2560

MUSIC

621 Dodge, Mail Code 1813
(212) 854-3825

NEUROBIOLOGY AND BEHAVIOR

722 West 168th Street
(212) 543-5202

NEUROLOGY

710 West 168th Street, Room 1402
(212) 305-1338

NEUROSURGERY

710 West 168th Street, Room 204
(212) 305-5543

NURSING

(See School of Nursing, page 22)

OBSTETRICS AND GYNECOLOGY

622 West 168th Street, PH-16 East
(212) 305-2373

OPHTHALMOLOGY

635 West 165th Street
(212) 305-2725

ORTHOPEDIC SURGERY

622 West 168th Street, PH 1131
(212) 305-5974

OTOLARYNGOLOGY/HEAD AND NECK SURGERY

630 West 168th Street, Box 21
(212) 305-5820

PATHOLOGY

630 West 168th Street, PH-15W 1564
(212) 305-7164

PEDIATRICS

3959 Broadway
(212) 305-8585

PHARMACOLOGY

630 West 168th Street, PH 7W 318
(212) 305-8778

PHILOSOPHY

708 Philosophy, Mail Code 4971
(212) 854-3196

PHYSICAL EDUCATION

300 Level Physical Fitness Center,
Mail Code 1908
General Information: (212) 854-2548
336 Physical Fitness Center
Physical Education: (212) 854-3439

PHYSICS

704 Pupin, Mail Code 5255
Undergraduate: (212) 854-3348
Graduate: (212) 854-3366

PHYSIOLOGY AND CELLULAR BIOPHYSICS

630 West 168th Street
(212) 305-3546

POLITICAL SCIENCE

Graduate: 724 International Affairs,
Mail Code 3320
(212) 854-3644; (212) 854-3646
Undergraduate: 736 International Affairs,
Mail Code 3320
(212) 854-3707

PSYCHIATRY

722 West 168th Street
(212) 543-5305

PSYCHOLOGY

406 Schermerhorn, Mail Code 5501
(212) 854-3608

PUBLIC HEALTH

(See School of Public Health, page 24)

RADIATION ONCOLOGY

622 West 168th Street
(212) 305-2991

RADIOLOGY

630 West 168th Street, 3-440
(212) 305-1948

REHABILITATION MEDICINE

630 West 168th Street
(212) 305-4822
(See also Programs in Occupational
Therapy and Physical Therapy, page 23)

RELIGION

617 Kent Hall, Mail Code 3949
(212) 854-3218

SLAVIC LANGUAGES

708 Hamilton, Mail Code 2839
(212) 854-3941

SOCIAL WORK

(See School of Social Work, page 21)

SOCIOLOGY

413 Fayerweather, Mail Code 2551
(212) 854-3686

SPANISH AND PORTUGUESE

Undergraduate: 307 Casa Hispánica,
Mail Code 1301
Graduate: 202 Casa Hispánica,
Mail Code 1301
(212) 854-4187

STATISTICS

618 Mathematics, Mail Code 4403
(212) 854-3652; (212) 854-3653

SURGERY

622 West 168th Street, 14th Floor
(212) 305-2939

UROLOGY

161 Fort Washington Avenue
(212) 305-0112

Institutes and Centers

The institutes and centers affiliated with the University engage in specialized research (that is often interdisciplinary), instruction, and public service. They sponsor programs and publications of interest to both the academic and nonacademic communities.

COLUMBIA EARTH INSTITUTE

Peter Eisenberger, Vice Provost
(212) 854-4920
<http://www.earthinstitute.columbia.edu>

The Earth Institute seeks to elucidate the critical connections between physical, biological, and human systems by creating teams of researchers that span traditional academic boundaries. In particular, the Institute applies increased knowledge of the relationships between these systems in order to design new economic, policy, legal, and technological approaches that promote wise stewardship of our planet.

Biosphere 2 Center

Office of Student Affairs
Biosphere 2 Center
P.O. Box 689, 32540 S. Biosphere Road,
Oracle, AZ 85623
(520) 896-5093; (800) 992-4603
Fax: (520) 896-5034
E-mail: admissions@bio2.edu
<http://www.bio2.edu>

What will our environment be like 25, 50, and even 100 years from now? Finding answers to that question is the job of scientists and students alike at Biosphere 2 Center, the western component of Columbia's Earth Institute. Located in the Arizona desert, 30 miles north of Tucson and in the foothills of the majestic Santa Catalina

Mountains, Biosphere 2 Center offers a dynamic, versatile laboratory for the study of Earth systems and planetary management.

Columbia sponsors four innovative programs for undergraduates at Biosphere 2 Center. The programs integrate science, society, and public policy to educate students from all disciplines about the importance of planetary stewardship. Both intellectually and physically intensive, these small programs use a caring, talented faculty, the famous Biosphere 2 research facility, and the southwest desert to full advantage.

The Earth Semester is a semester of study organized around the topic of global change that features team-taught courses, field trips throughout Arizona and Mexico, and independent research. Columbia students join other creative and curious students from around the world to gain a hands-on sense of stewardship for planet Earth. Columbia students can substitute the 16 points earned through Earth Semester for the entire three-semester science requirement or for other points within their major. The two Earth Systems Field Schools are summer field programs focusing on both rock and wildlife landscapes as well as modeling the impact of future climate changes. Students spend either four or six weeks exploring the Sonoran desert and the Biosphere 2 apparatus and earn either four or six Columbia points. The Island Conservation and Biogeography in the Sea of Cortez course is a two-week ship-based field experience that investigates conservation and biodiversity issues by utilizing islands as a heuristic model of environmental impacts on planet Earth. Students are awarded two Columbia points upon program completion.

Lamont-Doherty Earth Observatory

John C. Mutter, Deputy Director and
Director of Research
201 Geoscience Building, Palisades, NY 10964
(914) 359-2900
Fax: (914) 359-2931
<http://www.ldeo.columbia.edu>

The University's Lamont-Doherty Earth Observatory (LDEO) is a world-renowned research center dedicated to understanding the basic functioning of planet Earth and its application to the sustainability of life. Established in 1949 on a 150-acre estate donated to Columbia by the family of

financier Thomas W. Lamont, the Observatory now has a staff of more than 500. Its 200 scientists and graduate students study all the Earth's components—its deep interior, continents, oceans, ice cover, sea floor, groundwater, climate, and life forms—focusing on interactions between these within the whole Earth system. Research areas include seismology; geochemistry; climate studies; marine geology; geophysics; terrestrial geology; petrology; atmospheric science; and biological, physical, and chemical oceanography.

LDEO also operates the 239-foot globally ranging research vessel Maurice Ewing and seismic networks in many parts of the world. LDEO is an active participant in the international Ocean Drilling Program and houses the world's largest collections of deep-sea sediment cores. It also maintains some of the most comprehensive and accessible databases in seismology and marine geosciences. It has fully equipped laboratories for rock mechanics, paleomagnetism, high-pressure experiments, tree-ring analysis, and a wide range of isotopic geochemistry.

LDEO is a founding member of the United States' two national earthquake research consortia. Its scientists also collaborate closely with researchers at two Columbia-affiliated institutions, the NASA Goddard Institute for Space Studies and the American Museum of Natural History. LDEO is also affiliated with Biosphere 2 Center, where its scientists are developing research programs to study the effect of rising carbon dioxide levels on plant growth. Scientists are also advancing formal education programs that concentrate on the future of Earth systems as well as staffing a science center dedicated to developing informal learning programs for visitors to understand critical issues concerning the future sustainability of life on Earth. LDEO is also the host site for an International Research Institute (IRI) that forecasts seasonal to interannual climate conditions a year into the future and aims to apply these to areas of the world where the sustained weather has the potential to affect local social and economic infrastructures seriously. LDEO's extensive resources, including its staff, instruments, facilities, and affiliations give scientists and students unique opportunities to study global environmental phenomena.

INTERCULTURAL RESOURCE CENTER

Susan Stuart, Coordinator
552 West 114th Street, Mail Code 5575
(212) 854-7461
Fax: (212) 854-3110
E-mail: sas81@columbia.edu
<http://www.columbia.edu/cu/irc>

Founded in 1989, the Intercultural Resource Center (IRC) is a multipurpose center devoted to developing greater awareness and appreciation of African-American, Asian-American, Latino, and Native American contributions at Columbia University, as well as in the greater New York community. The Center provides a forum for communication, discussion, and understanding of educational, political, social, and cultural issues of concern for these communities. It stands as a symbolic reference point for alumni and current students and represents the University's continuing commitment to diversity and to students of color. The programming of the IRC reaches beyond its walls to educate and to engage the broader University community in issues of cultural pluralism and to encourage wider community participation. The Center fosters cultural enlightenment through campus-wide dialogue, interaction, and exchange and ensures, in coordination with other offices, that discussion of such complex issues takes place through the University. In 1994, the IRC became formally associated with the Institute for Research in African-American Studies, strengthening its commitment to people of color communities on campus.

NEVIS LABORATORIES

Michael Shaevitz, Director
136 South Broadway
Irvington, NY 10533
(914) 591-8100
Fax: (914) 591-8120
E-mail: shaevitz@nevis.nevis.columbia.edu
<http://nevis1.columbia.edu>

Nevis Laboratories compose the University's primary center for the study of high-energy experimental particle and nuclear physics. Approximately 12 faculty members, 14 postdoctoral research scientists, and 20 graduate students, supported by a 20-member engineering and technical staff, engage in the preparation, design, and construction of high-energy particle and

nuclear experiments and equipment. These experiments and equipment are transported to major national accelerator laboratories for data collection; the data resulting from these experiments are then processed and analyzed using the extensive computer systems at Nevis. Experiments are currently taking place at Fermilab in Chicago; DESY in Hamburg, Germany; SLAC in Palo Alto, California; and Brookhaven National Lab on Long Island.

Directory of Institutes and Centers

HEALTH SCIENCES

Center for Advanced Technology-High Performance Computing and Communications in Healthcare

Atchley Pavilion 1310
161 Fort Washington Avenue
(212) 305-2944

Center for Applied Public Health

600 West 168th Street, 7th Floor
(212) 305-3616

Center for Child and Adolescent Health

617 West 168th Street, Room 202
(212) 305-3189

Center for Continuing Education in the Health Sciences

630 West 168th Street, Unit 39
(212) 781-5990

Center for Geriatrics and Gerontology

100 Haven Avenue
(212) 781-0600

Center for Molecular Recognition

630 West 168th Street, P&S 11-401
(212) 305-3973

Center for Neurobiology and Behavior

722 West 168th Street, Kolb Research Annex, Room 822
(212) 543-5265

Center for Population and Family Health

60 Haven Avenue
(212) 304-5200

Center for Radiological Research

630 West 168th Street
(212) 305-5660

Center for Reproduction Science

630 West 168th Street
(212) 305-6337

Center for Retinal Research

Harkness Eye Institute, 635 West 165th Street, Box 76
(212) 305-5688

Center for the Study of Society and Medicine

630 West 168th Street
(212) 305-4184

Center for Violence Research and Prevention

60 Haven Avenue, Level B4-432
(212) 305-7748

Center for Women's Health

16 East 60th Street, Suite 330
(212) 326-8540

Division of Reproduction Endocrinology

161 Fort Washington Avenue, Suite 454
(212) 305-4665

Gertrude H. Sergievsky Center (Neurodevelopmental Disorders)

630 West 168th Street, 19th Floor
(212) 305-2515

Harlem Center for Health Promotion and Disease Prevention

506 Malcolm X Boulevard, NNR-524
(212) 939-4150

Herbert Irving Comprehensive Cancer Center

622 West 168th Street
(212) 305-9327

Herbert and Florence Irving Center for Clinical Research

622 West 168th Street
(212) 305-2071

HIV Center for Clinical and Behavioral Studies

722 West 168th Street,
(212) 543-5971; (212) 543-5432

Howard Hughes Medical Institute

100 Haven Avenue Tower 3, Suite 4E
(212) 781-0611

Institute of Cancer Research

701 West 168th Street
(212) 305-6900

Institute of Comparative Medicine

650 West 168th Street, Black Building, Room 1810
(212) 305-3837

National Center for Children in Poverty

154 Haven Avenue, 3rd Floor
(212) 304-7100

Richard and Hinda Rosenthal Center for Complementary and Alternative Medicine

601 West 168th Street, Suite 34-35
(212) 543-9550

The Taub Center for the Study of Alzheimer's Disease

630 West 168th Street, PH 15W, Room 1564
(212) 305-6553

HUMANITIES

Alfred duPont Center for Broadcast Journalism

709 Journalism, Mail Code 3805
(212) 854-5047

Center for Law and the Arts

8W18A Greene, Mail Code 4017
(212) 854-7424

Center for Studies in Ethnomusicology

701 Dodge, Mail Code 1815
(212) 854-1247

Center for U.S.–China Arts Exchange

423 West 118th Street, Suite 1E
(212) 280-4648

Columbia Center for Buddhist Studies

623 Kent, Mail Code 3949
(212) 854-6977

Columbia Headquarters for Japanese Architectural Studies and Advanced Research

202 Buell, Mail Code 0386
(212) 854-7148

Computer Music Center

324 Prentis, Mail Code 5002
(212) 854-9266

The Fritz Reiner Center for Contemporary Music

602 Dodge, Mail Code 1824
(212) 854-1295

George T. Delacorte Center for Magazine Journalism

Graduate School of Journalism
2950 Broadway, Mail Code 3820
(212) 854-8009

The LeRoy Neiman Center for Print Studies

310 Dodge, Mail Code 1806
(212) 854-4065

Oscar Hammerstein II Center for Theatre Studies

605 Dodge, Mail Code 1807
(212) 854-3408

Research Center for Arts and Culture

305 Dodge, Mail Code 1809
(212) 854-5869

Society of Fellows in the Humanities

Heyman Center, East Campus,
Mail Code 5700
(212) 854-4631

Temple Hoyne Buell Center for the Study of American Architecture

Buell, 3rd Floor, Mail Code 0362
(212) 854-8165

LEARNING CENTERS

The Learning Center

603 Lewisohn Hall, Mail Code 4106
Morningside Campus
(212) 854-4097

The Student Learning Center

Presbyterian Hospital, 17th Floor
Health Sciences Campus
(212) 305-7528

**NATIONAL, REGIONAL,
AND ETHNIC****Armenian Studies**

500B Kent, Mail Code 3933
(212) 854-7045

**Camões Center for the Study of the
Portuguese-Speaking World**

828C International Affairs,
Mail Code 3339
(212) 854-4672

Center for Chinese Legal Studies

6N2 Greene, Box A-11, Mail Code 4012
(212) 854-3655

Center for Iranian Studies

450 Riverside Drive, Mail Code 3946,
Apartment 4
(212) 280-4366

Center for Israel and Jewish Studies

511 Fayerweather, Mail Code 2509
(212) 854-2581

Center for Japanese Legal Studies

8W16B Greene, Mail Code 4024,
Box A-24
(212) 854-4274; (212) 854-5759

Center for the Study of Pakistan

1133 International Affairs,
Mail Code 3334
(212) 854-8825

Center for Turkish Studies

616 Kent, Mail Code 3932
(212) 854-4766; (212) 854-2556

**Dharam Hinduja Indic Research
Center**

1102 International Affairs,
Mail Code 3367
(212) 854-5300

**Donald Keene Center of Japanese
Culture**

507 Kent, Mail Code 3920
(212) 854-5036

East Asian Institute

International Affairs, 9th Floor,
Mail Code 3333
(212) 854-2592

Harriman Institute

International Affairs, 12th Floor,
Mail Code 3345
(212) 854-4623

**Hispanic Institute of Columbia
University**

307 Casa Hispánica, Mail Code 1301
(212) 854-4187

Institute of African Studies

1103 International Affairs,
Mail Code 3331
(212) 854-4633

**Institute for Research in African-
American Studies**

758 Schermerhorn Extension,
Mail Code 5512
(212) 854-7080

Institute on East Central Europe

1227 International Affairs,
Mail Code 3336
(212) 854-4627

**Institute of Latin American and
Iberian Studies**

International Affairs, 8th Floor,
Mail Code 3339
(212) 854-4643

**Institute for Medieval Japanese
Studies**

406 Kent, Mail Code 3906
(212) 854-7403

Institute on Western Europe

805A International Affairs,
Mail Code 3337
(212) 854-4618

Middle East Institute

1111-1118 International Affairs,
Mail Code 3340
(212) 854-2584

Southern Asian Institute

1128 International Affairs,
Mail Code 3334
(212) 854-3616

SCIENCE AND BUSINESS**Center for Applied Probability**

601 Schapiro, Mail Code 8906
(212) 854-6096

Center for Biomedical Engineering

416 Schapiro Center, Mail Code 8904
(212) 854-4460

Center for Chemical Research

344 Havemeyer, Mail Code 3167
(212) 854-2202

**Center for Environmental Research
and Conservation**

Schermerhorn Extension, 10th Floor,
Mail Code 5557
(212) 854-8186

**Center for Research in Information
Access**

511 Butler, Mail Code 1103
(212) 854-7443

**Center for the Study of Futures
Markets**

625 Uris, Mail Code 5968
(212) 854-4202

**Center for Telecommunications
Research**

801 Schapiro Research Building,
Mail Code 4712
(212) 854-2498

**Center on Japanese Economy and
Business**

521 Uris, Mail Code 5968
(212) 854-3976

**Chemical Engineering Research
Center**

201 Prentis, Mail Code 5001
(212) 280-4163

**Columbia Institute for
Tele-Information (CITI)**

809 Uris, Mail Code 9135
(212) 854-4222

**Consortium for International Earth
Science Information Network**

P.O. Box 1000, 61 Route 9W
Palisades, NY 10964-8000
(914) 365-8950

Earth Engineering Center

918 S. W. Mudd Building, Mail Code 4711
(212) 854-2138; (212) 854-2905

Image Technology for New Media Center (ITNM)

801 Schapiro Center, Mail Code 8912
(212) 854-6887

Institute of Flight Structures

610 S. W. Mudd, Mail Code 4709
(212) 854-2396

Institute for Not-for-Profit Management

480 Armstrong Hall, Mail Code 5926,
2880 Broadway, 4th Floor
(212) 854-5549; (212) 854-4226

International Research Institute for Climate Prediction

P.O. Box 1000, 61 Route 9W
Palisades, NY 10964-8000
(914) 365-8368

Jerome A. Chazen Institute of International Business

212-214 Uris, Mail Code 9142
(212) 854-4750

Langmuir Center for Colloids and Interfaces

911 S. W. Mudd, Mail Code 4711
(212) 854-2926
Fax: (212) 854-8362

The Management Institute

709 Uris, Mail Code 9127
(212) 854-4429

NASA Goddard Institute for Space Studies

2880 Broadway
(212) 678-5500

Program on Information and Resources

405 Low Library
(212) 854-7275

SOCIAL SCIENCE**The Barnard Center for Research on Women**

101 Barnard Hall
(212) 854-2067

Barnard-Columbia Center for Urban Policy

420 West 118th Street, 8th Floor,
Mail Code 3360
(212) 854-2072

Center for Law and Economic Studies

8E17 Greene, Mail Code 4087
(212) 854-3739

Center for Law, Science, and Technology

8W16B Greene, Box E-26,
Mail Code 4095
(212) 854-8385

Center for New Media

2950 Broadway, Mail Code 3894
(212) 854-4985

Center for Preservation and Research (Buildings and Sites)

655-57 Schermerhorn Extension,
Mail Code 0366
(212) 854-3973

Center for the Study of Human Rights

1108 International Affairs,
Mail Code 3365
(212) 854-2479

Center for the Study of Social Work Practice

609 McVickar, Mail Code 4600
(212) 854-7615

Eisenhower Center for the Conservation of Human Resources

475 Riverside Drive, Suite 248
(212) 280-2132

The Institute on Aging

805 McVickar, Mail Code 4600
(212) 854-7464

Institute on Education and the Economy

439 Thorndike Hall (Teachers College)
(212) 678-3091

Institute for Learning Technologies

525 West 120th Street, Box 144
(212) 678-4000

Institute for Research on Women and Gender

763 Schermerhorn Extension,
Mail Code 5510
(212) 854-3277

Institute of War and Peace Studies

1326 International Affairs,
Mail Code 3347
(212) 854-4616

The Klingenstein Center for Independent School Education

204 Main, Box 125
(212) 678-3156

Lazarsfeld Center for the Social Sciences

814 International Affairs, Mail Code 3355
(212) 854-3081

Legislative Drafting Research Fund

5W10 Greene, Mail Code 4015
(212) 854-7341

National Center on Addiction and Substance Abuse

152 West 57th Street, New York,
NY 10019
(212) 841-5200

The Parker School of Foreign and Comparative Law

5E9 Greene, Box D1
(212) 854-4376

The Public Management Training Center

1402 International Affairs,
Mail Code 3328
(212) 854-2710

Revson Fellows Program on the Future of the City of New York

420 West 116th Street, #1A
(212) 280-4023

Saul and Janice Poliak Center for the Study of First Amendment Issues

Graduate School of Journalism
2950 Broadway, Mail Code 3801
(212) 854-4150

Women's Resource Center

630 West 168th Street, Box AA
(212) 305-4507

Administration

Columbia University is a private, nonsectarian institution of higher education, and its official corporate name is The Trustees of Columbia University in the City of New York. The University's charter, the legal document under which the University operates, was enacted in 1810 by the New York State Legislature and subsequently amended on various occasions. The charter defines the powers and responsibilities of the Trustees and determines the manner in which they are chosen.

The Board of Trustees consists of 24 members including the President, who serves ex officio. Trustees' powers and duties include the direction of academic policy and the appointment of the President and faculty. They also determine the University's

budget, supervise the endowment, act as custodians of the University's properties, and otherwise direct and control the management of the University. Trustees meet four times each year and do most of their work as members of 10 standing commit-

tees: the Executive Committee, the Committees on Educational Policy and the State of the University, Buildings and Grounds, Development, Alumni Affairs, Finance, Legal Affairs, Community Affairs, Health Sciences, and Compensation. The Chair of the Trustees chairs the Executive Committee and is an ex officio member of all standing committees.

The President of the University is the chief executive officer of the University. The President is assisted in performing his duties by the Provost, the Executive Vice Presidents, the Secretary, the General Counsel, and the Deans of the various faculties, all of whom are appointed by the Trustees on the nomination of the President. The President presides over the University Senate, is the chairperson of every faculty and administrative board established by the Trustees, and serves as the channel of communication between the faculties and the Trustees. The President also administers discipline in accordance with University statutes, nominates Deans and Directors of institutes, and confers honorary degrees and the University Medal for Excellence on candidates recommended by the faculties.

As the chief academic officer of the University, the Provost is responsible for developing, implementing, and periodically evaluating the University's academic programs and activities and for authorizing appointments for officers of instruction and research. The Provost also oversees the budget and financial planning of the faculties and administrative boards, in coordination with the Executive Vice President for Finance. The Provost's approval is required for all changes in the stated rules of the faculties and administrative boards and for proposals for new academic programs. The Provost also evaluates the annual reports of the Deans and Directors on their activities and presides at their meetings in the absence of the President. In the event the President is disabled, resigns, retires, or dies, the Provost performs the duties and exercises the authority of the President until the Trustees select a successor.



Prior to Commencement in May 1998, honorary degree candidates gathered in Butler Library for an official portrait. Seated, from left, Fritz Stern, Kofi Annan, President Rupp, Trustee Chairman Stephen Friedman, Lauren Bacall, Rita Dove; standing, Rockard Delgadillo, Bruce Alberts, Maurice Sendak, and Amartya Sen.

The Secretary of the University is responsible for maintaining the University's corporate integrity and preserving its official records, including the agendas and minutes of Trustees' and standing committee meetings, the University's charters and statutes, and the Trustees' bylaws and rules of order.

The University Senate Office

406 Low Library, Mail Code 4334
(212) 854-2023
Fax: (212) 854-6825
E-mail: senate@columbia.edu
<http://www.columbia.edu/cu/senate>

The Senate is the University's legislature, representing students and faculty from all Columbia schools and making policy on matters affecting the whole University or more than one school. The Statutes outline broad Senate powers, including the power to amend the Statutes, to establish academic

programs, to consult in the selection of presidents, provosts, and 6 of the University's 24 Trustees, to investigate faculty grievances and publish its findings, and to report on allegations of misconduct by officers of administration and instruction.

Since it was founded, a year after the campus upheavals of 1968, the Senate has established and revised the University's code of academic freedom and tenure (chapter 7 of the University Statutes), its guidelines on externally funded research (chapter 50), and its rules of conduct governing political demonstrations (chapter 51).

The Senate has 101 voting members, including 22 students, about 45 tenured and 15 nontenured faculty, 9 senior administrators including the President and the Provost, and representatives of the alumni and of the research, administrative, and library staffs. All members of the Columbia community are welcome at the Senate's monthly plenary meetings during the academic year. Most Senate business is conducted by

12 standing committees: an Executive Committee and committees on faculty affairs, education, budget review, physical development, student affairs, external relations, rules of University conduct, alumni relations, honors and prizes, libraries, and Senate structure and operations. Nonsenators are eligible to serve on most committees.

Subject to the Trustees' reserve power, Senate actions become final on passage unless Trustee concurrence is required, as with certain Statutory amendments and measures involving changes in budgetary appropriations, real estate holdings, or contractual obligations, or as required by law. In other cases the President may, before the next regular Senate meeting, notify the Senate of the need for Trustee concurrence. If the Trustees do not concur with a Senate action, they return it to the Senate with an explanation of their decision.

Resources for Information

Morningside Campus

OFFICE OF PUBLIC AFFAIRS

Alan J. Stone, Vice President for Public Affairs
Virgil Renzulli, Associate Vice President for Public Affairs
301 and 304 Low Memorial Library,
Mail Code 4321
(212) 854-5573
Fax: (212) 678-4817
E-mail: opa@columbia.edu
<http://www.columbia.edu/cu/pr>

The Office of Public Affairs announces news and information about Columbia to the public and media organizations, sponsors press events, and promotes the public image of Columbia. Public Affairs also oversees the Publications and Advertising Office, Columbia Video and Photographic Services, and the Visitors Center. The offices of Community Affairs and Government Relations are also part of Public Affairs.

Public Affairs receives thousands of calls each year from reporters worldwide who seek faculty experts on current events or information about scientific discoveries and new research at Columbia. The Columbia University *Media Guide*, compiled and published by Public Affairs, has been circulated to hundreds of press organizations.

Columbia University Record

Amy Callahan, Managing Editor
(212) 854-3283
<http://www.columbia.edu/cu/new/>

The Office of Public Affairs also publishes the *Columbia University Record*, the University's weekly newspaper. Each week, 16,000 copies of the *Record*—including the "Calendar" of campus events—are distributed to staff, faculty, students, alumni, and media professionals. The newspaper may be found at newsstands around campus or is available by subscription. The *Record* may also be found online by clicking the *Recent News at Columbia* link on the University's home page.



What's Blue and White and Read All Over?

The readership of the *Columbia University Record* spans the globe. Each issue of the *Record* is sent to Columbians in 47 states in the United States and every continent but Antarctica.

SECRETARY OF THE UNIVERSITY

R. Keith Walton, Secretary of the University
DiAnn K. Pierce, Assistant Secretary of the University

Lorenzo D. Wyatt, Deputy Assistant Secretary of the University

211 Low Memorial Library, Mail Code 4324
(212) 854-5017

Fax: (212) 222-1017

<http://www.columbia.edu/cu/secretary>

The Secretary of the University serves as a liaison between the senior administration and the Trustees. Also, the Secretary prepares the agenda for Trustees' meetings, whose minutes he records and maintains.

The Office of the Secretary maintains the University Charters and Statutes as well as the By-Laws and Rules of Order of the Trustees. The Secretary issues formal letters of appointment to University faculty upon the approval of the Provost. The Office prepares Blue Seal Letters so that University faculty receive appropriate courtesy for observation and study while traveling. The Secretary of the University grants copyright privileges and authorizes the use of several versions of the King's Crown and the University Shield to Columbia students, divisions, and affiliates.

UNIVERSITY ARCHIVES AND COLUMBIANA LIBRARY

Rhea E. Pliakas, Director

Hollee Haswell, Curator, Columbiana Collection

David Hill, Assistant Director, University Archives

210 Low Memorial Library, Mail Code 4316
(212) 854-3786

Fax: (212) 222-1017

Monday–Friday 9:30 a.m.–4:30 p.m.

E-mail: archives-columbiana@columbia.edu

<http://www.columbia.edu/cu/columbiana>

The University Archives and Columbiana Library is dedicated to collecting, preserving, and making available for research the records related to Columbia's history. The staff informs the Columbia community and the public about and promotes the use of holdings. Staff also assists researchers with written, telephone, or e-mail requests and schedules appointments with individual researchers.

University Archives

The Archives collects the University's institutional records from University governing bodies, as well as from administrative

offices, schools, academic departments, and institutes located on the Morningside campus. Among the many types of records collected by the Archives are correspondence, minutes, reports, bylaws, and curricular materials.

The bulk of the Archives' collections date from the 1890s to the 1970s. Archival holdings document a wide range of topics concerning Columbia's history, as well as the history of higher education, the metropolitan community, and the nation. Among the myriad subjects elucidated by the Archives' collections are: the evolution of University governance and administration; the history of individual schools; the history of academic departments; the development of professions; the development of academic disciplines; curriculum development, including the formation of Columbia's Core Curriculum; the careers of individual faculty members and officers; the design and construction of the Morningside campus; and the University's relationship with city, state, and federal governments.

Columbiana Library

The Columbiana Library contains biographical information about students, faculty, and alumni as well as books, ephemera, memorabilia, and photographs documenting the history of the College. This history begins before the University's founding by Royal Charter of King George II of Great Britain in 1754, and proceeds to the present. Columbiana also includes the King's College Room, which contains many objects from the early years, such as portraits of President Samuel Johnson and King George III and the remnants of the original library of King's College.

VISITORS CENTER

Donna Badrig, Director

213 Low Library, Mail Code 4318

(212) 854-4900

Fax: (212) 854-4925

Monday–Friday, 9:00 a.m.–5:00 p.m.

Located on the west side of the foyer at the main entrance of Low Library, the Visitors Center offers information and campus tours to prospective undergraduates of Columbia College, the Fu Foundation School of Engineering and Applied Science, and to the public. General tours of the

Morningside campus are offered daily in English. Tours in various other languages may be scheduled upon request. Telephone (212) 854-4900 for tour times and tours in other languages.

Health Sciences Campus

OFFICE OF EXTERNAL RELATIONS

William A. Polf, Ph.D., Deputy Vice President for External Relations and Strategic Programs
630 West 168th Street, P&S Box 62

New York, NY 10032

(212) 305-7131

Fax: (212) 305-4521

<http://cpmnet.columbia.edu/dept/extrel>

The Office of External Relations in the Health Sciences Division of Columbia University provides information about programs and individuals and responds to media and general information inquiries. Increasing the visibility and effectiveness of programs, achievements, and notable research endeavors of the Health Sciences is facilitated through publications and marketing programs and through public, media, community, and government relations, all of which fall under the umbrella of External Relations.

The public and media relations staff of External Relations works closely with news and science media by issuing press releases, coordinating interviews and television film crews, and keeping news media informed of achievements by faculty and students. Through its Community Affairs extension, External Relations establishes working relationships and maintains communications with community organizations, groups, schools, and elected officials at all levels of government. The Office's marketing and promotions component directs special marketing initiatives and interfaces with marketing programs of affiliated organizations.

The publications staff of External Relations publishes several internal and external magazines and newsletters. The *P&S Journal* is the magazine of the College of Physicians and Surgeons. *Biomedical Frontiers* reports on advances in science and technology at the Health Sciences Division. *21stC*, a University-wide publication, is an interdisciplinary research publication focusing on the modern research university as a source of ideas and discoveries that help shape the contemporary world. The *Health Sciences Reporter* is a newsletter published

for faculty and staff. External Relations also publishes a weekly calendar of lectures and events. Other publications include the *P&S Annual Report*, *Audubon Update*, *The Faculty of Medicine Bulletin*, and *The CPMC/Community Connection: A Guide to Community Programs at CPMC*.

Publications

COLUMBIA DAILY SPECTATOR

2875 Broadway, 3rd Floor
 Advertising: (212) 854-9558
 Advertising fax: (212) 854-9553
 Classified/Business Office: (212) 854-9550
 Editorial: (212) 854-9555
 Editorial fax: (212) 854-9611
 E-mail: spectator@columbia.edu
<http://www.columbia.edu/cu/spectator>

Founded in 1877, the *Columbia Daily Spectator* is the only daily newspaper serving more than 44,000 students, faculty, and administrators of Columbia University. It is also the only New York daily that regularly and thoroughly covers news and the arts on Morningside Heights and the Upper West Side.

The *Spectator*, entering its thirty-fourth year as a publication independent of University funding, is completely written, edited, and published by a staff of dedicated Columbia and Barnard students. Every day, arts reviews, sports coverage, opinion pieces, provocative editorials, and a wide range of news issues reach the campus community through the *Spectator*.

The Spectator Publishing Company, Inc. is the parent company of the *Columbia Daily Spectator*. The company, managed by the editor-in-chief, managing editor, and publisher, is accountable to a Board of Directors composed of *Spectator* alumni.

COLUMBIA MAGAZINE

Patrick Queen, Acting Editor
 University Development and Alumni Relations
 964 Interchurch, 475 Riverside Drive,
 Mail Code 7721
 New York, NY 10115
 (212) 870-2444
 Fax: (212) 870-3331
 E-mail: magazine@columbia.edu
<http://www.columbia.edu/cu/udar/magazine>

Columbia Magazine is the only University publication sent to all known Columbia alumni—more than 175,000 in all. The mag-

azine includes feature articles, profiles, research reports, sports news, and book reviews and is distributed to faculty, senior staff, undergraduates, and friends of the University.

COLUMBIA SCHOLASTIC PRESS ASSOCIATION

Edmund J. Sullivan, Director
 Mail Code 5711
 (212) 854-9400
 Fax: (212) 854-9401
 E-mail: cspa@columbia.edu
<http://www.columbia.edu/cu/cspa>

The Columbia Scholastic Press Association is a national press association for high school and college newspapers, yearbooks, and magazines. Founded in 1925, the Association is owned and operated by Columbia University but is supported by fees-for-services by participating member schools and colleges throughout North America. CSPA educates student journalists through its three major services:

First, CSPA recognizes and promotes excellence in the work of student journalists, providing 2,000 written evaluations of student media and judging more than 10,000 individual student entries in its annual national competitions. A national network of 250 faculty in colleges and leading secondary schools conduct these evaluations.

Secondly, the Association plans and conducts four annual media conventions and workshops, where student publication advisers and media professionals share their experience with more than 5,000 students and educators.

Finally, CSPA acts as a small press publisher of a quarterly magazine, *SPR (Student Press Review)*, with a national circulation of 3,000; the Association also edits and produces other publications, including books and monographs.

Other Publications of Note

Asian Journal—Compilation of student-submitted essays, poetry, and other artistic works involving Asian society and culture.

The Bottom Line—Newspaper of the students of the Columbia Business School.

The Bronx Beat—Newspaper written by students of the Graduate School of Journalism, covering the Bronx and published during the spring term.

The Columbia Standard—A nonpartisan, nondenominational Christian newspaper.

Columbian—Undergraduate yearbook.

Communiqué—Bimonthly newspaper of students of the School of International and Public Affairs.

Conference: A Journal of Philosophy and Theory—Biannual publication of the New York Consortium of Graduate Schools.

East Asian Review—Review of contemporary political, social, and economic issues of Asian cultures.

The Federalist Paper—A newspaper in the tradition of Columbians Hamilton and Jay.

'Iggrot ha'Ari—The Lion's Letters—Student journal of Jewish scholarship.

Journal of International Affairs—Biannual foreign affairs periodical of students of the School of International and Public Affairs.

The Moment—Columbia's science and engineering newspaper.

The Observer—Journal of students of the School of General Studies.

Perspectives—Magazine of Columbia's Jewish community.

Precis—Student publication of the Graduate School of Architecture, Planning, and Preservation (GSAPP).

Sangam—Columbia's South Asian journal.

Sister—Columbia's feminist magazine.

Slant—Magazine of students of the School of International and Public Affairs.

Academic Resources



The Libraries

The Columbia University Libraries are the nation's eighth largest academic library system, with holdings of nearly 7 million volumes plus archives, manuscripts, serials, microforms, and other nonprint formats. The collections are organized into 20 libraries, each generally supporting a specific academic or professional discipline. One of the exciting activities going on in the Libraries is the complete renovation of Butler Library. July 1995 marked the beginning of the project, which will continue into the twenty-first century. Much of the infrastructure work has been completed, and starting in Fall 1998 renovated areas on the entry level of Butler will open, including a new lounge, computer lab, reading rooms, and the undergraduate library services.

The most up-to-date information on library services and resources is available online via LibraryWeb (<http://www.columbia.edu/cu/libraries>). Various printed library publications, found in all of the Libraries, may also be consulted. The following is a general description of key library services available to students, faculty, and staff of the University. The Libraries also provide photocopying services (see page 42). Remember that library hours, policies, services, and collections vary among the Libraries. The subsequent section will also describe individual libraries. Also, please consult the campus map on page 131 to locate particular libraries.

Library Information Office (LIO)

201 Butler Library, Mail Code 1121
(212) 854-2271; (212) 854-7309
E-mail: lio@columbia.edu

The Library Information Office (LIO) administers and answers general questions about user privileges, clears library holds

due to overdue fees, and distributes paper copies of many library publications. Library borrowing privileges are available to all faculty, students, and staff of Columbia University and its affiliated institutions (Barnard College, Teachers College, and Union Theological Seminary). Reading privileges are available to alumni. Privileges are also available to spouses and domestic partners of students, faculty, and staff. Visitors should go to LIO where the level of access to which they are entitled will be determined and, if permissible, where Reading Privilege cards will be issued. Columbia students are not permitted to bring guests or visitors to the Libraries.

Electronic Resources

The Libraries, along with Academic Information Systems (AcIS), support different types of online services to connect individuals to the world of information. Terminals to use electronic resources are located in buildings throughout the campus, including libraries, AcIS labs, offices, and residence halls. Connections from off-campus

or other locations via a personal computer and modem, ROLM data connection, or campus network connection are also available. Contact AcIS for information (<http://www.columbia.edu/acis>).

LIBRARYWEB

LibraryWeb (<http://www.columbia.edu/cu/libraries>) is a gateway to Columbia's "digital library collections," a wide variety of networked electronic resources such as reference databases and indexes, online books, full-text journals and news services, digital images, numerical data, archival collection finding aids, and more. LibraryWeb also includes Internet search tools, home pages for all Columbia's Libraries, and access to CLIO, CLIO Plus, and library catalogs outside Columbia. LibraryWeb uses a multimedia hypertext-based technology to present information in a combined text and graphical environment.

CLIO PLUS

CLIO Plus (Columbia Libraries Information Online), which was created before the Web, is based on Gopher and Telnet technology, and uses a text-only display. CLIO Plus provides text-based access to many—but not all—of the same resources that are available on LibraryWeb and also provides several interactive services, such as asking a reference question and requesting materials from Columbia's off-site shelving or from Interlibrary Loan. Deciding whether to use LibraryWeb, CLIO Plus, or even CLIO depends on the information sought and the equipment and software used.

CLIO, our online catalog, contains records for material cataloged since 1981 as well as records for a growing number of pre-1981 items. CLIO lists books, serials (journals, newspapers), sound recordings, music scores, microforms, computer software, videos, and other visual images. CLIO is easy to use with clear, basic instructions built into the system and is available from both LibraryWeb and CLIO Plus. A new Web version of CLIO is being

tested for use; look for it on LibraryWeb. At present, CLIO represents about 75 percent of all library materials, so please remember to use the Union Card Catalog located in Butler Library when looking for materials acquired before 1981. There are also card catalogs in the departmental libraries and for distinctive collections.

Circulation

<http://www.columbia.edu/cu/libraries/services/index.html#circulation>

Most Columbia libraries circulate material. Notable exceptions are the architecture and fine arts books from Avery Library and materials from the Rare Book and Manuscript Library. Circulation policies and loan periods vary from library to library. Consult each library for specifics. General information on such topics as loans, renewals, overdue items, and fines is in the leaflet *CUL Circulation Policies*, available at each library's circulation desk, in the Library Information Office, and on LibraryWeb.

Reference

E-mail: reference@columbia.edu

Reference assistance is available in most Columbia Libraries. Reference librarians help to locate specific items, recommend publications on a given subject, offer advice on preparing bibliographies or researching a paper topic, direct individuals to other library resources on campus, provide individual reference consultations by appointment, and provide guidance whenever someone is confused about where to turn for information. In addition, students, faculty, and staff may obtain reference assistance online by submitting a question via LibraryWeb and CLIO Plus or by sending e-mail to reference@columbia.edu.

Tours and Instruction

<http://www.columbia.edu/cu/libraries/events/training.html>

Many of the Columbia Libraries offer staff-guided tours and a variety of instructional activities to help visitors to the Libraries make better use of available collections and services. Instruction covers topics from

using LibraryWeb resources and CLIO Plus to Internet searching and accessing online books and electronic journals. Check "Training and Instruction" on LibraryWeb for current schedules of these activities.

Reserves

Reserves are books and other materials selected by faculty as required reading for their courses. Reserves are subject to short-term loans (usually of a few hours) and are kept in separate locations in the Libraries because of their heavy demand and the limited number of copies available. Inquire at each library about its materials and reserve policies. The online Reserves Database in CLIO Plus provides a complete listing of reserve materials in Barnard, Business, Butler, and the Lehman/Social Work Libraries.

24-Hour Reading Rooms, Lounge, and Computer Lab

As Butler Library renovation progresses, many areas on the entry level of Butler will be open around the clock for valid Columbia Card holders during the fall and spring terms. Starting Fall Term 1998, this will include undergraduate library reading rooms (e.g., the former "College Library") and an AcIS Computer Lab.

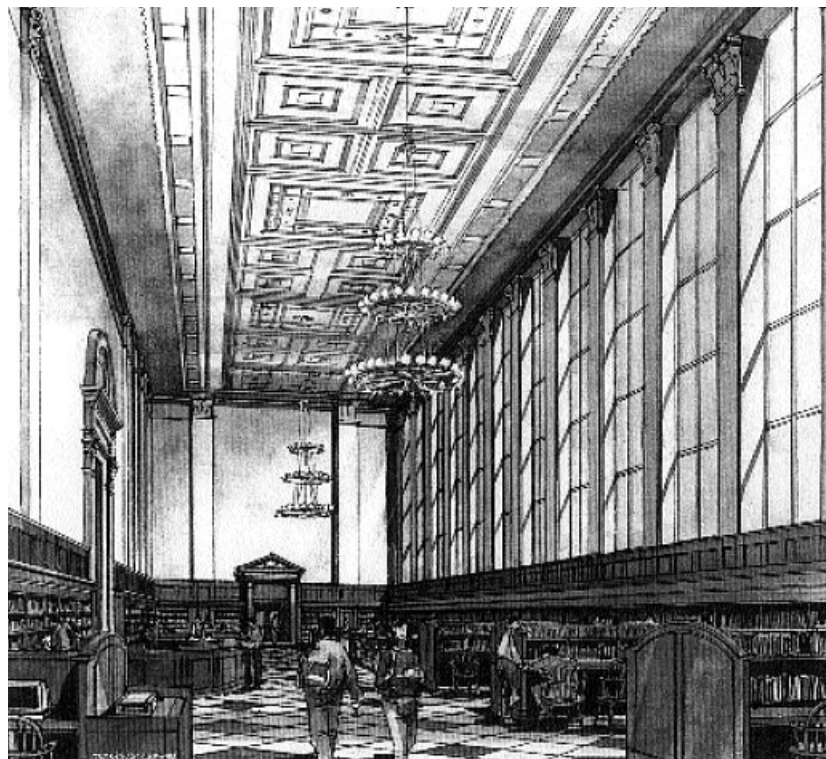
Documents Service Center

327 International Affairs Building, Mail Code 3305
(212) 854-5087
<http://www.columbia.edu/cu/libraries/indiv/dsc>

The Documents Service Center receives approximately 70 percent of the material made available through the United States Federal Depository Program in paper, microfiche, CD-ROM, or direct electronic files. The Documents Service Center also is a depository for New York State documents on microfiche beginning in 1983.

Electronic Data Service (EDS)

201 International Affairs Building, Mail Code 3301
(212) 854-6012
E-mail: eds@columbia.edu
<http://www.columbia.edu/cu/libraries/indiv/eds>



Newly renovated Butler Library—artist's rendition.

AcIS and the Libraries jointly operate EDS, which provides services in data archives, data consulting, data access, instructional support, and data acquisition. EDS offers the University community access to a wide variety of numerical data for statistical analysis such as census data, health data, international economic data, political data, election returns, legislative votes, and public opinion polls for both the United States and foreign countries.

Electronic Text Service (ETS)

504 Butler Library
(212) 854-7547
E-mail: scottr@columbia.edu
<http://www.columbia.edu/cu/libraries/indiv/ets>

Electronic Text Service (ETS) is a research and instructional facility designed to help Columbia faculty and students incorporate computer-based textual and bibliographic information into their research, study, and teaching. ETS has machine-readable primary source texts, software programs for textual analysis and critical editing, hypermedia and database research tools in the humanities, bibliographic database management programs, IBM and Macintosh microcomputers, scanning equipment and software, and ColumbiaNet terminals. Staff will provide demonstrations, workshops, and classes for interested students and faculty.

Photocopying Services

Self-service photocopiers are available in all libraries and operate with either coins or copycards. Materials may also be copied for you by staff in the Staff Photocopy Service (Room 505 Butler). A reprography service is available in Room 101 Butler for those requiring professional photographs of library materials. Columbia's Health Sciences and Law Libraries, as well as the libraries of Barnard College, Teacher's College, and Union Theological Seminary operate independent photocopy services.

Interlibrary Loan (ILL)

Interlibrary Loan Office
505 Butler Library, Mail Code 1118
(212) 854-3542
http://www.columbia.edu/cu/libraries/clio_plus/user_guide/112.html

Research materials not available at the Columbia University Libraries may be obtained by using Interlibrary Loan (ILL), which borrows from other libraries in the United States and abroad. Requests may be made at any service desk in the Libraries, at the ILL Office, or online via CLIO Plus. Requests are generally filled in two to four weeks. The Columbia Law, Health Sciences, and Teachers College Libraries provide their own ILL services.

Blue Seal Letters

Full-time GSAS students are eligible to receive "Blue Seal" letters. The letter serves to introduce students to libraries and archives for dissertation or advanced research. Applications for GSAS Blue Seal letters are available in 301 Philosophy Hall. For more information, call Craig Knobles at (212) 854-2889. Non-GSAS students should contact the deans of their schools for equivalent letters of introduction.

Off-Site Shelving Facilities

The Annex
615 West 131st Street
(212) 368-2782

A currently valid Columbia Card is required for admission by appointment only: 10:00 a.m.–noon; 2:00 p.m.–4:30 p.m. weekdays.

Prentis
632 West 125th Street, 4th Floor
(212) 280-0550

A currently valid Columbia Card is required for admission by appointment only: 9:30 a.m.–4:30 p.m.

There are two off-site shelving facilities—the Annex and Prentis. The Annex provides off-site storage for 410,000 books and periodicals from Butler, Chemistry, Engineering, Music and Arts, and the former School of Library Service (SLS). Most books and periodicals at the Annex do not yet appear in CLIO. Use the card catalogs to locate items not in CLIO.

Prentis provides off-site storage for 400,000 books and periodicals from Astronomy, Biology, Business, Butler, Chemistry, Engineering, Journalism, Music and Arts, Physics, Psychology, Science, and Starr East Asian. With the exception of some Chinese and Japanese language materials, all items at Prentis are in CLIO.

Request off-site materials online through

CLIO Plus or at any Columbia library with the following exceptions: music sound recordings must be requested through the Music and Arts Library, and Starr East Asian materials must be requested at that library. Off-site materials are usually available the next weekday after the request has been submitted.

New York City Area Library Resources

Columbia students, faculty, and staff with a valid Columbia Card have on-site access to the following libraries and resources outside Columbia. Contact the Library Information Office for more information.

New York Public Library (NYPL)
<http://www.nypl.org/index.html>

The Research Division Libraries of the New York Public Library system are noncirculating collections open to all. NYPL's branch libraries circulate materials to registered borrowers. There is a Columbia branch of NYPL at 514 113th Street.

**New York University (NYU)
Libraries**
<http://www.nyu.edu/library>

Columbia students, faculty, and staff have reading access to most NYU libraries upon presentation of a currently valid Columbia Card.

**New York Metropolitan Reference
and Research Library Agency
(METRO)**

The Reference Department in Butler Library will provide a 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.

Library Branches

Avery Architectural and Fine Arts Library

200 Avery, Mail Code 0301
(212) 854-3501
<http://www.columbia.edu/cu/libraries/indiv/avery>

Collections on architecture, historic preservation, art history, painting, sculpture, graphic arts, decorative arts, city planning, real estate, and archaeology.

Biological Sciences Library

601 Fairchild, Mail Code 2457
(212) 854-4715
<http://www.columbia.edu/cu/libraries/indiv/biology>

Collections on molecular biology, biochemistry, cell biology, neurobiology, population and evolutionary biology, and plant physiology.

Business and Economics Library

130 Uris, Mail Code 9163
(212) 854-4000
<http://www.columbia.edu/cu/libraries/indiv/business>

The Thomas J. Watson Library of Business and Economics contains materials on management, corporate and international finance, business and international economics, industry, accounting, business history, corporate relations, security analysis, marketing, money, and labor.

Butler Library

535 West 114th Street, Mail Code 1125
(212) 854-2271
<http://www.columbia.edu/cu/libraries/indiv/butler>

Microform Reading Room

501 Butler, Mail Code 1123
(212) 854-5328

Periodicals Reading Room (PRR)

307 Butler, Mail Code 1123
(212) 854-4704

Reference Department

325 Butler, Mail Code 1126
(212) 854-2241

Contains collections in the humanities, with particular strengths in history, literature, philosophy, religion, and Greco-Roman antiquity.

Chemistry Library

454 Chandler, Mail Code 3177
(212) 854-4709
<http://www.columbia.edu/cu/libraries/indiv/chemistry>

Contains holdings in organic, inorganic, physical, theoretical, heterocyclic, colloid, and surface chemistry; spectrometry; and biochemistry, electrochemistry, and photochemistry.

Columbiana Library

210 Low, Mail Code 4316
(212) 854-3786
<http://www.columbia.edu/cu/columbiana>
Contains biographical information about students, faculty, and alumni; books; ephemera; memorabilia; and photographs documenting the history of the College.



Avery Hall, aerial view.

East Asian Library

300 Kent, Mail Code 3901
(212) 854-4318
<http://www.columbia.edu/cu/libraries/indiv/eastasian>

The C. V. Starr East Asian Library contains volumes of Chinese, Japanese, Korean, and Western language materials; Chinese and intellectual history; Japanese literature, history, and religion, particularly Buddhism; and Korean history.

Engineering Library

422 S. W. Mudd, Mail Code 4707
(212) 854-2976
<http://www.columbia.edu/cu/libraries/indiv/eng>

Includes resources in civil, mechanical, electrical, and chemical engineering; computer science; metallurgy; mining; operations research; applied physics and mathematics; nuclear engineering; and the Technical Reports Center.

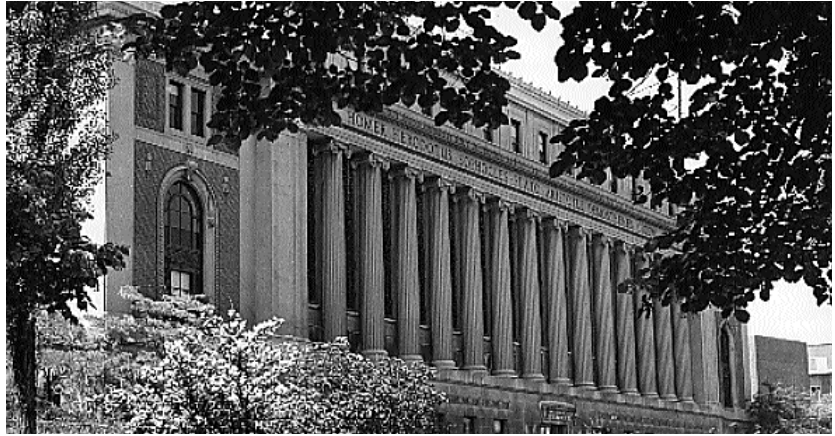
Geology Library

601 Schermerhorn, Mail Code 5506
(212) 854-4713
<http://www.columbia.edu/cu/libraries/indiv/geology>



Did You Know . . . ?

While President of the University, Dwight D. Eisenhower published *Crusade in Europe*, an internationally best-selling memoir of World War II. The Rare Book and Manuscript Library has the final typescript.



Built in 1934, Butler had state-of-the-art features, including the largest stacks (15 tiers) ever built in a single unit.

Contains collections of state and foreign geological surveys and societies since the eighteenth century; collections on mineralogy, petrology, sedimentology, hydrology, stratigraphy, and paleontology.

Geoscience Library

Lamont-Doherty Earth Observatory, Palisades, NY
(914) 365-8808; tie line 95-8808
<http://www.columbia.edu/cu/libraries/indiv/geosci>

Contains collections in marine biology, physical geography, climatology, rock mechanics, geochemistry, geophysics, and paleomagnetism.

Health Sciences Library

701 West 168th Street
(212) 305-3605
<http://cpmcnet.columbia.edu/library>

The Augustus C. Long Health Sciences Library serves the schools of Medicine, Dentistry, Nursing, Public Health, the Presbyterian Hospital, and other programs in the Columbia-Presbyterian Medical Center.

Law Library

5E12 Greene, Mail Code 4007
(212) 854-3743
<http://www.columbia.edu/cu/law/library>

The Arthur W. Diamond Law Library houses collections of the primary and secondary materials in United States federal and state law, public and private international law, the law of foreign countries, comparative law, legal history, and Roman and ancient law.

Lehman Social Work Library

300 International Affairs, Mail Code 3301
(212) 854-4170
<http://www.columbia.edu/cu/libraries/indiv/lehman>
The Map Room
213 International Affairs
(212) 854-5386

Contains materials in political science, international and military affairs, sociology, cultural anthropology, and journalism and an extensive collection of non-U.S. newspapers. Collections of maps in the Map Room include geography, geology, economics, and international affairs. This library also incorporates the Whitney M. Young Jr. Memorial Library of Social Work, which covers areas of social work including child welfare, gerontology, international and social welfare, marriage and divorce, social policy, the Brookdale Memorial Collection on Gerontology, and the Agency Collection.

Mathematics/Science Library

303 Mathematics, Mail Code 4402
(212) 854-4712
<http://www.columbia.edu/cu/libraries/indiv/mathsci>

The holdings are two distinct and separately maintained collections housed in the same library. The mathematics collection covers all aspects of pure mathematics, including algebra, number theory, geometry, topology, statistics, and probability. The science collection consists of general and multidisciplinary materials, including the history and philosophy of science and engineering.

Music and Arts Library

701 Dodge, Mail Code 1810
(212) 854-4711
<http://www.columbia.edu/cu/libraries/indiv/music>

The Gabe M. Wiener Music and Arts Library contains Western and non-Western music, sound and video recordings, early works on music theory, scholarly scores, vocal scores of eighteenth- and nineteenth-century operas, and works by 375 contemporary composers.

Oral History Research Office Collection

801 Butler Library, Mail Code 1129
(212) 854-2273; (212) 854-4012
<http://www.columbia.edu/cu/libraries/indiv/oral>

Founded in 1948, the Oral History Research Office is the oldest and largest oral history archive in the world. Over 1,500 books have been published from this collection of oral interviews, which preserves the knowledge and experiences of leaders in many fields of history, politics, and culture. While the collection's focus is on U.S. political history, there are also files on China, Argentina, and the Middle East. The archive holds more than 7,000 interviews, filling 600,000 pages of transcript. To read the interviews, you must first register at the Oral History Research Office. Publications and other oral history materials are available at the Office, as well as bibliographical assistance, training sessions, workshops, and a summer institute.

Physics/Astronomy Library

Pupin, 8th Floor, Mail Code 5251
(212) 854-3943
<http://www.columbia.edu/cu/libraries/indiv/physics>

Collections emphasize theoretical and experimental atomic, nuclear, and particle physics; relativity; quantum theory; mathematical, molecular, chemical, and solid-state physics; high energy, optics, radiation, radioactivity; mechanics, electricity, fluids, acoustics, magnetism, thermodynamics, and spectrometry.

Psychology Library

409 Schermerhorn, Mail Code 5506
(212) 854-4714
<http://www.columbia.edu/cu/libraries/indiv/psych>

Collections include a strong focus on experimental psychology as it relates to social psychology, cognition, perception, sensation and psychophysics, animal learning and behavior, physiological psychology, the history of psychology, and statistical psychological research.

Rare Book and Manuscript Library

Butler Library, 6th Floor East, Mail Code 1127
(212) 854-3528; (212) 854-5153
<http://www.columbia.edu/cu/libraries/indiv/rare>

Collections in English and American literature and history, classical authors, children's literature, education, mathematics, astronomy, economics and banking, photography, the history of printing, New York City politics, librarianship, the performing arts, and the Bakhmeteff Archive on émigré communities from Russia and Eastern Europe.

The Philip L. Milstein Family College Library

Butler Library, 2nd and 4th Floors,
Mail Code 1125
(212) 854-5327
<http://www.columbia.edu/cu/libraries/indiv/under>

As of Fall 1998, the interdisciplinary undergraduate collection is housed in the new Milstein Library in reading rooms on Butler's second and fourth floors. These four-week circulating books (many of them taken from the former "College" and "Burgess-Carpenter" libraries) support the undergraduate curriculum, especially the first two years of study, in Columbia College, General Studies, and to a limited extent, FF-SEAS. The Butler Media Collection, Reserves, and 24-hour reading rooms, a lounge, and a computer lab are also located on the second floor of the Milstein Library.

Affiliated Institutions

BARNARD COLLEGE, WOLLMAN LIBRARY

Lehman Hall, first three floors
(212) 854-3953
<http://www.barnard.columbia.edu/library>

Supports undergraduate curricular requirements and provides the opportunity for independent work in many fields (primarily in the social sciences and humanities). The Media Services Center on the third floor houses videotapes, audiocassettes, CDs, and records.

TEACHERS COLLEGE, MILBANK MEMORIAL LIBRARY

Russell Hall
(212) 678-3494
<http://lweb.tc.columbia.edu>

Collections in American elementary and secondary education, educational and developmental psychology, history and philosophy of education, and many other education and health-related fields.

UNION THEOLOGICAL SEMINARY, BURKE LIBRARY

3041 Broadway at West 121st Street
(212) 280-1314
<http://www.uts.columbia.edu/lib/burke.html>

Subject strengths include biblical studies, canon law, church history, comparative religion, early church history and literature, ecumenics, hymnology, general theology, missiology, and sacred music.

NEW YORK STATE PSYCHIATRIC INSTITUTE

722 West 168th Street
(212) 543-5675

A major resource for psychiatry, psychoanalysis, and clinical psychology as well as collections in cognitive psychiatry, psychology, and statistics.

Academic Computing

Morningside Campus

ACADEMIC INFORMATION SYSTEMS (AcIS)

General Assistance:

Walk-in: 102 Philosophy Hall
Monday–Thursday: 10:00 a.m.–5:00 p.m.
Friday: noon–5:00 p.m.
Helpline: (212) 854-1919
E-mail: consultant@columbia.edu
<http://www.columbia.edu/acis>
Welcome!: <http://www.columbia.edu/acis/welcome>

URH Residence Hall Networking:

E-mail: rhno@columbia.edu
<http://www.columbia.edu/acis/rhno>

Online Access to Columbia

Modem Dial-in:
(212) 854-9924 (14.4 baud)
(212) 853-9903 (28.8 baud)
(212) 854-2477 (express modem pool—
max. 25 min. per session)
Telnet: [cunix.cc.columbia.edu](tel:cunix.cc.columbia.edu)
World Wide Web: <http://www.columbia.edu>

Computing and information resources for students, faculty, and staff are provided by a number of different offices at Columbia University. Academic Information Systems (AcIS) is the main provider of student and faculty computing services. For the AcIS computer usage policy, please consult Appendix A.

AcIS services and resources include:

- The campus-wide fiber-optic network and connections to the Internet
- The campus modem pool
- Multimedia classrooms, computer clusters, and labs
- Instructional UNIX time-sharing
- Central e-mail delivery, storage, and accounts
- Central World Wide Web space
- ColumbiaNet, Columbia's online information system
- Information, consultation, and advice via phone, walk-in, and e-mail
- Research and development in computing systems and information delivery

Visit the AcIS Web Page

For a good launching point to information on various AcIS facilities and services, browse our "Welcome!" section by clicking

on the "Welcome!" button on the AcIS Web page (<http://www.columbia.edu/acis>) under "General Information."

Access to the Internet

High-speed network access to the Internet is available in 65 Morningside campus buildings, including 14 residence halls, and from all other remote campuses via dedicated high-speed links. Connectivity is also available through the high-speed dial-in modem pool for off-campus locations.

Software that facilitates access to the Internet, either via an on-campus network connection or via dial-up access, is available at the Computing Support Center (102 Philosophy) for a nominal fee.

ColumbiaNet (CNet)

CNet, Columbia's online information system, contains thousands of online services and resources including academic bulletins, class schedules, the phone directory, access to grades, holds, accounts balance and registration information, a myriad of library catalogs and references, events listings, an interactive health question-and-answer service called "Go Ask Alice!," and many student newspapers and publications.

Students may access CNet from stations located all over campus, from AcIS computing facilities, or from their own

personal computers with a direct or dial-up network connection and Netscape Navigator/ Communicator (or other World Wide Web access software). CNet may also be accessed via Columbia's home page (<http://www.columbia.edu>). Please note that Netscape is fully supported by AcIS and that the type of browser used may affect certain features of Web pages.

E-mail Accounts and Computer IDs

Electronic mail (e-mail) accounts reside on a group of central computers called the CUNIX Cluster and are thus sometimes referred to as CUNIX accounts. Columbia supports the Pine program for managing e-mail on CUNIX and Netscape Navigator or Eudora for managing e-mail on Mac or a Windows PC.

A CUNIX account is a key to central computing facilities and resources. With it, individuals gain access to e-mail, labs, printers, online student services, library catalogs, and dial-up service.

Web Pages

A CUNIX account also provides space for the development of World Wide Web pages. Detailed instructions are available by clicking on the "Help" button on the ColumbiaNet home page.



Columbia University does not sponsor, review, or monitor the contents of the personal home pages of its faculty, students, or staff on World Wide Web sites using University facilities, nor does the University endorse the contents of any such personal home pages.

Creating a CUNIX Account

You can create your CUNIX account via ColumbiaNet. From the Columbia home page (<http://www.columbia.edu>), click on the "Computing and E-mail" button and then click on the "login" button on the left-hand side of the screen. At the login prompt, type your first and last names. Then follow the instructions on the screen.

Health Sciences Campus

CENTER FOR ACADEMIC INFORMATION TECHNOLOGY (CAIT)

Office of Scholarly Resources, Health
Sciences Division
Hammer Building, 2nd Floor
701 West 168th Street, New York, NY 10032
(212) 305-3694 (x73694)
E-mail: info@cait.columbia.edu
<http://cpmcnet.columbia.edu/computers/cait>

The Center for Academic Information Technology (CAIT) provides a range of computing resources and services at the Health Sciences campus, including support for student computing, computer labs and classrooms, and World Wide Web and multimedia development.

Public-Access Computer Labs

CAIT operates public computer clusters at several Health Sciences campus locations; at all locations, Power Macintosh and Windows 95 PCs are available on a first-come first-served basis. Software is provided for word processing, analyzing data, creating charts and graphics, curriculum support, and other applications. The computers can also access network-based resources such as e-mail and the World Wide Web. Laser printing is available at all locations, with a per-page charge.

Computer and Media Center

CAIT's primary service center is on the second floor of the Hammer Building in the Health Sciences Library. Windows and



"A university that is set upon a hill cannot be hid. I count it as a matter of no little moment that here, in its new home, Columbia cannot escape the observation of the city, nor can the city escape from it. . . . The University cannot be indifferent to what is going on in the great city of which it is a part." — Seth Low at the dedication of the Morningside campus in 1896

Macintosh computers; laserdisc, CD-ROM, and videotape players; and 35mm slide projectors are available. Basic user support is provided at this site. In addition, the Media Collection of the Health Sciences Library, including learning resources on CD-ROM, laserdisc, and videotape, are housed and supported in the Computer and Media Center.

24-Hour Computer Room

This is a 24-hour accessible computing facility located in the lobby of the Hammer Building. Currently there are 14 computers (seven PCs and seven Macs) for student use.

PH-17

There are two computer rooms, with 36 computers, in the Student Learning Center on the seventeenth floor of the Presbyterian Hospital building. Open hours are currently Monday–Sunday, 6:00 a.m.–2:00 a.m.

User Services

CAIT provides users with basic support using the computer and audiovisual

hardware and software in the Computer and Media Center, and assists students in the residence halls in accessing the network. CAIT distributes various site-licensed software (there is usually a fee), including Columbia dial-up/Netscape packages and current Windows and Macintosh versions of SAS and SPSS statistics programs. Several units at Columbia, including CAIT, offer technology workshops. Schedules of workshops are available at the Computer and Media Center, and online on CPMCNet (<http://cpmcnet.columbia.edu/computers/cait>). Quick orientations to "Columbia E-mail" and to "CPMCNet and the Internet" are offered regularly, especially at the start of each academic year.

Instructional Technology and Support

Reservable computer classrooms are available in the Computer and Media Center and in the PH-17 computer rooms. There are Windows and Macintosh classrooms that contain 18 to 20 computer stations and large-display projectors. The primary

use is for support of health science education; other uses may be subject to rental fees. For information on using the computer classroom, contact the User Services Coordinator at (212) 305-1944 or send e-mail to info@cait.cpmc.columbia.edu well in advance.

CAIT works with faculty to develop multimedia learning resources and supports its integration into the Health Sciences curriculum. A Curriculum Design Studio provides software tools for computer-based authoring, illustration, animation, and design in a project-oriented environment. Internships are available for students working on health science curriculum development projects. Interested faculty and students should call (212) 305-6319 for more information.

CPMCNet and the World Wide Web

E-mail: webmaster@cpmcnet.columbia.edu

CAIT develops and manages CPMCNet, the primary World Wide Web server for

Columbia-Presbyterian Medical Center. The URL of CPMCNet is <http://cpmcnet.columbia.edu>. CAIT also develops the Web pages for a number of Health Sciences and Medical Center departments and student groups.

Student Computing in Residence Halls

Residence halls at the Health Sciences campus are fully wired for high-speed access to e-mail and the Internet. Complete information is online on the HS-ResNet home page at <http://cpmcnet.columbia.edu/computers/cait/hs-resnet>. Residential Computer Consultants (RCCs) are available to help with getting connected; a list of RCC names and phone numbers is available on the HS-ResNet Web site.

Alternatively, send questions via e-mail to hs-resnet@cait.columbia.edu, call (212) 305-0507, or stop by the Computer and Media Center.

J&R Computer World at Columbia

Information: (212) 854-8108
Orders: (888) 617-8400; (800) 221-8180
101 Philosophy Hall (across from AcIS)
Monday–Friday: 10:00 a.m.–6:00 p.m.
Tuesday: 10:00 a.m.–7:00 p.m.
<http://columbia.jandr.com>

J&R Computer World at Columbia offers an extensive line of computer hardware and software, spanning both the Macintosh and PC platforms, from manufacturers such as Apple, IBM, Toshiba, Hitachi, Compaq, Microsoft, U.S. Robotics, Xircom, and many more. This on-campus computer resource fills special requests or orders and provides repair and maintenance services. Special discounts to Columbia students, faculty, and staff are also available. In addition, the Columbia University store offers the complete product line of J&R, including audio, video, electronics, home-office, movies, and music.

University Bookstores

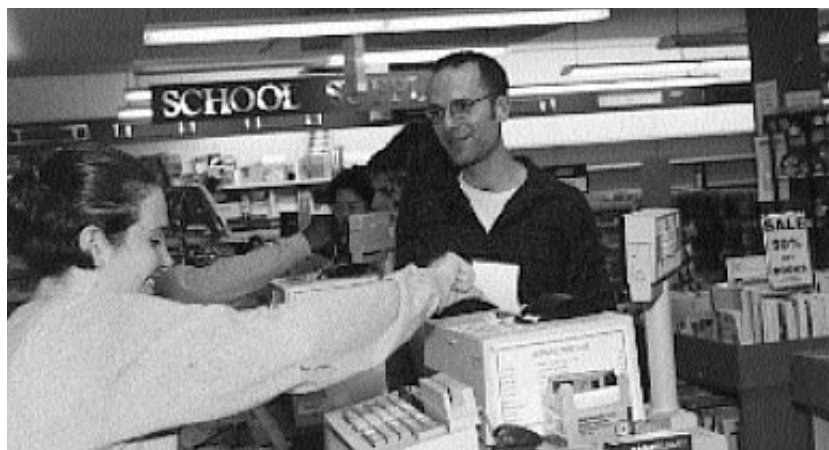
Morningside Campus

COLUMBIA UNIVERSITY BOOKSTORE

Kevin Renshaw, Manager
Deena Alstodt, Assistant Manager
Kevin Boyce, Text Department Manager
Kevin Coogan, Trade Department Manager
(212) 854-4131
Fax: (212) 866-8713
E-mail: columbia@bkstore.com
<http://www.bkstore.com/columbia>

The Columbia University Bookstore currently operates out of two locations: 1187 Amsterdam Avenue (between 118th and 119th Streets), serving the School of Law, School of Business, School of International and Public Affairs, and Graduate Engineering; and in the Lion's Court in front of John Jay Hall, serving the other schools on the Morningside campus. Both locations may be reached via a single phone number: (212) 854-4131.

The Bookstore carries required and recommended textbooks for Columbia courses



as ordered by the faculty. It also stocks academic supplies, imprinted items, clothing, and academically priced software. All new textbooks are discounted 4 percent off the list price at the register, and used textbooks are priced at 25 percent off the list price. Please be certain to purchase your course books before midterms whenever possible, as the Bookstore begins returning unsold

textbooks to the publishers at this time.

The Bookstore accepts Barnes & Noble gift certificates, cash, checks, and credit cards. As an added convenience, the Bookstore will soon accept the Columbia Card for payment if you have an active Bookstore account (for more information on Columbia Card functionality, see pages 92–93). When paying by credit card, you

may use American Express, MasterCard, Visa, or Discover Card. Payment by check requires two forms of identification or a Columbia Card.

Return Policy

Textbook returns are accepted during the first two weeks of each semester (first week of Summer Sessions) and for three days from the date of purchase thereafter. All other items may be returned three days from the date of purchase. A register receipt and identification are required to process returns. Please note that all items must be in new condition (except used books, of course). Software is not returnable once it has been opened.

The Bookstore buys back textbooks year-round during regular hours of operation. During the last two weeks of each semester, the Bookstore may pay up to 50 percent of the purchase price for books that have been ordered for the following term. If a book has not been reordered for the following term, or if books are sold back at times other than during finals week, they will be bought back at a lower price based on the national demand for each title.

Bookstore Hours

Extended hours of operation are offered at the beginning of each term. For store hours between terms or on holidays, please call

(212) 854-4131. The general fall and spring term hours for the bookstores on the Morningside campus are as follows:

Lion's Court Store

Monday–Thursday: 9:00 a.m.–7:00 p.m.
Friday: 9:00 a.m.–5:00 p.m.
Saturday–Sunday: 11:00 a.m.–5:00 p.m.

Amsterdam Avenue Store

Monday–Friday: 9:00 a.m.–5:00 p.m.
Saturday: 11:00 a.m.–5:00 p.m. (closed Sundays)

Health Sciences Campus

COLUMBIA-PRESBYTERIAN MEDICAL CENTER AUDUBON BOOKSTORE

Sandra Martinez, Bookstore Manager
3954 Broadway (between 165th and 166th
Streets), New York, NY 10032
(212) 923-2149
Fax: (212) 923-7539

The CPMC Audubon Bookstore carries required and recommended textbooks for Columbia medical courses as ordered by faculty. It also stocks academic supplies, imprinted items, clothing, academically priced software, and medical instruments. Mail and phone orders are available. Please be certain to purchase your course books

before midterms whenever possible, as the bookstore begins returning unsold textbooks to the publishers at this time.

The Bookstore accepts Barnes & Noble gift certificates, cash, checks, and credit cards (American Express, MasterCard, Visa, or Discover). Payment by check requires two forms of identification or a Columbia Card.

Return Policy

Textbook returns are accepted during the first two weeks of each semester (first week of Summer Sessions) and for three days from the date of purchase thereafter. All other items may be returned for three days from the date of purchase. Register receipts and identification are required to process returns. Please note that all items must be in new condition. Software and medical instruments are not returnable once they have been opened.

Bookstore Hours

Extended hours of operation are offered at the beginning of each term. For store hours between terms, please call (212) 923-2149. The general fall and spring term hours for the Bookstore are as follows:

Monday–Thursday: 9:00 a.m.–6:00 p.m.
Friday: 9:00 a.m.–5:00 p.m.
Saturday: 11:00 a.m.–4:00 p.m. (closed Sundays)

Photocopying and Printing Services

Morningside Campus

PRINTING SERVICES

106 Journalism, Mail Code 3841
(212) 854-3233
Fax: (212) 222-0193
E-mail: printsvcs@columbia.edu

Room 400, International Affairs Building
(212) 854-3797
Fax: (212) 864-2728

Columbia's on-campus copy centers offer various photocopying and printing services, including black and white copies (self-service, short turnaround jobs, high volume on Docutech); color copies; offset printing (stationery and custom work, brochures, flyers, posters, NCR forms); discount

supplies; laminating and mounting; artwork and computer posters (up to 18" x 24"); bindery services (comb, adhesive, or GBC; folding; numbering); confidential document destruction; fax transmission and reception; custom typesetting; and computer services (scanning, color laser printing, output). In addition, photocopy services are available in all libraries at Columbia. For information on the Libraries, see pages 40–45.

Health Sciences Campus

PHOTOCOPY CENTER

Health Sciences Library, Hammer Building,
Lower Level
(212) 305-6989
Fax: (212) 234-0595

The Health Sciences Library (HSL) provides photocopying services for its students. Eight Océ copy machines, two Konika copiers, a copy card dispenser, and a change machine are located in the Photocopy Center. COPICO and other non-HSL copy-cards cannot be used in these machines. The Photocopy Center offers additional services, including large-volume jobs, collating and stapling, black and white and color transparencies, and color copies.

Office of the Registrar

Morningside Campus

205 Kent Hall, Mail Code 9202
1150 Amsterdam Avenue, New York, NY 10027
(212) 854-4330
E-mail: registrar@columbia.edu
<http://www.columbia.edu/cu/registrar>

Health Sciences Campus

141 Black Building, New York, NY 10032
(212) 305-3992
Fax: (212) 305-1590
E-mail: sashes@columbia.edu

In addition to registration and record keeping, the Registrar's Office, together with academic departments and schools, reviews students' progress toward the completion of their degrees and certificates; posts degrees, honors, and grades on student records; and orders and distributes diplomas.

Registration

HOW AND WHEN STUDENTS REGISTER

Approximately 16,500 of Columbia's 20,000 students register for classes by telephone. The schools whose students register by telephone include:

- Columbia Business School
- Columbia College

- Fourth-year students of the College of Physicians and Surgeons
- Fu Foundation School of Engineering and Applied Science
- Graduate School of Architecture, Planning, and Preservation
- Graduate School of Arts and Sciences
- Programs in Occupational and Physical Therapy
- School of the Arts
- School of General Studies
- School of Public Health
- School of Social Work
- School of Nursing

The following schools do not register by phone, but in person or via other school-specific registration procedures:

- The American Language Program
- Columbia Law School
- First-, second-, and third-year students of the College of Physicians and Surgeons
- Graduate School of Journalism
- School of Dental and Oral Surgery
- School of International and Public Affairs

Registration dates are announced in advance of the upcoming semester. Generally, continuing students at the Morningside campus register in April for the fall, and in

November for the spring. New students register in August and September for the fall and in January for the spring. There is a two-week change-of-program period beginning on the first day of classes each fall and spring. Students at the Health Sciences campus follow school-specific registration periods.

REGISTRATION AND CLASS INFORMATION

The printed *Directory of Classes*, available at many University locations, contains the class offerings for the stated term. Students should also check the Registrar's Web site <http://www.columbia.edu/cu/registrar> for registration information and for the most up-to-date class listings, which are updated nightly. Students also should consult their school bulletin for class descriptions. School bulletins appear on the Web at <http://www.columbia.edu/cu/bulletin>. The *Directory* also contains complete registration instructions for each semester.

REGISTRATION HOLDS

Three outstanding obligations may prevent you from registering or changing your program if you have already registered:

- An outstanding student account balance for prior terms that exceeds \$1,000
- A Health Hold for measles, mumps, and rubella
- A Dean's Hold. Deans of your school can prevent you from registering if you fail to meet the academic requirements of your school or if you are no longer in good standing.

You may check to see if any holds have been imposed on your record by accessing <https://www.ais.columbia.edu/ssv> or by calling the Automated Telephone Inquiry System at (212) 854-6464, which requires a Social Security or Columbia Card number and a Registration PIN number.

If you have an outstanding student account balance, call (212) 854-4206 on the Morningside campus or (212) 305-3633 on the Health Sciences campus.



Columbia College, Class of 1898.

If you have a Health Hold, call (212) 854-7210 or (212) 854-3286 on the Morningside campus or (212) 795-4181 (ext. 115) on the Health Sciences campus.

NAME/SOCIAL SECURITY NUMBER CHANGES

If you wish to change how your name or Social Security number appears on your official University record, you must submit the Name Change Affidavit located on the back of the degree application form (available at the Registrar's Offices in Kent Hall or the Black Building). The affidavit must be notarized and filed by the application deadline dates if the change is to appear on your diploma or certificate. For information on how to change your address, see page 94.

Certifications

Morningside campus: (212) 854-7375
Health Sciences campus: (212) 305-3992

The Academic Certification is official documentation of your attendance and student status (full-time, part-time, or half-time) during your career at Columbia. The Certification is printed on security paper that has a blue border and bears a watermark of the University shield. It also bears the seal of the University and the signature of the University Registrar.

Your dates of attendance and your student status are listed by term. The information on the Certification includes:

- Your name (as it appears in your official University record)
- Your student identification number (Columbia Card or Social Security number)
- Your last known address (as it appears in the records)
- Your anticipated date of graduation (as it appears in the records)
- The school in which you are currently enrolled or last school attended
- Your program of study
- Your degree/certificate conferral date (if applicable)

There is no fee for this service. If you are placing a request in person, certification will be processed while you wait.

Certifications for attendance prior to 1982 are processed within two business days. Mail requests are also processed within two business days.

Note: If you have elected not to have any directory information released without your signed consent, no information will be released over the phone to a third party or employer. See "Policy on Access to Student Records" (Appendix B).

How to Get a Certification

1. By mail

Morningside Campus
Columbia University
Office of the Registrar
Mail Code 9202
1150 Amsterdam Avenue
New York, NY 10027

Health Sciences Campus
Columbia University
Office of the Registrar
650 West 168 Street, Box 45
New York, NY 10032

2. In person at the Office of the Registrar

Morningside Campus
205 Kent Hall

Health Sciences Campus
1-141 Black Building

Transcripts

Morningside campus: (212) 854-3221
Health Sciences campus: (212) 305-3992

The transcript is the official record of your course work and progress toward your Columbia degree and/or certificate. The transcript is printed on security paper that has a blue border and bears a watermark of the University shield. It also bears the seal of the University and the signature of the University Registrar.

Your courses and grades are listed by term. Some schools also display a GPA. The information on the transcript also includes:

- Your name (as it appears in your official University record)
- Your school and department affiliation
- Your degree/certificate program (if applicable)
- Your degree/certificate conferral date (if applicable)
- Honors earned (if applicable)

There is no fee for this service. Requests cannot be taken over the telephone, by fax, or via e-mail. Transcripts cannot be produced for anyone whose record has been blocked (for outstanding University obligations—tuition and fees, library holds, etc.). Transcript orders are processed within two business days.



Columbia College, Class of 1997.

How to Order Transcripts

1. Via the World Wide Web (current students only)
<http://www.columbia.edu/cu/students>

2. By mail

Morningside Campus
Columbia University
Office of the Registrar
Mail Code 9202
1150 Amsterdam Avenue
New York, NY 10027

Health Sciences Campus
Columbia University
Office of the Registrar
650 West 168 Street, Box 45
New York, NY 10032

3. In person or by proxy at the Office of the Registrar

Morningside Campus
205 Kent Hall

Health Sciences Campus
1-141 Black Building

The proxy must produce a signed statement from the student authorizing him/her to request the transcript on the student's behalf. The proxy must also have a photo ID.

Graduation and Diplomas

Morningside Campus
(212) 854-1454

Health Sciences Campus
(212) 305-3992

Columbia awards degrees and certificates four times a year—October, February, May, and June (June for Health Sciences campus only). To apply for a degree or certificate, all students pick up and file an application at their school or department. Doctoral and M.Phil. candidates should follow the specific instructions of the Dissertation Office, 107 Low Library.

Columbia College and Fu Foundation School of Engineering and Applied Science students pick up and file their applications directly at the Registrar's Office in Kent Hall. Dental and P&S students pick up and file their applications with the Registrar, 141 Black Building.

DEADLINES FOR DEGREE AND CERTIFICATE APPLICATIONS

August 1 for October 21, 1998, graduation

October 1 for February 10, 1999, graduation

December 1 for May 19, 1999, graduation and commencement ceremony

December 1 for June 30, 1999, Health Sciences only

Note: when a deadline for application falls on a weekend or holiday, the deadline moves to the next business day.

If you do not graduate and want to reapply for the next conferral of degree date, you must file a new application according to the above instructions for your school.

If you are applying for more than one degree/certificate, a separate application is required for each degree or certificate for which you apply, including dual-degree programs.

DIPLOMAS

Your name will be printed exactly as it appears on your transcript. Check your transcript, and if you find errors, contact the Registrar before you file the degree application. If you wish to change your name, you must submit the Name Change Affidavit located on the back of the degree application form. The affidavit must be notarized and filed by the application deadline dates.

LOST OR DESTROYED DIPLOMAS

201 Kent Hall, Mail Code 9202
(212) 854-3937

A lost or damaged diploma will be replaced for a \$75 fee when you submit a notarized affidavit and a letter stating the reason for the replacement. Whenever possible, we would like the damaged diploma returned. Please be aware that a replacement diploma is not the same as the original. The replacement diploma is printed with the original graduation date but with the current Dean and President's signatures.

COMMENCEMENT INFORMATION

The Commencement Office
202A Low Library, Mail Code 4310
(212) 854-4820
Fax: 854-6466
E-mail: commencement@columbia.edu
<http://www.columbia.edu/cu/ceremonies>

There is one commencement ceremony in May of each year for all October, February, May, and June graduates. Invitations and instructions will be mailed to you from your school.

Telephone Services

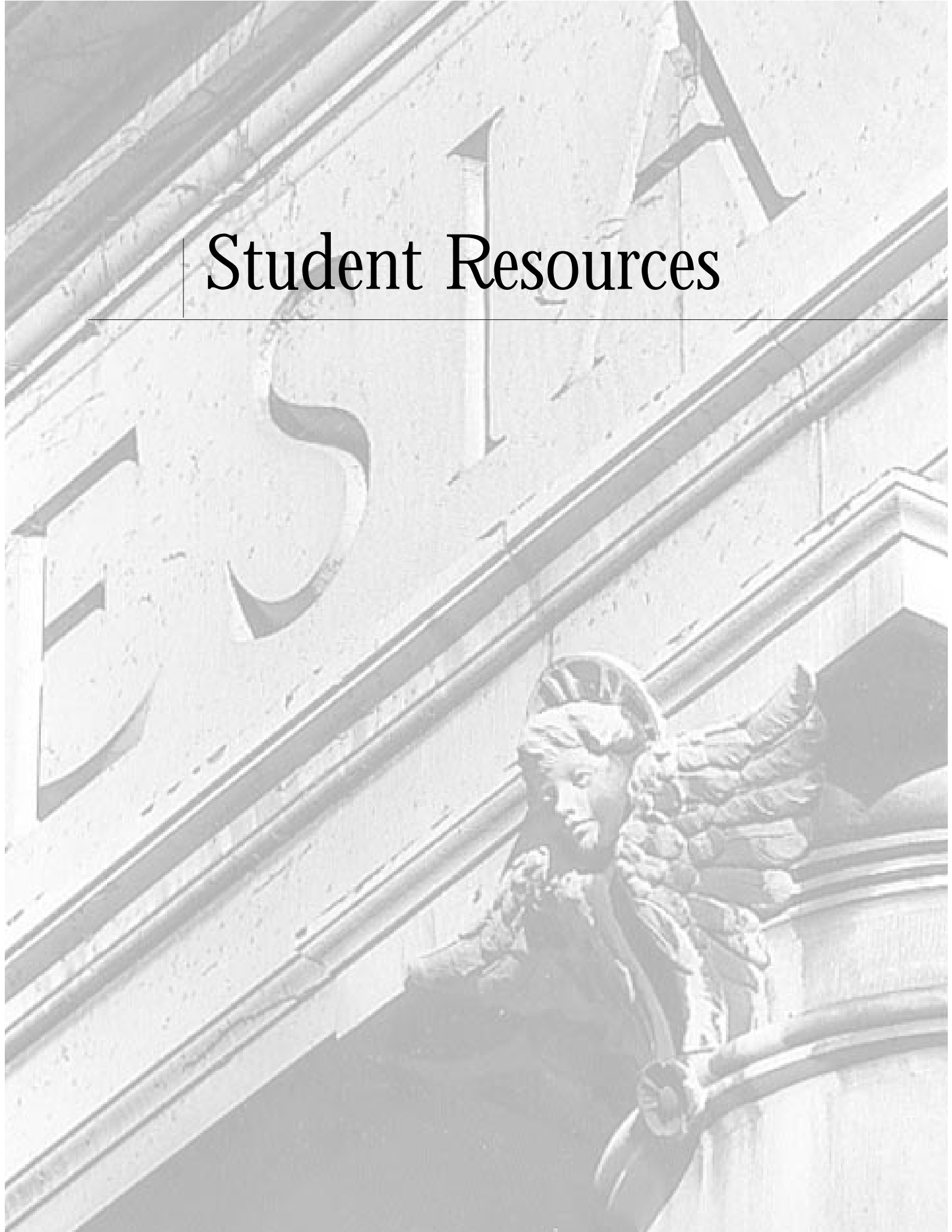
- Register for classes: (212) 854-8282 (does not apply to SIPA, ALP, Dental, Journalism, or Law students)
- Check registration appointments: (212) 854-4488 (does not apply to SIPA, ALP, Dental, Journalism, or Law students)
- Check courses and grades: (212) 854-7373
- Check holds: (212) 854-6464

World Wide Web Services

All Registrar Web services require a valid CUNIX e-mail ID and password.
<http://www.columbia.edu/cu/registrar>

- Check courses and grades
- Order your transcript for yourself or for another party
- Check holds
- Update your address

Student Resources



Career Services

Center for Career Services

Eileen Kohan, Executive Director
East Campus, Lower Level, Mail Code 5727
(212) 854-5497
Fax: (212) 854-5640
E-mail: ccs@columbia.edu
<http://www.cc.columbia.edu/cu/ccs>

The Center for Career Services (CCS) provides all Columbia students and alumni with services that enable them to identify and meet their career goals through job search assistance, job search skills development, and experiential learning.

The Center is organized into three divisions: Career Development, Employer Relations, and Experiential Education. The Career Development Division focuses on preparation for a career and provides assistance in making career decisions and developing the necessary skills to search for employment successfully. The Employer Relations Division coordinates on- and off-campus employment recruiting programs, organizes career fairs, develops full-time permanent opportunities, and disseminates this information to students. Experiential

Education develops internship and part-time opportunities to allow students to obtain experience in a career before graduation.

The Center also contains a Career Resource Center that provides a wealth of information on employers, graduate schools, study abroad programs, financial aid, and more. Books on self-assessment, job searching, resumes, cover letters, and interviewing may be used in its library. The Center's video and CD-ROM collections cover a broad range of topics from negotiating salaries to particular company profiles. A fax machine and computer are also available for student use.

All CCS brochures, job listings, recruiting schedules, and links to relevant Internet resources may be found on the CCS home page. Various state-of-the-art computer equipment and programs are also available at CCS.

Career Counseling

Students may choose to make an appointment to discuss a variety of career-related issues one-on-one with a career counselor. Such issues may include defining a career

path, exploring potential careers, finding an internship or summer job, developing job search strategies, and making the transition from college to a first job. The Strong Interest Inventory and Myers-Briggs Type Indicator are potentially useful assessment instruments that are available through consultation with a counselor. Counselors are also available during walk-in hours for quick questions, resume and cover letter critiques, or general advice.

Shadowing Program

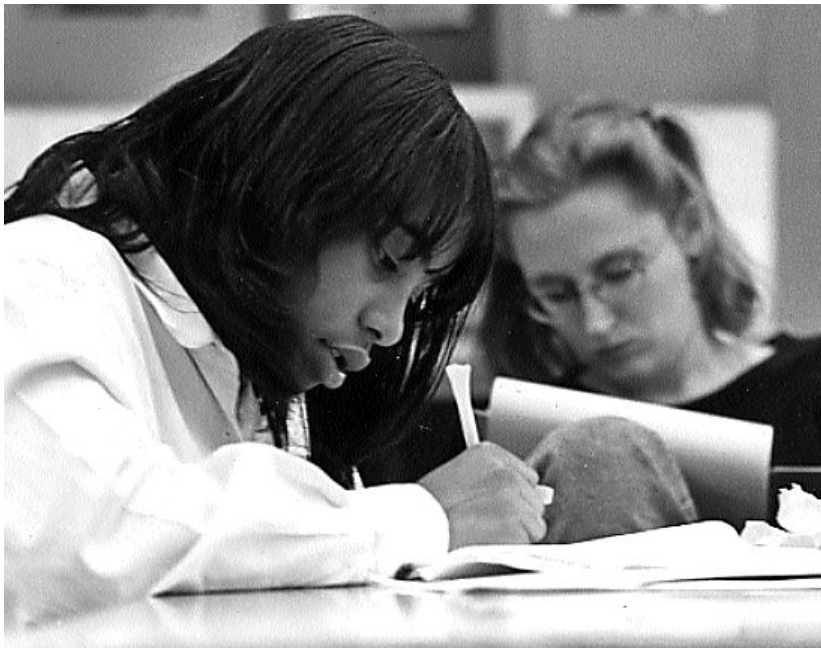
This program offers students a chance to explore careers through realistic workplace experiences with alumni. For a period of time during either the winter or spring breaks, a student may observe the alumnus's day-to-day activities, discuss the field, and provide limited assistance with projects or tasks as appropriate.

Services for Graduating Students

The Credentials Office maintains academic job openings and reference files (dossiers) for students. Dossiers are sent out for those seeking positions in teaching and educational administration in independent schools, colleges, and universities. In addition, workshops addressing the issues involved in both academic and nonacademic job searches for graduate students are offered throughout the year.

Workshops

A variety of workshops are offered throughout the academic year. The Thursday Evening Career Series brings in panels of alumni to discuss various career fields. Mock Interview Day offers students the opportunity to experience the interview process and receive feedback from alumni working in the field. The Business Etiquette Dinner provides instruction (and dinner) on proper behavior at business functions. Other workshops cover such topics as job search, interview tips, internship search, and resume writing.



Student (front) with tutor.

Electronic Recruiting

The Electronic Recruiting Program is the most technologically advanced in the country. Graduating students may review available opportunities, research participating organizations' Web sites, submit resumes, and sign up for interviews from their home computers or from conveniently located computer labs around campus.

On-Campus Recruiting Program

Over 350 employers participate in the On-Campus Recruiting Program, visiting the Center throughout the year to conduct

over 3,500 interviews with students for employment after graduation. Many employers hold late afternoon and early evening sessions, which offer students more information about the employers in an informal setting before the on-campus recruiting visit.

Off-Campus Recruiting Program

The Off-Campus Recruiting Program is composed of a diverse group of over 500 employers representing such fields as advertising, publishing, law, public relations, and arts management. Employers in the public and not-for-profit sectors are also well represented.



Story Musgrave, College of Physicians and Surgeons Class of 1964 and former astronaut, preparing for lift-off. Musgrave has spent 1,281 hours in space on six space shuttle flights.

Additional Career Resources for Graduate and Professional Students

ARCHITECTURE	Jobs are posted on the fourth and sixth floors of Avery; there is also a job book in 400 Avery.
ARTS	Student Affairs, 305 Dodge, (212) 854-2133; an internship/job book is also available in this office.
ARTS AND SCIENCES	Contact individual departments of academic instruction.
BUSINESS	Career Services, 206 Uris, (212) 854-5471
GRADUATE ENGINEERING AND APPLIED SCIENCES	Contact individual departments of academic instruction.
INTERNATIONAL AND PUBLIC AFFAIRS	Career Services, 1408 International Affairs, (212) 854-4613
JOURNALISM	Career Services, 704A Journalism, (212) 854-3861
LAW	Career Services, 2nd and 3rd floors of Greene Annex, (212) 854-2683
SOCIAL WORK	Career Development Center, 302 McVickar, (212) 854-3843
DENTAL AND ORAL SURGERY	Alumni Relations and Special Projects, 630 West 168th Street, (212) 305-6881
PHYSICIANS AND SURGEONS	Student Affairs, P&S Building, Room 401, (212) 305-3806
NURSING	Student Affairs, Georgian Building, Room 115, (212) 305-5756
PUBLIC HEALTH	Student Support and Career Services, 617 West 168th Street, (212) 305-3803
OCCUPATIONAL THERAPY/ PHYSICAL THERAPY	710 West 168th Street, (212) 305-3781

Student Employment

Columbia Student Enterprises (CSE)

Columbia Student Enterprises (CSE) is a nonprofit activity sponsored by and located in the Center for Career Services. CSE provides the University community with products and services and offers students the opportunity to manage an established business or start a new one. Entrepreneurs interested in launching a business must submit a business plan; if the plan is approved, CSE provides students with numerous support services for its operation. CSE businesses also offer a variety of employment opportunities such as bartending, newspaper delivery, tutoring, translating, and writing.

Federal Work-Study Program

The Federal Work-Study Program is a federally funded employment program for students who qualify for financial assistance. Students who are U.S. citizens or have permanent residence status should verify their eligibility with their financial aid officer

before contacting employers. Part-time jobs during the academic year and full-time jobs during the summer include positions in many University departments on campus. Many work-study positions complement students' academic interests. Students must submit payroll documents to 207 Philosophy Hall before beginning work. For more information on the Federal Work-Study Program and other ways to finance your Columbia education, see pages 56–59.

Student Employment at the Health Sciences Campus

Health Sciences Housing Assignment Office
Bard Hall, 50 Haven Avenue
(212) 304-7000
Fax: (212) 544-1900

Students interested in part-time and full-time employment while attending Columbia should contact the Center for Career Services on the Morningside campus.

The Health Sciences Housing Assignment Office conducts interviews for Graduate Resident Adviser positions in Bard Hall or the Georgian. These interviews begin in March for the following



year. Part-time positions are also available for certified lifeguards, aerobics instructors, and cage/front desk attendants at the Bard Athletic Center. All inquiries should be directed to the Health Sciences Housing Assignment Office. For other employment opportunities at the Health Sciences campus, contact your Student Affairs Office.

Student Financial Services

Morningside Campus

Columbia University
210 Kent Hall, Mail Code 9206
1140 Amsterdam Avenue, New York, NY 10027
(212) 854-4206
<http://www.columbia.edu/cu/sfs>

Health Sciences Campus

Columbia University
1-141 Black Building
650 West 168th Street, Box 45, New York, NY 10032
(212) 305-3633

Student Accounts

The Student Account is a record of the charges and credits that occur during your registration at Columbia University.

Charges may include tuition, room, meals, health services, and other fees. Credits may include financial aid, personal payments, non-University loans, payment plan, and other payments.

Payment is due by the due date listed on the first Student Account Statement that is sent to your billing address before the beginning of each term or, for late admits who do not receive a Statement before the term begins, during the registration period. The first Student Account Statement will list anticipated charges and credits. Subsequent Statements will be produced for any new charges or credits or if a balance remains on your account. You should contact your financial aid office if you are expecting any

additional funds that do not appear as actual or anticipated credits on your Statement. See the *Columbia Guide to Fees and Payments 1998–99* for more information.

Financing Your Columbia Education

Columbia administers federal, state, institutional, and private programs to help students pay for their educational expenses. Students should contact their financial aid office to receive information on how to apply for the various funds. In addition, Student Financial Services on the Morningside campus or Student Account Services

Help and Information

STUDENT ACCOUNT INQUIRIES

WORLD WIDE WEB:	http://www.columbia.edu/cu/students
AUTOMATED TELEPHONE SYSTEM:	(212) 854-8300 (requires a Social Security number and PIN)
E-MAIL:	sfs@columbia.edu (Morningside campus) sashs@columbia.edu (Health Sciences campus)
IN PERSON:	210 Kent Hall (Morningside campus) 1-141 Black Building (Health Sciences campus)
TELEPHONE:	(212) 854-4206 (Morningside campus) (212) 305-3633 (Health Sciences campus)

CHECKING THE STATUS OF FEDERAL STAFFORD AND PLUS LOANS TO BE CREDITED TO YOUR STUDENT ACCOUNT

AUTOMATED TELEPHONE SYSTEM:	(212) 854-8300 (requires a Social Security number and PIN)
IN PERSON:	210 Kent Hall (Morningside campus) 1-141 Black Building (Health Sciences campus)
TELEPHONE:	(212) 854-4206 (Morningside campus) (212) 305-3633 (Health Sciences campus)

REQUESTING A REFUND (CREDIT BALANCES ON YOUR STUDENT ACCOUNT)

WORLD WIDE WEB:	http://www.columbia.edu/cu/students
AUTOMATED TELEPHONE SYSTEM:	(212) 854-8300; if you have a credit balance, select option #1, then request refund (requires a Social Security number and PIN).
IN PERSON:	210 Kent Hall (Morningside campus) 1-141 Black Building (Health Sciences campus)
TELEPHONE:	(212) 854-4206 (Morningside campus) (212) 305-3633 (Health Sciences campus)

CHECKING FOR STUDENT ACCOUNT HOLDS

WORLD WIDE WEB:	http://www.columbia.edu/cu/students
AUTOMATED TELEPHONE SYSTEM:	(212) 854-6464 (requires a Social Security number and PIN).
IN PERSON:	210 Kent Hall (Morningside campus) 1-141 Black Building (Health Sciences campus)
TELEPHONE:	(212) 854-4206 (Morningside campus) (212) 305-3633 (Health Sciences campus)

PAYING YOUR STUDENT ACCOUNT

BY MAIL: Checks, money orders (only)	Columbia University Lockbox P.O. Box 19007 Newark, NJ 07195-9007
IN PERSON: Cash, money orders, traveler's checks, personal checks, MasterCard, or Visa	Cashier's Office 210 Kent Hall (Morningside campus) 127 Black Building (Health Sciences campus)
BY FAX: Master Card and VISA	Fax authorization to: (212) 854-1539 (Morningside campus) (212) 305-7973 (Health Sciences campus) Include with your authorization the following: Student's name and Social Security number; credit card number and expiration date; amount to be charged; and cardholder's name, signature, and daytime telephone number.
WIRE TRANSFERS:	Chase Manhattan Bank 2900 Broadway New York, NY 10027 Account number 091006341 ABA number 021000021 Student's name and Social Security number must accompany wire transfer.

Financial Aid Offices

School	Phone	E-mail
MORNINGSIDE CAMPUS		
ARCHITECTURE	(212) 854-7040	cufas@cuvmc.ais.columbia.edu
ARTS	(212) 854-7040	cufas@cuvmc.ais.columbia.edu
BUSINESS	(212) 854-4057	
COLUMBIA COLLEGE	(212) 854-3711	ugrad-finaid@columbia.edu
CONTINUING EDUCATION AND SPECIAL PROGRAMS	(212) 854-7040	cufas@cuvmc.ais.columbia.edu
ENGINEERING, GRADUATE	(212) 854-7040	cufas@cuvmc.ais.columbia.edu
ENGINEERING, UNDERGRADUATE	(212) 854-3711	ugrad-finaid@columbia.edu
GENERAL STUDIES	(212) 854-7040	cufas@cuvmc.ais.columbia.edu
GRADUATE SCHOOL OF ARTS AND SCIENCES <i>(except Biomedical Sciences at the College of Physicians and Surgeons)</i>	(212) 854-3808	
INTERNATIONAL AND PUBLIC AFFAIRS	(212) 854-7040	cufas@cuvmc.ais.columbia.edu
JOURNALISM	(212) 854-7040	cufas@cuvmc.ais.columbia.edu
LAW	(212) 854-7730	
SOCIAL WORK	(212) 854-2867	
HEALTH SCIENCES CAMPUS		
DENTAL AND ORAL SURGERY	(212) 305-4100	
GRADUATE SCHOOL OF ARTS AND SCIENCES <i>(Biomedical Sciences only at the College of Physicians and Surgeons)</i>	(212) 305-8058	
HUMAN NUTRITION	(212) 305-4808	
NURSING	(212) 305-8147	
OCCUPATIONAL THERAPY	(212) 305-5266	
PHYSICAL THERAPY	(212) 305-5266	
PHYSICIANS AND SURGEONS	(212) 305-4100	
PUBLIC HEALTH	(212) 305-4113	

on the Health Sciences campus can assist students with information on payment plans, private loan programs, and other sources of aid. For details, consult the *Columbia Comprehensive Educational Financing Plan* available at Student Financial Services or your financial aid office.

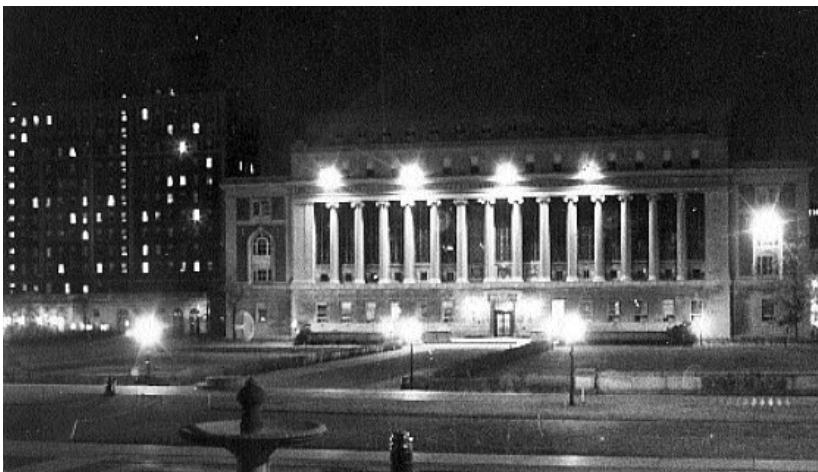
FEDERAL STAFFORD LOANS (SUBSIDIZED AND UNSUBSIDIZED) AND FEDERAL PLUS LOANS

Federal Stafford and PLUS Loans will be automatically credited to your Student Account if your funds are electronically transferred to Columbia by your lender. Otherwise, your lender will send a check to Columbia, which must be endorsed before the funds are applied to your Student Account. Federal PLUS Loan checks require a parent endorsement before the funds may be applied to a student's account. Please consult the "Help and Information" section for information on our automated telephone system, which allows you to check the status of your federal loan funds.

FEDERAL WORK-STUDY AND OTHER JOBS

<http://www.columbia.edu/cu/jobs>

Jobs are listed on the Web or at the Center for Career Services. Federal Work-Study jobs are available only to students who are awarded funds by their school financial aid office. Once you are employed, you are paid by check for the hours you work. A Federal Work-Study award is not credited to your Student Account.



PAYMENT PLAN

Columbia University provides a payment plan that allows you to pay educational costs in equal monthly installments. Contact America's Tuition Plan at (800) 348-4607.

PRIVATE LOAN FUNDS

Private loans (such as those that are part of the *Columbia Comprehensive Educational Financing Plan*) are payable to the student and are sent to Columbia for distribution. Parent loans are payable to the parent and are sent directly to the parent.

STIPENDS

Stipend checks are disbursed to students based on the dates selected by the Financial Aid Office. These checks are available from the Cashier's Office during or after

registration upon presentation of a valid Columbia Card for the appropriate term.

TUITION EXEMPTION

The credit will appear on your student account after the Application for Tuition Exemption is filed with Student Financial Services. This should be done by the end of the Change of Program period each term.

Did You Know . . . ?

As part of President Clinton's *America Reads* initiative, Columbia received almost \$200,000 dollars enabling Work-Study students to teach literacy.

Personal Finances

CITIBANK

Columbia University has recently selected Citibank to provide various banking and financial services to students. Special features of this program include student checking with no minimum balance, for a \$3.00 monthly fee, or free checking with no monthly service charge if you use Direct Deposit to deposit your paycheck. You may bank

online from your computer using Citibank's free PC banking service, Direct Access®, and have a private line to all account information from any telephone with CitiPhone Banking®. You also have the convenience of 24-hour banking with the two Citibank ATMs located in Carman Hall on the Morningside campus. For more information, please visit the on-campus Citibank Service Center, also in Carman Hall.

COLUMBIA-BARNARD FEDERAL CREDIT UNION (CBFCU)

112A Low Memorial Library, Mail Code 4311
Columbia University, New York, NY 10027
(212) 854-8228
CBFCU@columbia.edu
<http://www.columbia.edu/cu/cbfcu>

The Columbia-Barnard Federal Credit Union (CBFCU) is a not-for-profit, cooperatively owned financial institution. It is one of the few student-managed credit unions remaining in the nation, and one of only two student credit unions in the Ivy League. CBFCU received its federal charter from the National Credit Union Administration (NCUA) on March 23, 1988. The goal of CBFCU is to provide full-service, convenient banking for the Columbia and Barnard communities, including students, faculty, administration, staff, and alumni. CBFCU provides an alternative approach to commercial banking by offering personalized financial services below market costs. Each account is insured up to a maximum of \$100,000 by the NCUA.

Membership

All that is required to open an account at CBFCU is payment of the \$10 lifetime membership fee and a \$10 minimum savings balance.

CBFCU members enjoy many of the privileges associated with owning stock in a company. Membership entitles participants to have a voice in the governing of the credit union and earns them dividends on their savings accounts. In addition to the low minimum balance for savings accounts,

CBFCU offers checking accounts that allow members to write an unlimited number of checks per month with no fee and five free ATM transactions, provided that the member maintains the minimum balances required for each of these accounts. Other services include:

- Low-priced money orders and cashier's checks
- Incoming and outgoing wires
- Savings bonds
- Traveler's checks
- Low interest loans

Internships at CBFCU

CBFCU is staffed and managed solely by its members on a volunteer basis. As such, these interns, currently all undergraduates, gain experience in fields such as credit, investment, accounting, operations, marketing, legal issues, and the management of a successful financial institution. Under the auspices of a member-elected board of directors, CBFCU volunteers are exposed to every aspect of managing a business. Interns also have an opportunity to consult with a board of advisers composed of prominent business leaders and bankers in the area, as well as professors, administrators, and alumni.

ATMS ON CAMPUS

Morningside Heights Campus

John Jay Hall—Entrance lobby
Barnard College—Barnard Hall lobby
Teachers College—Main Hall Student Lounge (basement)

The Interchurch Building—Entrance lobby
Carman Hall—First floor (near mailboxes)

Health Sciences Campus

Presbyterian Hospital—First floor, 168th Street entrance
Harkness Pavilion—Second floor
Milstein Hospital—Second floor

UNIVERSITY CHECK CASHING SERVICE

The Payroll Check Cashing Van is located outside the 200 level of the Dodge Physical Fitness Center at the Morningside campus every other Wednesday (on payday) from noon to 2:00 p.m.; every Thursday from 2:30 p.m. to 4:30 p.m.; every Friday from noon to 2:00 p.m.; and on the last workday of each month from 12:30 p.m. to 1:30 p.m. Student employees of the University may cash their Columbia checks upon presentation of a valid Columbia Card.

Disability Services

Dr. Lynne M. Bejoian, Director
Janette Lawrence, Program Coordinator
305 Low Library, Mail Code 4322
(212) 854-2388 (Voice/TDD)
Fax: (212) 854-3448
E-mail: disability@columbia.edu

Columbia is committed to serving the needs of students with disabilities. The University Office of Disability Services coordinates services for students with permanent or temporary disabilities in order to assist these students in realizing and maximizing their academic and personal potential. Disability Services works in conjunction with each of Columbia's Schools to support their individual academic programs and standards. Each School

designates a liaison officer for Disability Services. A list of current School liaison officers is available from Disability Services.

The Office works with students and their Schools to develop individualized accommodation strategies that address disability needs and meet academic expectations. Students' accommodations are based on their academic program and may include: adaptive computer equipment, taped texts, alternative testing arrangements, readers, note takers, sign-language interpreters, amanuenses/scribes, and other aides. The Office provides auxiliary aids and adaptive equipment for student use. These include tape recorders, a manual wheelchair, a TDD/TYY telecommunication device for

persons with hearing disabilities, adaptive computers, and an FM amplification system.

Obtaining Services

Students must register with University Disability Services before any services can be provided or accommodations can be considered. The registration process involves submission of a Disability Self-Identification Form, a signed Release Form, and current and comprehensive medical or diagnostic documentation. Medical documentation should include diagnosis, duration (if temporary), limitations, and any recommendation for accommodations. In cases involving students with learning

disabilities, appropriate documentation should be no more than five years old and must include a report summary and complete test battery scores.

To allow sufficient time for review of needs and implementation of accommodations, students with disabilities are encouraged to contact Disability Services upon acceptance to discuss their specific disability needs and plan any academic accommodations that may be necessary. Students are encouraged to register their disability with the Office regardless of their need for services. Often students may not desire assistance at the time of entrance to Columbia, but as they progress academically, they may have the need for support or services. Therefore, early registration with the Office is essential. Disability Identification and Release Forms are available at the Office. Confidentiality is a priority.

Once registration is complete, the Office will be in touch with the student and the designated liaison within each School to develop and implement the necessary and appropriate academic accommodations.

Computer Equipment for Persons with Disabilities

There is a variety of equipment available in the Libraries to facilitate access to the collections for persons with disabilities. College Library (Butler, Room 225) and Lehman Library each has a PC with Vista screen magnification and ScreenPower speech synthesizer; Butler Reference has a PC with Vista screen magnification, ScreenPower speech synthesizer, and a braille printer; the Business Library has a TeleSensory print enlarger. The Law

Library has available to Law School students a Kurzweil reading machine, a portable braille, and a room for visually impaired students to listen to tapes or live readings.

Campus Accessibility Information

ACCESS/COLUMBIA, an accessibility guide and accompanying map outlining Columbia's Morningside campus buildings and facilities, is available at Disability Services. The University recognizes that accessibility to buildings may change or become difficult under special circumstances and endeavors to alert students to any access difficulties as they arise. Members of the University community are encouraged to report any difficulties or obstacles to Disability Services.



COLUMBIA CARD ACCESS AND ACCESS KEYS

Ramps, elevators, chairlifts, and tunnels provide access to the various levels of campus and its buildings. Access keys may be obtained from Disability Services. Also, Disability Services works with the Security Department in issuing card access to authorized persons with disabilities. Access to the various levels of the Morningside campus may be achieved in a number of different ways.

To Upper Campus:

- Via Dodge Gate and elevator at northwest College Walk (authorization for access and key needed). This elevator also allows direct access to Dodge, Lewisohn, Mathematics, and Havemeyer Halls via tunnel.
- Via Kent elevator through entrance at northeast College Walk during building business hours.
- Via Schapiro Engineering Center entrance at 120th Street. Provides elevator to upper campus level.
- Via 119th Street and Amsterdam Garage entrance through Schermerhorn Extension. Provides chairlift to level 1, then take elevator to level 6, next take chairlift to main entrance (access key needed). If entering by car to garage, you have access via elevators to upper campus level.

To Lower Campus (South Field):

- Via ramp from College Walk beside the School of Journalism building.

To Buildings East of Amsterdam Avenue:

- SIPA (School of International and Public Affairs): Enter from 118th Street to lobby elevators. For access to Altschul Auditorium, enter 116th Street/Greene Hall entrance.
- Greene Hall (Law School): Enter from 116th Street to lobby elevators.
- East Campus Dormitory: From 116th Street, enter via Wien Courtyard, proceed north, then east to the magnetic card access entrance. Authorization is needed from University Residence Halls: contact (212) 854-2777.

Other Resources

A complete listing of Library and Academic Computing services for persons with disabilities is available at both the Disabilities Office and the University Libraries.

ACADEMIC INFORMATION SYSTEMS (ACIS)
Sheila Kieran-Greenbush, Coordinator of
Computing for Persons with Disabilities
(212) 854-3483
sheila@columbia.edu

UNIVERSITY LIBRARIES
Curtis Kendrick, Director of Access
Services
(212) 854-2245

BARNARD COLLEGE OFFICE FOR
DISABILITY SERVICES
Susan Quinby, Director
(212) 854-4634
squinby@barnard.columbia.edu
ods@barnard.columbia.edu
http://www.barnard.columbia.edu/ods

TEACHERS COLLEGE SERVICES FOR
STUDENTS WITH DISABILITIES
Richard Keller, Director
(212) 678-3689
rmk21@columbia.edu

Health Services

Morningside Campus

COLUMBIA UNIVERSITY HEALTH SERVICE

Richard Carlson, M.D., M.B.A.,
Executive Director
(212) 854-2281
John Jay Hall, Mail Code 3601

Emergencies

Ambulance (CAVA): x99 or (212) 854-5555

Doctor/Nurse on call (evenings and nights
September 1–May 31): (212) 415-0120

Security: x99 or (212) 854-5555

St. Luke's Emergency Room: (212) 523-3335

St. Luke's Psychiatric Emergency Room:
(212) 523-3347

General information: (212) 854-2284

All medical/clinic appointments: (212) 854-2284

All medical insurance questions (including
claims): (800) 859-8471

Health Education programs: (212) 854-5453

Health Service eligibility and fees: (212) 854-7210

Health Service enrollment and MMR immunization
compliance: (212) 854-7210

Immunization questions: (212) 854-7210

Telephone Advice Nurse (Monday–Friday
8:30 a.m.–4:00 p.m.): (212) 854-4543

Women's Health information: (212) 854-4499

E-mail: health@columbia.edu
<http://www.columbia.edu/cu/health>

The Health Service offers medical care, counseling, health education, and information to help you stay healthy and productive. An experienced staff of nearly 100 individuals supports the Service's comprehensive range of programs. Treatment, counseling, or support in the Primary Care, Women's Health, Counseling, and Health Education Divisions is offered free or at nominal charge to students who have paid the Health Service Fee. This fee is mandatory for all full-time students and students living in University housing.

Health Service Fee

The Health Service Fee, which is separate from the charge for Health Insurance, covers programs and services provided by the Health Service. Health Service fees and periods of coverage are as follows:

Fall 1998—\$205

September 1, 1998–January 19, 1999

Spring 1999—\$205

January 20, 1999–May 31, 1999

Summer Extension—\$120

June 1, 1999–August 31, 1999

What the Health Service Offers

Primary Care

Primary Care is the division of the Health Service that provides you with urgent,

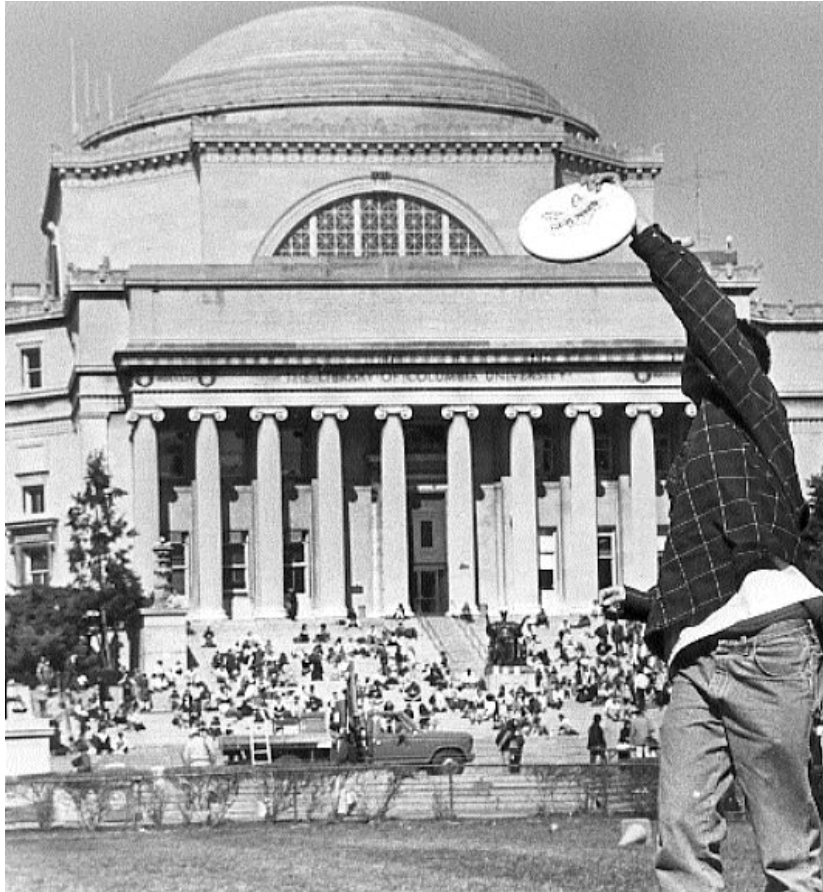
routine, and follow-up medical care, as well as easy access to tests, the administration of immunizations, and the monitoring of certain health conditions. Our Wellness and Self-Care Programs emphasize ways in which you may better care for yourself and maintain a healthy living style while at school. A dental program supported by Columbia's School of Dental and Oral Surgery offers students a nominally priced preventive care program near campus.

Women's Health

The Women's Health Care Service provides both well-woman care and care for women with health problems. This clinic places an emphasis on empowering women by teaching self-care and self-examination techniques. The Service is staffed by nurse practitioners, physicians, and ambulatory care nurses. Referrals are made for consultations and ongoing care with gynecologists both within and outside the Service.

Counseling and Psychological Services (CPS)

A professional staff of psychologists, psychiatrists, and social workers is available to discuss various concerns that may include problems in relationships; feelings of anxiety or depression; concerns about sexuality; questions about career direction; difficulty concentrating or completing academic work; sleep difficulties; alcohol and other



substance abuse; and concern with body weight and eating.

Health Education

Central to the mission of the University Health Service is the provision of health education for the campus. The function is undertaken by all providers at the Health Service, but particularly by those in the Health Education Program. Professionals provide educational programs on a variety of health issues. These include:

- Stress and time management
- Alcohol and other drugs
- Sexual decision-making and safer sex
- Assertiveness skills
- Nutrition and weight management
- Body image and eating disorders
- Contraception and sexually transmitted diseases.

In addition, Health Education sponsors special events, such as Safer Sex and Alcohol Awareness weeks and Wild and Sober parties. A newsletter is published

regularly, and health information brochures are available at the Health Service and in pamphlet racks at the Dodge Physical Fitness Center, the Office for Fraternities and Sororities, and in many other locations.

Another Health Education service is the interactive health question and answer program GO ASK ALICE! on the Web (<http://www.goaskalice.columbia.edu>) and ColumbiaNet, which provides students free and anonymous answers to questions they may have on various issues. Health Education staff and the providers of the Medical and Psychological Services assist with researching and answering students' questions.

Help at Night

(212) 415-0120 (answering service)

From September through May, when the Health Service is closed and you have a problem that cannot wait until the Health Service is open, a doctor or nurse is on call to give you urgent medical advice over the telephone. Students are requested to use

this service appropriately and to call in case of urgent need only. Calls received after 11:00 p.m. will generally be handled by a hospital-based physician on call with the Health Service.

Support for Survivors of Sexual Violence and Relationship Abuse

Rape Crisis/Anti-Violence Support Center
123 Brooks Hall (Barnard Quad)
Peer Counselors: (212) 854-4366
Peer Advocates: (212) 854-WALK (9255)

Trained and certified Peer Counselors and Peer Advocates are available to provide students with confidential and anonymous counseling, referrals, and information regarding recent or past incidents. Peer Advocates are available for 24-hour crisis intervention, information, and advocacy regarding criminal justice or University compliant procedures.

Students who need immediate medical assistance are encouraged to seek treatment at the St. Luke's Emergency Room. St. Luke's Crime Victim Treatment Center Advocates are always available to accompany and inform victims about medical and complaint procedures. A complete listing of resources for victims who need immediate assistance appears on page 122.

HIV Concerns and Counseling

Information: (212) 854-4543
Appointments for HIV Test Counseling:
(212) 854-2284 (press 2)

Anyone concerned about HIV issues may receive confidential counseling, treatment, and referral at the Health Service. To discuss what is currently known about AIDS, what may be done to prevent infection,



Ask Alice

"Go Ask Alice!" has received worldwide recognition and gets more than half-a-million visitors a week—prompting a book and national syndication.

and the HIV antibody test or to arrange mandatory counseling before testing, students should call the Health Service to set up an appointment with a staff nurse or Gay Health Advocate.

Students who are HIV-positive may choose to be seen at the Health Service for counseling and HIV primary care. Tests and referrals, for the symptom-free as well as for those with AIDS, may also be made through the clinic. Records are confidential, and baseline testing is done at no cost to the patient.

Gay Health Advocacy Program (GHAP)

Laura Pinsky, Program Coordinator
(212) 854-7970

The Columbia Gay Health Advocacy Program (GHAP) provides the entire Columbia community with up-to-date information on AIDS, gay health concerns, counseling for HIV-antibody testing, and support groups for students.

Measles, Mumps, and Rubella

Vaccine information: (212) 854-7210

New York State law generally requires all students to demonstrate protection against measles, mumps, and rubella before registering for or continuing in classes. Protection may be demonstrated by showing antibody-test evidence of having had measles, mumps, and rubella or by having had two measles shots with live vaccine after your first birthday and one shot each for mumps and rubella. A history of having had measles and/or mumps sent by a doctor or nurse is also acceptable; histories of rubella are not. Students who have attended elementary or high school in the United States may be able to receive credit for one measles immunization by documenting such attendance. The Health Service offers vaccinations at cost before and during registration. Call the Health Service for information about shots and antibody tests.

Notes and Excuses

The Health Service policy on notes and excuses is to write them when specifically required by a dean or professor and only for students who have actually been seen at the Service. If you can work things out with your professors or dean without a note, you should do so.



Student Health Insurance Plan

The Student Health Insurance Plan offers reasonably priced medical benefits that have been designed to supplement the health care available at the Health Service in John Jay. Together the Health Insurance and the Health Service provide you with access to general, specialty, or emergency care whenever required. Enrollment in the insurance plan provides you with prescriptions, consultations, long-term counseling,

allergy testing, x-rays, outside laboratory tests, and dental and eye care. As a full-time student you are required to enroll in the Student Health Insurance Plan administered by Chickering Claims Administrators, Inc., or waive the plan by showing proof of a comparable level of insurance coverage.

The Health Insurance Plan offers you a choice of two plans:

Basic coverage provides you with a maximum of \$25,000 coverage per accident or sickness and is required unless a student can waive the plan by showing proof of comparable coverage. Catastrophe Coverage to an aggregate maximum of \$250,000 is included.

Comprehensive coverage considerably enhances the benefits available through the Basic Plan. You may elect enhanced Accident and Sickness Coverage under this plan. Catastrophe Coverage is available to an aggregate maximum of \$1,000,000. Additional benefits such as limited dental coverage and low co-payments are in this plan.

Health Insurance costs and the periods of coverage are as follows:

FALL TERM 1998

September 1, 1998–January 19, 1999

(Deadline to enroll, waive, or upgrade: September 21)

Basic \$295

Comp \$376

SPRING TERM 1999

January 20, 1999–Aug 31, 1999

(Deadline to enroll, waive, or upgrade: February 1)

Basic \$420

Comp \$535

A single enrollment/waiver/upgrade form is sent to all students by early summer. This form may also be obtained by calling Chickering Claims Administrators, Inc. All upgrades and waivers must be submitted within the specified enrollment period. If you upgrade or waive your Student Medical Insurance for the 1998 Fall Term, the waiver or upgrade will be automatically carried forward into the 1999 Spring Term.

Students in the following categories may waive the Basic Plan of Health Insurance by completing a waiver form: Matriculation and Facilities, Extended Residence, Defense Fee, M.F.A. Research, and Executive Program students, and those whose course of study requires them to spend all their time away from the University. If you have not been charged the Health Service Fee and wish to enroll in the Health Service, you must come to the Health Service

Enrollment Office on the 3rd level of John Jay Hall or call (212) 854-3286. You will be asked to specify your medical insurance coverage.

Part-Time Students

In order to enroll in the Basic or Comprehensive Medical Insurance, you must complete an enrollment form and pay the Health Service Fee. The appropriate charges will be added to your Student Account Statement.

Dependent Coverage

Eligible students who enroll in the Health Insurance Plan may also enroll their eligible dependents in the Basic Plan. Eligible dependents include:

- The insured student's lawful spouse/same-sex partner residing with the student.
- The insured student's unmarried children (including stepchildren and foster children) under the age of 19.

Information and enrollment forms for dependents will be available at the Health Service or through Chickering.

Health Sciences Campus

STUDENT HEALTH SERVICES

Wylie Hembree, M.D.

E-mail: wch2@columbia.edu

Jing Tian, Business Manager

E-mail: jt159@columbia.edu

60 Haven Avenue, Tower 1

(212) 795-4181

Fax: (212) 305-8678

MMR/Enrollment fax: (212) 795-9628

The Student Health Service is a program of services designed to provide high-quality, accessible medical care for enrolled Health Sciences students and their families. The program of services includes on-site primary, specialty, and subspecialty care and a referral physician network within Columbia-Presbyterian Medical Center. This student health program, supported by the Student Health Service Fee, covers only those services approved by and coordinated through the Student Health Service, except for the Blue Cross Hospitalization policy, which is self-funded. No insurance billing is required. Group hospitalization insurance is available to enrolled students. Information regarding the service, its facilities, enrollment, and

insurance is detailed in brochures available at the Enrollment Office of the Health Service, Tower 1, Apartment 3E (212) 795-4181, x114, and at registration.

A clinical nursing staff is available during all facility hours for primary care and to triage urgent or emergency care. Internists are available on a first-come first-served basis daily from 12:30 p.m. to 1:30 p.m. or by appointment from 5:30 p.m. to 7:00 p.m. Appointments are necessary for obstetrics/gynecology, orthopedics, dermatology, travel, and medical subspecialties.

Student Medical Insurance

If you are a full-time student, you are required to have Student Health Medical Insurance and Hospitalization Insurance coverage. You must enroll with Student Health Services and will be assessed appropriate fees for individual coverage. In addition, two-person and family coverage is available.

If you are registered in one of the following categories you are encouraged, but not required, to enroll in the Student Health Service:

- Students registered half or part time
- Postdoctoral fellows and clinical fellows, full time and part time
- Dependents of enrolled students and those of postdoctoral and clinical fellows

Full-time students who carry comparable hospitalization coverage may waive the hospitalization coverage but not the Student Health Service Fee. Students must apply for the waiver through the Student Health Services office.

Emergency Care

Health Service: (212) 795-4181

Physician on call: (212) 305-5549 (off-hours)

Presbyterian Hospital Emergency Room:

(212) 305-6204

During Health Service facility hours, students requiring emergency care should call the Student Health Service.

Primary Care

(212) 795-4181 (x100)

Provides day-to-day care for particular illnesses, immunizations, laboratory services, prescription drugs (minimal co-payment may be charged), and referrals for special services and consultations.

Dental Plan

(212) 305-8485

This option is under the School of Dental and Oral Surgery and is not a Student Health Service option.

Eye Plan

(212) 795-4181

With an approved referral, enrollees are entitled to a free eye examination (refraction) once every two years.

Measles, Mumps, and Rubella Immunization Requirements

Immunization Office
60 Haven Avenue, Tower 1, Apt. 3E
(212) 795-4181 (x115)

University policy mandates that all students prove immunity to measles, mumps, and rubella in order to register. Criteria for clearance may be obtained at the Immunization Office.

Orthopedic Care

(212) 795-4181

Orthopedic services are available in the Health Service Facility or on referral. The Student Health Service does not cover osteopathy, chiropractic, or podiatry.

Pediatric Care

(212) 795-4181

Preventive care, immunizations, and acute inpatient and outpatient care starting at birth and continuing through adolescence.

Psychiatric Services

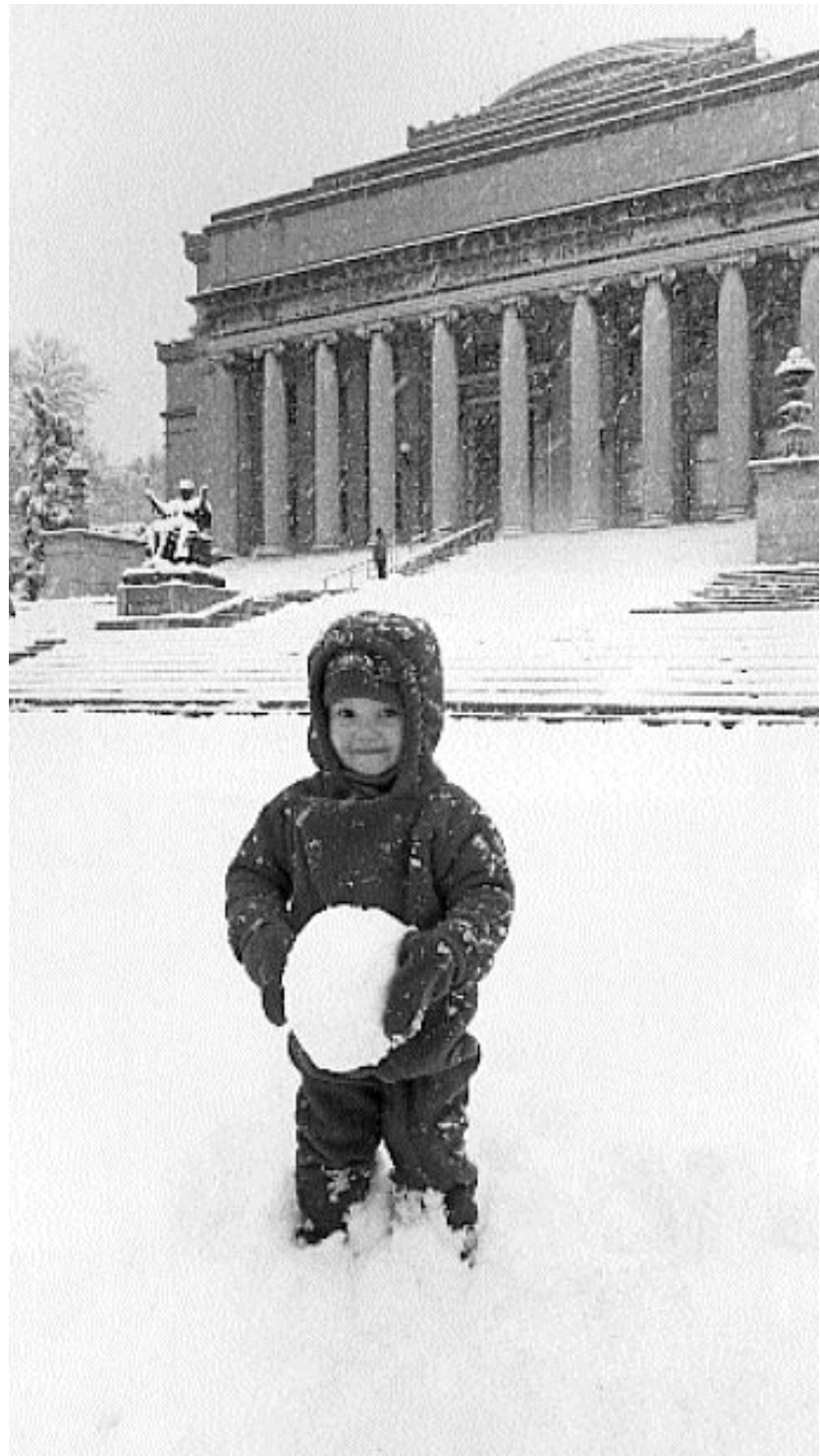
Burton A. Lerner, M.D.
(212) 795-4181 (x109); (212) 496-8491

Staff members of the Psychiatric Program are available to talk with enrollees about their problems, uncertainties, emotional conflicts, and concerns about themselves and others.

Women's Health Care

(212) 795-4181

Routine well-woman gynecological care, family planning, pregnancy/abortion counseling, and prescription birth control products and medications are available.



The Columbia Psychoanalytic Center
(212) 927-0112

The Admissions and Treatment Service of the Psychoanalytic Center offers diagnostic

consultations and psychoanalysis at low fees. If psychoanalysis is not appropriate, referral for other forms of treatment may be arranged.

Day Care Programs and Child Care Centers

Morningside Campus

Columbia Greenhouse Nursery School

404 West 116th Street
(212) 666-4796
Fax: (212) 865-1294

Part-time programs for children ages 2 to 5.

Family Annex

560 West 113th Street
(212) 749-3271

Both part-time and full-time programs for children from 18 months to 5 years of age.

Red Balloon Day Care Center

560 Riverside Drive
(212) 663-9006
Fax: (212) 932-0190

A parent-cooperative center with full-day programs for children ages 2 to 5.

Tompkins Hall Nursery School and Child Care Center

21 Claremont Avenue, 3F
(212) 666-3340

Part-time and full-time programs for children ages 15 months to 4 and a half years old of Columbia faculty, staff, and students.

Health Sciences Campus

Medical Center Nursery School

60 Haven Avenue
(212) 304-7040

Half-day and full-day programs for children ages 2 years and 10 months through 5 years.

Presbyterian Hospital Infant and Child Care Center

61 Haven Avenue
(212) 927-2723

Programs for children ages 2 months to 5 years are available from 6:15 a.m. to 6:00 p.m. and late evenings until 9:00 p.m.

Washington Heights Child Care Center

610-14 West 175th Street
(212) 781-2472
Fax: (212) 781-6910

Full-day and after-school programs for children ages 3 to 10, a prekindergarten and kindergarten program for children ages 3 to 5, and an after-school program for children ages 6 to 10.

Recycling

David Dewhurst, Manager, Regulatory Compliance, Labor Relations, and Training
(212) 854-6938

Columbia University aggressively administers programs to reduce, reuse, and recycle its waste in accordance with New York City Local Law 19 mandating recycling and the University's own concern for the environment. The University recycles office waste paper, scrap metal, cardboard, newspapers, aluminum cans, and phone books. Approximately 25 percent of our yearly refuse of over 14 million pounds is recycled.

Any office paper generated as recyclable is sent to a mill, turned into tissue products, and reused by Columbia University. The office paper recycling bins collect any type and color of paper, such as typing paper, envelopes, fax paper, manila or white file folders, self-adhesive notes, computer paper, and Columbia letterhead paper with any color ink.

At present, Facilities Management is in the process of expanding recycling for

newspapers, magazines, bottles, cans, and plastic in all academic and administrative buildings on campus. In each building there will be recycling stations with three brown containers, one for newspapers and magazines, the second for plastic, metal, and glass containers, and the third for general refuse.

Newspapers and magazines, glass, plastic, and metal containers are collected in large, square, blue recycling bins clearly marked for each product and located throughout the campus. Cardboard must be flattened and placed next to any on-campus trash receptacle to be recycled.

The Purchasing Department promotes recycling by offering items with recycled content. Purchasing is also working to reuse commonly used items such as laser toner cartridges, wooden pallets, and office furniture. In addition, Printing Services actively encourages clients to use recycled paper rather than fiber paper for photocopying and printing orders.

Baker Field, the Columbia University athletic complex, recycles glass, plastic, metal containers, newspapers, and cardboard. The Lamont-Doherty Earth Observatory collects all colored paper, magazines, envelopes, nonmetallic wrapping paper, and cardboard for recycling. The Nevis Laboratories recycle cardboard, paper, newspapers, magazines, and glass. Horticultural waste (grass, leaves, branches) is composted on site.

At the Health Sciences campus, the schools participate in a Joint Recycling Program with the Columbia-Presbyterian Medical Center. Procedures have been established for recycling white paper; mixed office paper, journals, and magazines; newspapers; corrugated cardboard; metal, plastic, and glass beverage containers; plastic materials; styrofoam shipping containers; old office equipment; and scrap metal and other items.

Shuttle Bus and Parking Information

Intercampus Shuttle Bus

Morningside campus schedule information:
(212) 854-2796 (press 2, then 1)
Health Sciences campus schedule information:
(212) 305-8100
General information: (212) 854-5508

Employees and students at the University may travel, free of charge, between the Morningside and Health Sciences campuses by presenting their Columbia Card or CPMC badge on the Intercampus Shuttle Bus.

The shuttle picks up and discharges passengers at the following locations: in front of the Milstein Pavilion on Fort Washington Avenue at the Health Sciences campus (HS); on Lenox Avenue and 136th Street at the Harlem Hospital Center (HH); and the main gates on Broadway and 116th Street on the Morningside campus (MS).

Travel time between points is about 15 minutes. All scheduled departure times are approximate; please allow two to three minutes' variance.

During the summer months (June, July, and August) the shuttle runs on the same schedule as during the academic year, except that there is no service between the Health Sciences and Morningside campuses after 8:00 p.m.

There is no shuttle service on New Year's Day, Dr. Martin Luther King Jr.'s Birthday (observed), Memorial Day (observed), Independence Day, Labor Day, Thanksgiving, or Christmas Day. The summer schedule is in effect on Election Day, the Friday after Thanksgiving, and the two University holidays at Christmastime.

The schedule is subject to change without notice. The driver will alert passengers as such changes occur.

Morningside Heights Shuttle Bus

One safe way to get around the Morningside area at night is to use the Columbia University Morningside Heights Shuttle Bus. The 15-passenger van, driven by a uniformed driver, departs every half-hour between 7:00 p.m. and 2:00 a.m. throughout the academic year and makes 16 stops between 109th and 125th Streets. Admission is free with a valid Columbia Card.

Please allow a three-minute overlap before and after each time frame to account for unforeseen conditions and be aware that the route is subject to change due to road construction in the area.

Intercampus Bus Schedule

HS-HEALTH SCIENCES			HH-HARLEM HOSPITAL CENTER			MS-MORNINGSIDE CAMPUS		
DEPARTS	TIME	DESTINATION	DEPARTS	TIME	DESTINATION	DEPARTS	TIME	DESTINATION
HS	6:30 a.m.	HH	MS	3:45 p.m.	HS			
HH	6:50 a.m.	HS	HS	4:00 p.m.	MS			
HS	7:10 a.m.	HH	MS	4:15 p.m.	HS			
HH	7:30 a.m.	HS	HS	4:30 p.m.	HH			
HS	7:50 a.m.	HH	HH	4:50 p.m.	HS			
HH	8:05 a.m.	MS	HS	5:05 p.m.	MS			
MS	8:20 a.m.	HS	MS	5:25 p.m.	HS			
HS	8:40 a.m.	MS	HS	5:45 p.m.	MS			
MS	9:00 a.m.	HS	MS	6:05 p.m.	HS			
HS	9:25 a.m.	HH	HS	6:25 p.m.	HH			
HH	9:45 a.m.	MS	HH	6:45 p.m.	HS			
MS	10:05 a.m.	HS	HS	7:35 p.m.	MS			
HS	10:20 a.m.	MS	MS	7:50 p.m.	HS			
MS	10:35 a.m.	HS	HS	8:05 p.m.	Local			
HS	10:55 a.m.	HH	HS	8:15 p.m.	MS			
HH	11:15 a.m.	HS	MS	8:35 p.m.	HS			
HS	12:05 p.m.	MS	HS	8:55 p.m.	Local			
MS	12:20 p.m.	HS	HS	9:15 p.m.	MS			
HS	12:35 p.m.	HH	MS	9:35 p.m.	HS			
HH	12:55 p.m.	HS	HS	9:55 p.m.	Local			
HS	1:25 p.m.	MS	HS	10:05 p.m.	MS			
MS	1:40 p.m.	HS	MS	10:25 p.m.	HS			
HS	1:55 p.m.	HH	HS	10:45 p.m.	MS			
HH	2:15 p.m.	HS	MS	11:05 p.m.	HS			
HS	2:35 p.m.	MS	HS	11:30 p.m.	MS			
MS	2:50 p.m.	HS	MS	11:50 p.m.	HH			
HS	3:05 p.m.	HH	HH	12:10 a.m.	HS			
HH	3:25 p.m.	MS						

Morningside Bus Stops



Morningside Heights Shuttle Bus Schedule

STOPS	HOUR	1/2 HOUR
1. West 116th Street and Amsterdam (in front of Law School)	:00	:30
2. In front of 1235 Amsterdam (Plimpton)	:02	:32
3. In front of 503-7 West 121st Street (Fairholm)	:03	:33
4. In front of 526 West 122nd Street	:05	:35
5. In front of 110 Morningside Drive	:06	:36
6. In front of 528 Riverside Drive	:09	:39
7. In front of 632 West 125th Street (Prentis)	:11	:41
8. In front of 560 Riverside Drive	:12	:42
9. In front of 155 Claremont Avenue (International House)	:14	:44
10. In front of 47-49 Claremont Avenue	:16	:46
11. Southwest corner of 116th Street and Broadway	:17	:47
12. In front of 362 Riverside Drive (Carleton)	:20	:50
13. In front of 544 West 110th Street (Harmony)	:22	:52
14. In front of 562 West 113th Street (McBain)	:25	:55
15. In front of 628 West 114th Street (River)	:27	:57
16. In front of 508 West 114th Street (Ruggles)	:29	:59

Lamont-Morningside Heights Shuttle Bus Schedule

LEAVING MORNINGSIDE
(118th Street and Amsterdam)

8:10 a.m. (Monday-Friday)
9:00 a.m. (Saturday)
9:50 a.m. (Monday-Friday)
1:00 p.m. (Monday-Friday)
2:30 p.m. (Monday-Friday)
4:15 p.m. (Monday-Friday)
7:00 p.m. (Monday-Thursday)

LEAVING LAMONT

9:00 a.m. (Monday-Friday)
10:40 a.m. (Monday-Friday)
1:45 p.m. (Monday-Friday)
3:15 p.m. (Monday-Friday)
5:10 p.m. (Monday-Thursday)
5:30 p.m. (Friday)
7:00 p.m. (Saturday)
7:45 p.m. (Monday-Thursday)

Lamont-Morningside Heights Shuttle Bus

Columbia operates the Lamont-Doherty Shuttle Bus throughout the calendar year. The bus runs between Columbia's Morningside campus (Amsterdam Avenue and 118th Street) and Lamont-Doherty Earth Observatory in Palisades, New York.

Tickets are sold in the Department of Earth and Environmental Sciences Office between 9:00 a.m. and 5:00 p.m. at 106 Geoscience Building at Lamont-Doherty. They are NOT sold on the main campus or on the bus."

Undergraduates taking a class at Lamont	free
Earth and Environmental Sciences graduate students	\$0.75
Others with Columbia ID Card	\$3.00
Visitors and commuters	\$4.50

Parking Information

Morningside Campus

Frank Carrese, Support Services
(212) 854-5508
Fax: (212) 854-5560
E-mail: fxc2@columbia.edu

Columbia University urges its students to use mass transit; transit information to the Morningside campus is available directly from the Visitors Center. There are no student parking facilities at the Morningside campus.

Health Sciences Campus

Brenda Tracy, Facilities Management
(212) 305-1056
Fax: (212) 305-8119
E-mail: br64@columbia.edu

Limited monthly parking is available to students at the George Washington Bridge Facility. A shuttle bus runs from the facility to 168th Street from 7:30 a.m. to 9:30 a.m. and from 4:30 p.m. to 6:30 p.m. For more information, contact the Parking Office.

Voter Registration

Shawn Mendoza, Business Manager
Student Services
(212) 854-8789

Anyone who is 18 years or older, a U.S. citizen, a resident of New York City for 30 days by the date of the election, not in jail or on parole for a felony conviction, and who has not claimed the right to vote elsewhere is eligible to vote in New York City. Columbia students may register to vote via the Web through a link on the Students page at <http://www.columbia.edu/cu/students>. Voter registration cards are also available to all incoming first-year students in their residence halls. For more information, contact Student Services.



International Student Services

Morningside Campus

INTERNATIONAL STUDENTS AND SCHOLARS OFFICE

Richard B. Tudisco, Associate Provost
and Director

Sarah Taylor, Associate Director
524 Riverside Drive, Suite 200

Mailing Address:

2960 Broadway, Mail Code 5724
New York, NY 10027
(212) 854-3587
Fax: (212) 854-8579
E-mail: isso@columbia.edu
<http://www.columbia.edu/cu/isso>

Columbia University has the fourth-largest international enrollment of any U.S. private college or university. It welcomes 3,900 students from more than 130 countries and offers them an array of services through the International Students and Scholars Office (ISSO). The ISSO staff assists prospective and enrolled international students with their questions about admission and placement, immigration matters, social and cultural activities, and adjustment to a new academic and cultural environment.

International students are invited to pick up a personal calendar—designed, produced, and distributed by the ISSO—that lists the many events and activities scheduled for international students and their spouses throughout the 1998–99 academic year. The ISSO Calendar includes answers to the most frequently asked questions related to travel and maintaining immigration status and provides other useful information. The ISSO Calendar and the ISSO Web site <http://www.columbia.edu/cu/isso> are the best ways for international students to stay in touch with events of particular interest to them at Columbia.

International Student Orientation

Prior to fall and spring registration, the ISSO offers orientation programs designed and presented by experienced international students and assisted by University faculty and staff. During these orientations students meet each other, become acquainted with the Columbia area, and learn how the University works. After Orientation, students and their spouses are welcome to attend the ISSO's ongoing social, cultural, and informational programs.

International Spouse Network

In September and January, spouses of international students are greeted at a luncheon and reception designed just for them and their children. It is hosted by ISSO staff and “old-timers” eager to make them feel welcome. The luncheon is the first of a number of programs that extend throughout the year to provide families of visiting international students both practical information and an opportunity to develop a network of friends and helpers.

International House (“I” House) Affiliate Membership

International House, located at 500 Riverside Drive—one door away from the ISSO—is a community of over 700 students and interns of various nationalities and backgrounds. Through annually renewable arrangements with the ISSO, Columbia's international students enjoy the privilege of Affiliate Membership in International House. Affiliate Membership offers international students a rich array of facilities; programs and activities, at an average of more than two daily; a meeting place for individuals; and public room reservations coordinated by the ISSO and available for international student activities.

Immigration and Document Services

Columbia University administers its international students' nonimmigrant (F-1 or J-1) status for study in the United States. The staff of the ISSO is available to help students obtain and maintain their student immigration status, freeing students to devote their full energies to their educational goals.

The Immigration Act of 1996 imposes severe penalties on students who fail to maintain their status, including voiding a student's entry visa for overstaying as little as one day and barring reentrance into the United States for periods of three, five, or ten years. Thus, students must maintain their lawful status in the United States to avoid these extreme consequences. There are several essential factors in maintaining valid student status. International students must:

- Always be enrolled full time.
- Never accept employment without authorization from the ISSO or the Immigration

and Naturalization Service (INS).

- Complete an INS procedure—within the first two weeks of enrollment—when coming to Columbia from another university in the United States.
- Complete an INS procedure—within the first two weeks of enrollment—when changing from one program of study to another at Columbia.
- Complete yearly tax forms, even if there was no earned U.S. income.
- Have documents recertified by the ISSO to insure reentry into the United States with valid student immigration status when traveling abroad.

International Programs and Services Web Site

Easily accessed by selecting the "International" button on Columbia's home page, the ISSO Web site was designed with the interests and concerns of international

students in mind. Information available on the site answers most of the questions Columbia students may have regarding their nonimmigrant status. Updated weekly, the "Alerts and Late News" section provides a quick and easy way to stay informed about any immigration matters that may require your attention, along with reminders about upcoming ISSO programs and activities, Columbia news of particular interest to international students, and site enhancements.

These are a few of the most important points all international students are responsible to know and abide by. To be certain of all rules and regulations governing international students, students should refer to *Coming to Columbia*, an ISSO publication sent with their visa documents, or to the ISSO Web site.

Health Sciences Campus

IMMIGRATION AFFAIRS OFFICE

Kathleen McVeigh, International Student and Scholar Adviser

E-mail: kcm1@columbia.edu

Rahel Gottlieb, International Student and Scholar Adviser

E-mail: rg52@columbia.edu

Norma Nuñez, Secretary

(212) 305-5455

Fax: (212) 305-5208

<http://cpmnet.columbia.edu/dept/immigration>

Mailing Address:

630 West 168th Street, Box 27

New York, NY 10032

Office and Courier Address:

650 West 168th Street

Black Building, Room 1-126-B

New York, NY 10032

The Immigration Affairs Office serves many of the immigration-related needs of students and scholars on the Health Sciences campus. Staff members are available for advising on immigration-related questions. In addition, you should consult the Immigration Affairs Office regarding any immigration issue that involves Columbia University Health Sciences sponsorship. Most international students and scholars at the Health Sciences may also take advantage of the social, cultural, and informative activities offered by the International Students and Scholars Office of the Morningside campus.



International House inscription reads "That Brotherhood May Prevail."

Office of Equal Opportunity and Affirmative Action (EO/AA)

Beth Wilson, Associate Provost
Gerard Gomez, Associate Director
(212) 854-5511
Fax: (212) 854-1368
<http://www.columbia.edu/vpaa/eoaa>

Morningside Campus
402 Low Library, Mail Code 4333

Health Sciences Campus
101 Bard Hall, 50 Haven Avenue

The Office of Equal Opportunity and Affirmative Action (EO/AA) is responsible for managing and coordinating University policies, procedures, and programs govern-

ing equal opportunity and affirmative action. This office handles complaints of discrimination and harassment based on race, color, gender, religion, national or ethnic origin, citizenship, sexual orientation, age, marital status, and disability and status as a disabled or Vietnam era veteran. The EO/AA Office is available to students and employees who are interested in receiving information and awareness training on University policies regarding affirmative action, discrimination, sexual harassment, and sexual misconduct. Information and assistance are also available to students and

employees who are considering counseling and who wish to file discrimination and harassment complaints that may be mediated or formally investigated in accordance with the University's Discrimination Grievance Procedure. The Office is also responsible for monitoring employment transactions including, but not limited to, recruitment, selection, assignment, compensation, promotion, and termination and is assisted with this by various University Affirmative Action Advisory and Administrative Monitoring committees.

Ombuds Office

Marsha Wagner, Ombuds Officer

Morningside Campus
402 Hamilton Hall, Mail Code 2878
(212) 854-1234
Fax: (212) 854-6046

Health Sciences Campus
101 Bard Hall, 50 Haven Avenue
(212) 304-7026

E-mail: ombuds@columbia.edu

The Ombuds Officer is a confidential and neutral complaint handler serving all campuses—Morningside, Health Sciences, Lamont, Nevis, and Biosphere 2—who seeks fair and equitable solutions to various problems through informal processes. The Ombuds Office is available to the entire Columbia University community: students, faculty, and employees.

Some Types of Issues Brought to the Ombuds Office

- Incivility or rudeness
- Cultural misunderstandings
- Workplace disputes
- Harassment

- Breach of confidentiality
- Bureaucratic runarounds
- Ethical dilemmas
- Fear of violence
- Conflicts of interest
- Safety concerns
- Academic dishonesty
- Interpersonal conflicts
- Anonymous attacks
- Discrimination
- Procedural irregularity
- Unprofessional conduct

Confidentiality and Neutrality

The Ombuds Officer will not report the names of visitors to the office and will not act without permission, except in cases of serious threat to individual safety. The Ombuds officer keeps no records of specific complaints or individuals. However, the Ombuds Officer keeps aggregate statistics of the types of complaints received by the Office and—while maintaining individuals' confidentiality—may periodically report problem areas to senior administrators and make recommendations for institutional improvements as appropriate.

The Ombuds Officer also reports directly to the President, not to any administrative office. The Ombuds Officer does not take sides and will not testify unless required by law, after all reasonable steps have been taken to protect confidentiality. The Ombuds Officer has no decision-making power and does not arbitrate or adjudicate.

Informal Process

The visitor to the Ombuds Office can confidentially voice his/her concerns, evaluate the situation, and plan a particular course of action—if any. The Ombuds Officer will listen, offer information about Columbia University policies and procedures, and present a range of options for resolving a problem. The visitor selects the option he or she prefers.

The Ombuds Officer also provides referrals to sources of expertise or decision making on particular issues or procedures. With permission, the Ombuds Officer may conduct an informal and impartial investigation, facilitate communication, use shuttle diplomacy, or mediate a dispute.

Student Life



The Arts

University Art Collection

Columbia maintains a large collection of art, much of which is on view throughout the campus in libraries, lounges, offices, and outdoors. The collection includes a variety of works, such as paintings, sculptures, prints, drawings, photographs, and decorative arts. The objects range in date from the ancient Near Eastern cylinder seals of the second millennium B.C.E. to contemporary prints and photographs.

Also in the collection are numerous portraits of former faculty and other members of the University community. Among the most distinguished portraits are those of the Reverend Myles Cooper, the second President of the college, painted by John Singleton Copley, and of the noted physician and botanist David Hosack, painted by Rembrandt Peale, both of which are on display in the King's College Room of the Columbiana Collection. Chinese ceramics and bronzes from the Sackler Collections at Columbia University, which contains works from the Ancient Near East as well as from East Asia, are on view in the Faculty Room in Low Memorial Library. The University also has the largest single collection of paintings by the American Florine Stettin, a selection of which is always on view in the Rare Book Reading Room of the Avery Architectural and Fine Arts Library.

Several notable sculptures are displayed on the Morningside campus. Among them are Daniel Chester French's *Alma Mater*, on

the steps of Low Memorial Library; *Three-Way Piece: Points* by Henry Moore, on Revson Plaza, near the Law School; *Bellerophon Taming Pegasus* by Jacques Lipchitz, on the facade of the Law School; a cast of Auguste Rodin's *Thinker*, on the lawn of Philosophy Hall; *The Great God Pan* by George Grey Barnard, on the lawn of Lewisohn Hall; *Thomas Jefferson*, in front of the Journalism Building, and *Alexander Hamilton*, in front of Hamilton Hall, both by William Ordway Partridge; and Clement Meadmore's *Curl*, in front of Uris Hall.

Miller Theatre

116th Street and Broadway (Dodge Hall)
Box Office: (212) 854-7799
Administration Office: (212) 854-1633
Fax: (212) 854-7740
E-mail: miller-arts@columbia.edu
<http://www.columbia.edu/cu/arts/miller>

Columbia University is home to one of New York City's most celebrated centers for the performing arts—the Kathryn Bache Miller Theatre. The Theatre has distinguished itself with diverse programming designed to enrich the community's cultural life in music, dance, film, theatre, and literature. At the Miller Theatre, the art of the past is seen as the foundation for the art of the future—it is a theatre of exploration.

Miller Theatre presents artists from virtually every field of performing arts. Classical and contemporary music have been showcased in such distinguished series as the

“Classical Music Suite,” the “Essential Keyboard Series,” and the “Sonic Boom Festival.” Artists appearing at Miller Theatre have included the Juilliard, Guarneri, Shanghai, Emerson, Australian, and St. Petersburg String Quartets; pianists Russell Sherman, Peter Serkin, Ursula Oppens, and Charles Rosen; as well as musical artists Joel Krosnick and Gilbert Kalish, Dawn Upshaw, Benita Valente, Speculum Musicae, the Da Capo Chamber Players, Continuum, and the New York New Music Ensemble.

The “Jazz! in Miller Theatre” series has helped to preserve one of America's most important art forms and includes traditional jazz, bebop, progressive, Latin, and blues in both instrumental and vocal styles. The series has featured masters Tito Puente, Terence Blanchard, Jacky Terrasson, Billy Harper, Charles Brown, Art Farmer, Ahmad Jamal, Max Roach, Abbey Lincoln, and Tommy Flanagan.

As a platform for literary events, Miller has welcomed Nobel and Pulitzer Prize-winning writers in its “Theatre of Ideas” series, which has included Nadine Gordimer, Joseph Brodsky, Amos Oz, Susan Sontag, David Mamet, and Kenzaburo Oe. In addition, the Theatre has showcased both established and emerging voices like Jeffrey Eugenides, Scott Smith, Oscar Hijuelos, Harold Brodkey, Annie Dillard, E. Annie Proulx, John Ashbery, Edmund White, and Susan Minot.

1998–99 SEASON

The 1998–99 season marks the tenth anniversary of the Miller Theatre. Perennial Miller favorites like the Juilliard String Quartet, Joel Krosnick and Gilbert Kalish, and Ursula Oppens will be joined on the calendar by exciting new series featuring dance, early music, jazz, and a celebration of Goethe's *Faust*.

TICKET INFORMATION

Subscriptions for series events and single tickets are available at the beginning of each semester. Miller ticket prices are among the best cultural bargains in New York City, and Columbia University students receive discounted admission to all events. Ticket prices and detailed event information are published in the season brochure, which is available at the box office.



Columbia University Radio in 1941.

LeRoy Neiman Center for Print Studies

310 Dodge Hall, Mail Code 1806
(212) 854-4065

The LeRoy Neiman Center provides the optimum environment in which to expose graduate and undergraduate students to new techniques in the production of intaglio, lithography, serigraphy, photography, and computer imagining. The facilities offer first-rate resources of studios, labs, exhibition space, and personnel to artists, students, and faculty. The works of students and guest artists are on display in the exhibition space.

Low Memorial Library Rotunda

Exhibitions relating to the University's history and its current events and activities are held in the Rotunda throughout the year. Various departments and divisions within the University organize the exhibitions, which generally contain books, manuscripts, photographs, and art objects. Recent exhibitions have included *The Harriman Institute, Fifty Years: 1946–1996; Recent Acquisitions in Photography*; and *Constructing Low Memorial Library*, held in celebration of the centennial of the Morningside campus.

Music Practice Rooms

Michelle Aluqdah
Music Department
621 Dodge Hall
(212) 854-3825
Fax: (212) 854-8191

There are a total of 12 music practice rooms on the Morningside campus: eight rooms in Schapiro Hall, three in East Campus, and one in Dodge Hall. In addition, Columbia students may access four music practice rooms at Barnard on a limited basis. For more information, please contact the Music Department.

Postcrypt Arts Underground

(212) 854-1953

St. Paul's Chapel is the site of the Postcrypt Arts Underground, a student-run organization that offers a venue for visual, musical, and literary media. The Postcrypt Coffeehouse attracts musicians and poets from



Asian artwork, Wallach Art Gallery.

Columbia and across the nation. The program allows student musicians to showcase their talent and provides free quality entertainment.

The Postcrypt Art Gallery is specifically designed to exhibit the work of Columbia students. The Gallery curates shows built around a particular theme, so that Columbia artists and photographers may display their work and meet fellow artists and aficionados in an informal atmosphere.

Miriam and Ira D. Wallach Art Gallery

Schermerhorn Hall, 8th Floor, Mail Code 5517
(212) 854-7288

The Miriam and Ira D. Wallach Art Gallery opened in April 1986 as the first museum-quality exhibition space on the Columbia campus. Operating under the auspices of the Department of Art History and Archaeology, the gallery serves to complement the University's educational mission by mounting exhibitions that relate to the curriculum and at the same time are of interest to a broad audience. Three exhibitions

are held during the academic year, most of them organized by graduate students or faculty members on topics relating to their current research. Scheduled for 1998–1999 are *Hogarth and His Times: Serious Comedy* (Fall 1998), an exhibition of prints and drawings by Giovanni Battista Piranesi from the Avery Architectural and Fine Arts

Did You Know?

In 1967 the Students' Afro-American Society rented Madison Square Garden and booked performers James Brown and the Supremes. Top ticket price? \$10. Budget for the performers? \$7,500 per performance for James Brown, \$10,000 for the Supremes. The 1967–68 SAS budget listed the potential profit of these shows at \$162,000. The student riots of 1968 overshadowed these plans, however, and the show was canceled.

Library (Winter 1999), and an exhibition of work by M.F.A. candidates in the Division of Visual Arts (Spring 1999).

Other Visual and Performing Arts Venues

Bard Hall Players
P&S Club, Bard Hall
(212) 304-7925

Barnard-Columbia Chorus
Barnard College Department of Music
(212) 854-5096

Casa Italiana
1161 Amsterdam Avenue
(212) 854-2306

Cathedral Church of St. John the Divine
Amsterdam Avenue at 112th Street
(212) 316-7400

Columbia University Orchestra and Chamber Ensemble
Department of Music, 621 Dodge Hall
(212) 854-5409

Columbia's Concert Band, Pop Band, Jazz Bands, Jazz Quintet, Gospel Choir, and Wind Symphony
Union of Student Organizations
202 Lion's Court
(212) 854-4909

C. V. Starr East Asian Library
300 Kent Hall
(212) 854-1505

Galleries at the Interchurch Center
475 Riverside Drive at 120th Street
(212) 870-2933

Graduate School of Architecture, Planning, and Preservation
Avery Hall, 1st and 4th Floors
(212) 854-3414

Hintersteiner Gallery
711 West 168th Street
(212) 927-5004

Horace Mann Theater
Teachers College
(212) 854-3408

Macy Gallery
Teachers College
(212) 678-3681

Maison Française Gallery
Buell Hall, 1st Floor
(212) 854-4482

Manhattan School of Music
120 Claremont Avenue
(212) 749-2802

Milbank Chapel
Barnard College, Main Hall
(212) 678-3707

Minor Latham Playhouse
Barnard College, Milbank Hall
(212) 854-5638

Riverside Church
490 Riverside Drive at 120th Street
(212) 870-6700

Union Theological Seminary
James Chapel
(212) 280-1522

Senior Vote, Class of 1929:

Favorite movie actress—Greta Garbo, Joan Crawford. **Favorite magazine**—*Saturday Evening Post*, *American Mercury*, *The New Yorker*. **Do you favor compulsory attendance at classes?**—No, 110. Yes, 23. **Highest undergraduate honor**—Chairman of Student Board. **Do you swear?**—Yes, 108. No, 18. **Do you dance?**—Yes, 114. No, 13. **Do you favor Prohibition?**—No, 88. Yes, 38.

Athletics

Morningside Campus

PHYSICAL EDUCATION AND INTERCOLLEGIATE ATHLETICS

Marcellus Hartley Dodge Physical Fitness Center,
Mail Code 1902

Baker Field Information	(212) 942-7100
Building Information	(212) 854-2548
Building Supervisor	(212) 854-3441
Dodge Front Desk	(212) 854-7149
Facility Operations	(212) 854-3441
Intramurals/Club Sports	(212) 854-4002
LionLine (Scores/Results)	(212) 854-3030

Physical Education	(212) 854-3439
Pool Manager's Phone	(212) 854-6922
Squash Reservation	(212) 854-5228
Tennis Reservation	(212) 854-2546
Ticket Office	(212) 854-2546

<http://www.columbia.edu/cu/athletics>

Columbia offers excellent athletic facilities and many different programs to help its community stay physically fit. Work out at the Dodge Physical Fitness Center or the Baker Field Athletic Complex; take physical education classes; participate in sports on the intramural, recreational, club sport, or intercollegiate level; or exercise vicariously by

cheering on Columbia's intercollegiate teams. For information about membership and facility access, see the *Physical Education and Intercollegiate Athletic Department's Program and Users Guide* or its home page on the Web (<http://www.columbia.edu/cu/athletics>).

Athletic Facilities

Dodge Physical Fitness Center
3030 Broadway

- Four basketball courts (also used for badminton, floor hockey, indoor soccer, and volleyball)

- Sixteen squash/handball/racquetball courts
- Indoor competitively-banked 1/10th of a mile running track
- Three-level Fitness Facility featuring state-of-the-art aerobic and strength training equipment
- Eight-lane, 25-yard swimming pool
- Aerobic dance and multipurpose activities rooms
- Fencing room
- Recreational and intercollegiate locker rooms
- Saunas (located in each fourth-floor locker room)
- Two tennis courts at Pupin Plaza

Baker Field Athletic Complex

218th Street and Broadway

- Lawrence A. Wien Football/Track Stadium seating 17,000
- Eight-lane, all-weather Rekortan track, along with official high jump, pole vault, and long jump facilities
- Soccer stadium seating 3,500
- Baseball field seating 500
- Seven outdoor Har-Tru tennis courts, four of which are indoor courts in winter months
- Crew/rowing facilities
- Football/soccer practice fields
- Chrystie Fieldhouse—locker rooms, training rooms, and storage rooms

Club Sports

Club sports are arranged and pursued by groups of individuals who share a common interest in the sport and may be recreational, instructional, or competitive. Club sports are open to all University students, faculty, staff, alumni, and their families. Nonundergraduates may be restricted from competition in certain clubs due to league or association regulations. Some clubs hire instructors and/or coaches, and most clubs receive funding from the Club Sports Department. All clubs require dues from their members in order to support their activities. Club sports include:

- Aikido
- Archery
- Badminton
- Boxing Training
- Cricket
- Cycle Racing
- Equestrian
- Field Hockey



Lou Gehrig playing on South Field, 1922. Legend has it that back when South Field was a baseball diamond—and Lou Gehrig was a Columbia College student—he broke windows in the School of Journalism nearly every game.

- Floor Hockey
- Go Ju Ryu Karate
- Hiking
- Hockey
- Japan Karate
- Judo
- Kayak
- Lacrosse (men)
- Masters Swimming
- Racquetball
- Rifle
- Roadrunners
- Rugby (men and women)
- Sailing
- Scuba
- Shotokan Karate
- Ski
- Softball
- Squash
- Table Tennis
- Tae Kwon Do
- Ultimate Frisbee (men and women)
- Volleyball
- Water Polo
- Wing Chun Kung Fu

Intercollegiate Athletics

Columbia's intercollegiate athletic teams compete primarily against teams from the

seven other Ivy League institutions. Columbia fields 14 men's and 13 women's varsity intercollegiate teams and competes in NCAA Division I. Approximately 650 men and women from Columbia College, the Fu Foundation School of Engineering and Applied Science, and Barnard College participate in the various levels of intercollegiate athletics available at the University.

As academic institutions, Columbia University and Barnard College expect their athletes to attain both a superior education and the degree to which this education leads. The Department of Intercollegiate Athletics and Physical Education encourages and assists athletes in achieving these goals to the extent possible within the rules and regulations of the University, the Department, and the conferences and the association in which it holds membership. As a result, the percentage of athletes who graduate from Columbia and Barnard is the same high rate as for nonathletes.

The University, governed by the rules and regulations of the Eastern College Athletic Conference (ECAC), the National Collegiate Athletic Association (NCAA), and the Ivy League, offers its undergraduates a full and diversified program for those



Aerial view of a Columbia football game, 1920s. In 1905 Columbia banished football, citing it as "an academic nuisance." (By 1915, however, football was back!)

The Intramural Office offers the opportunity for all students, faculty, and staff to participate in competitive individual and team sports. Intramural programs include:

- Basketball
- Flag Football
- Indoor Soccer
- Racquetball
- Soccer
- Softball
- Squash
- Swimming
- Tennis (singles and doubles)
- Volleyball

Physical Education Classes

Columbia College and Fu Foundation School of Engineering and Applied Science students are required to take one year and may take up to two years (4 credits) of physical education for their degree. Students of other undergraduate schools may also enroll in classes, if space is available. In addition, more than 50 noncredit physical education courses are open to all students, faculty, staff, alumni, and their families each term (fees for these courses range from \$25 to \$150).

Eligibility Rules and Requirements

I. To be eligible to compete in intercollegiate athletics, a student must meet standards set by the University, the Department of Physical Education and Intercollegiate Athletics, the Ivy League, ECAC, and

who wish to avail themselves of organized athletic activity at the intercollegiate level. The University's Eligibility Committee determines eligibility for student-athletes wishing to compete. Programs for men include:

- Baseball
- Basketball
- Crew
- Cross Country
- Fencing
- Football
- Golf
- Soccer
- Swimming and Diving
- Tennis
- Track and Field
- Wrestling

- Tennis
- Track and Field
- Volleyball

Intramurals

Intramural Sports Office
Dodge Physical Fitness Center, 300 level
(212) 854-4002

Programs for women include:

- Archery
- Basketball
- Crew
- Cross Country
- Fencing
- Field Hockey
- Lacrosse
- Soccer
- Swimming and Diving



President Bill Clinton greets Jodi Norton, CC '98, at the White House. Norton has recently been honored by the Center for Sport in Society at Northeastern University for her battle to overcome lupus while still competing as a champion diver.

NCAA (see the *Student-Athlete Manual*, available through the coaches of intercollegiate teams).

II. The University, the Ivy League, ECAC, and NCAA require that an athlete be a full-time, matriculated student in a four-year baccalaureate program. The athlete must be enrolled in at least 12 credits per semester while competing in his/her sport and be making normal progress toward his/her degree. Individuals registered as special, part-time, or nonmatriculated students are ineligible.

III. Columbia and Barnard require that a student complete a minimum of 24 credits in his/her first academic year, 52 credits through his/her sophomore year, and 86

credits through his/her junior year. Columbia College requires 124 points for graduation, while Barnard College requires 120 points. Students in the Fu Foundation School of Engineering should check with their dean about credit requirements. All students should read the appropriate bulletin for more detailed information.

Health Sciences Campus

BARD ATHLETIC CENTER

50 Haven Avenue
Operations desk: (212) 304-7011
Court reservation: (212) 304-7010
Health Sciences Office: (212) 304-7000
Bard Hall, 1st Floor

The Bard Athletic Center includes a 20-yard swimming pool, three squash courts, a gymnasium, an exercise room, Nautilus and Universal exercise equipment, dumbbell sets and benches, stationary bicycles, rowing machines, lockers, showers, and saunas. The facility is accessible for the disabled. There is no membership fee for Health Sciences students. Student spouse/domestic-partner memberships, annual memberships, and daily member and guest passes are available for purchase. The Center offers an extensive aerobics program. Nonstudent memberships are cleared through the Health Sciences Office.

Office of the University Chaplain

Jewelnel Davis, University Chaplain
Office: (212) 854-1493
Chaplain Associates: (212) 854-4500;
(212) 854-4434
Earl Hall, Mail Code 2008
E-mail: chaplain@columbia.edu
<http://www.columbia.edu/cu/earl>

EARL HALL CENTER

The Office of the University Chaplain is located in the Earl Hall Center and includes St. Paul's Chapel Music Program and Community Impact. The mission of the Center is to build community within the University and with its neighbors, while providing students with an opportunity to explore the relationship between faith and learning. The Center is as diverse as the University it serves. It is home to 62 student groups that are recognized by the Student Governing Board. Additionally, United Campus Ministries, which includes denominations of Christian, Jewish, Islamic, and Eastern practices, provides students with individual counseling, religious and nonreligious group support, referrals, and personal assistance.

In addition to student programming, community service is also a main function of the Earl Hall Center. Through Community Impact, the Center provides opportunities for undergraduate, graduate, and professional students at Columbia to participate

in a wide range of service programs. See pages 81–82 for information regarding community service and outreach programs.

UNIVERSITY CHAPLAIN

The University Chaplain is the Director of the Earl Hall Center. As University Chaplain, Jewelnel Davis focuses on a

nexus of issues, including religion, spirituality, race, ethnicity, sexual identity, social justice, and community service.

One point of focus for Chaplain Davis and her staff is accessibility to students. Students often e-mail her, make appointments with her individually and in groups, or speak with the chaplain associates or program coordinators—student liaisons



University Chaplain Jewelnel Davis (third from left) and students at a Common Meal.

who work directly with Chaplain Davis on student programming initiatives. Members of United Campus Ministries are also available to speak with students.

Common Meal

A new program at Columbia, the Common Meal, is a weekly gathering sponsored by Chaplain Davis that addresses different issues and concerns of the Columbia community. Student leaders from across the University are invited, along with faculty and senior administrators, to discuss ideas and opinions about Columbia's past, present, and future. Provost Cole is a regular attendee of the Common Meal. To initiate a common meal, students should get in touch with a chaplain associate by phone or e-mail.

Student Governing Board

(212) 854-6345; (212) 854-4194

Since 1969 the Student Governing Board (SGB) has overseen new group membership, organized intergroup events, and taken an advisory role in programming for the Earl Hall Center. The SGB works to foster discussion and cooperation on campus in conjunction with its student governing bodies. An executive committee of nine elected students works with Chaplain Davis and the clergy to build an open and engaging atmosphere.

Interfaith Library

E-mail: interfaith_library@columbia.edu

The Interfaith Library is a resource housed in the Schiff Room of Earl Hall with information on different religious beliefs and practices. While texts do not yet circulate, the Library is open for reading during regular Earl Hall building hours, except when the room is used for private meetings.

St. Paul's Chapel

Weddings and Religious Programs: (212) 854-1487
Arts and Cultural Events: (212) 854-1487

St. Paul's Chapel is also part of the Earl Hall Center. One of Columbia's oldest and most beautiful buildings, the Chapel is not only a place for weddings and various religious services but also serves as a cultural center, featuring both an exciting music program and many speakers and educators. The Postcrypt Art Gallery and Coffeehouse at St. Paul's Chapel are favorite spots for artists to play music, read poetry, and exhibit their artwork.

St. Paul's Chapel Music Program

George B. Stauffer, Director
(212) 854-1540

The Chapel Music Program, under the auspices of the Earl Hall Center, offers a year-round program of recitals, concerts, and special music events in the magnificent space of St. Paul's Chapel, a New York City Landmark Building. The events include the Halloween Concert "Midnight Madness," the annual Columbia Candlelight Concert, Perspectives in Music and Art, the Columbia

Community Open Sing, and the Thursday Noon Organ Recitals, a half-century-long campus tradition featuring the University's famous 94-rank Aeolian-Skinner Pipe Organ. An annual calendar of events is issued each fall. Columbia and Barnard students may also take organ instruction in the Chapel for academic credit (*W1509/W1510*) as part of the Program in Music Performance.

For more information about the arts at Columbia, see pages 74–76.



St. Paul's Chapel. The chapel inscription reads "Pro Ecclesia Dei" (For the Congregation of God).

United Campus Ministries (UCM)

BAPTIST CAMPUS MINISTRY
Susan Field
(212) 854-1514

CAMPUS CRUSADE FOR CHRIST
Larry Christensen
(212) 854-1538; (212) 889-6687

CATHOLIC CAMPUS MINISTRY
Msgr. Christopher Maloney, Chair
of UCM
Fr. Thomas Valenti
(212) 854-5110; (212) 866-1500

EPISCOPAL CAMPUS MINISTRY
The Reverend William Starr
(212) 854-1515

ETHICAL HUMANIST COMMUNITY
Barbara Meyerson
(212) 854-9357

INTERVARSITY CHRISTIAN FELLOWSHIP
Hon Eng
(212) 222-8130
E-mail: honeng@aol.com

OFFICE OF JEWISH LIFE
Rabbi Charles Sheer
Rabbi Jennie Rosenn
(212) 854-5111

LUTHERAN CAMPUS MINISTRY
Pastor Luther Kriefall
(212) 854-8797

MUSLIM STUDENT ASSOCIATION
Asna Husin
(212) 854-1517

ORTHODOX CHRISTIAN FELLOWSHIP
Fr. Jacob Ryklin
(212) 828-6233
E-mail: ocf@columbia.edu

PRESBYTERIAN CAMPUS MINISTRY AND UNITED
CHURCH OF CHRIST CAMPUS MINISTRY
(212) 854-1512

UNITARIAN UNIVERSALIST CAMPUS MINISTRY
The Reverend Orlanda Brugnola
(212) 854-1537

UNITED METHODIST CAMPUS MINISTRY
The Reverend James K. Karpen
(212) 854-5113

Community Outreach Programs

Morningside Campus

COMMUNITY IMPACT

Sonia Reese, Executive Director
204 Earl Hall, Mail Code 2010
(212) 854-1492
E-mail: <http://www.columbia.edu/cu/ci>

Community Impact Staff

Sandra Cross, Departmental Administrator
Sandy Helling, Assistant Director for Programs
Katy Saintil, Program Coordinator
Ilene Haspel, Big Brother/Big Sister Coordinator

Over 850 Community Impact volunteers operate 25 programs serving more than 1,200 people each week. By addressing the fundamental human needs for food, clothing, shelter, and companionship through the combined efforts of Columbia's student body and the neighborhood's residents, Community Impact affirms a vision of mutual respect and cooperation. Community Impact operates on the basic belief that service and understanding can foster a more unified, integrated, and shared community.

Community Impact offers various volunteer opportunities, including Peace Games,

which aim to train young people in the methods of conflict resolution through cooperation and mutual assistance. Trained volunteers teach elementary and middle school classes ways of resolving differences by understanding points of view, learning together, and communicating effectively.

Community Impact also teams with the Empowerment Zone in upper Manhattan/Harlem neighborhoods (one of six areas designated by Congress for revitalization of distressed urban areas) through its National Empowerment Zone Education Success Project. Since Fall 1995, Community Impact has recruited volunteers to mentor and tutor inner-city youths; to teach, tutor, and counsel low-income adults in GED and ESOL programs; and to provide family literacy and citizenship workshops.

In addition, Community Impact sponsors efforts to provide direct emergency services through programs like the Emergency Food Pantry and the Clothes Closet. These programs provide food packs and clothing for low-income and homeless individuals, families, the elderly, and people with AIDS. In addition to efforts to provide services and companionship to these populations,

Community Impact also sponsors various other educational, advocacy, and environmental programs. Most projects take place on weekdays between 9:00 a.m. and 5:00 p.m. One-third of Community Impact projects are held on campus; two-thirds are held off campus. Undergraduates, graduates, and staff are welcome to join the volunteer

Volunteer Quote

"Volunteering at the AIDS clinic at St. Luke's changed my mind about who really suffers from AIDS," says Allison Orris CC '97. "I have found that many of the AIDS patients . . . have very few care and treatment options due to their poverty and lingering prejudice . . . Our main goal is to try to make these patients feel like they are not marginalized."

Did you Know?

The majority of Community Impact's funding comes from outside sources: three-quarters of the budget is donated, and one-quarter is allocated by the University.

projects. To become involved in any of these programs, please stop by or call the Community Impact office for more information.

DOUBLE DISCOVERY CENTER

Olger C. Twyner, III, Executive Director
206 Lion's Court, Mail Code 2604
(212) 854-3897
<http://www.columbia.edu/cu/college/ddc>

The Double Discovery Center, founded in 1965 at Columbia University, is a not-for-profit youth service agency for low-income, first-generation college bound junior and senior high school students living and attending school in New York City. By all statistical indicators, the students that DDC serves are at risk of not completing high school or ever entering college. Through its two federally funded education programs, Upward Bound and Talent Search, the Center offers year-round academic, career, college, and financial aid, as well as personal development services. The goal is to increase the students' rate of high school completion, and of college attendance through graduation. Annually, the DDC provides services to more than 1,000 students from Harlem and other New York City communities.

The Center offers a variety of meaningful volunteer opportunities to University students interested in youth education and

community service. In addition to organizing volunteer activities through clubs, fraternities, and residence hall groups, Columbia students serve as volunteer tutors, SAT teachers, residential teaching assistants, mentors, and advisors.

Center hours are Monday-Friday, 10:00 a.m.-6:00 p.m., and select Saturdays, 9:00 a.m.-3:00 p.m.

Health Sciences Campus

COMMUNITY AFFAIRS DEPARTMENT

Ivy Fairchild, Director
622 West 168th Street, #132, New York, NY 10032
(212) 305-6359
Fax: (212) 305-4521
E-mail: if9@columbia.edu

The Community Affairs Department provides technical assistance (fundraising, program development, and special events planning) to community-based groups in the Washington Heights/Inwood area. The Department is responsible for establishing working relationships and maintaining communications with community organizations, schools, and elected officials as well as developing community outreach programs. In addition to the specific programs described below, the Department coordinates the following events and provides the following services:

- Annual toy drive for the local groups
- Annual book drive for the local elementary schools and/or high school
- Easter food drive for the local pantry
- Take Your Daughter to Work Day for University employees and community youth
- Annual Little Red Lighthouse Festival
- Student orientation and neighborhood tours
- Medical Center tours for schools in the area
- Notary services

America Reads

Medical, OT/PT, and Dental students tutor 51 elementary school students for three hours every Saturday. One-on-one sessions attempt to give the students an opportunity to increase their reading skills.

Audubon School/Columbia Partners As Leaders (PAL) Program

Medical students act as mentors to fifth-grade students at P.S. 128. Mentors provide tutorial services and participate in recreational activities with elementary school youngsters.

Ivy League: Uptown W.I.N.S. (Women in Neighborhood Sports)

Provides recreational/educational programs for girls and young women ages 6 to 21. In addition to basketball, volleyball, and softball programs, the League also provides workshops on relevant topics (sexuality, health, college preparation) and special events, including a sports day at Riverbank State Park and a celebration of National Girls and Women in Sports Day. The League serves as an umbrella organization for other female sports programs in the area. It operates out of six schools in School District 6.

Summer Youth Employment Program

Provides summer jobs to 100 community youths who are placed in various departments for seven weeks. This Department of Employment Program for youths 14 through 21 provides structured, well-supervised work activities that encourage individual initiative and responsibility. Work activities develop the youths' clerical and interpersonal skills, as well as habits and attitudes that increase their knowledge of the working world. The program is run through a collaboration with Children's Arts and Sciences Workshops and Alianza Dominicana.

Student Activities

Over 200 student organizations help make campus life at Columbia as enriching outside the classroom as it is within. The student-run Union of Student Organizations (USO) recognizes, funds, and supports more than 125 student groups, including arts and cultural organizations, student media, preprofessional societies, special interest clubs, and various service organizations. The USO also sponsors over 100 athletic, spiritual, community service, and Greek-letter organizations throughout the campus. The Office of Student Activities and the USO are available to help students tap into Columbia's diverse and exciting campus life, making the most of what Columbia offers.

Morningside Campus

OFFICE OF STUDENT ACTIVITIES

Wayne Blair, Director
201 Lion's Court, Mail Code 2602
(212) 854-3611
E-mail: activities@columbia.edu
<http://www.columbia.edu/cu/sa>

The Office of Student Activities seeks to enhance the educational experience of undergraduates through programs and services designed to help foster a sense of community within the University, support responsible student governance and cocurricular activities, and assist students in developing leadership skills and achieving personal growth. The programs and services offered by Student Activities include:

- Advising for student organizations and student leaders
- Room reservations for student organizations
- Columbia Horizons: Short, informal minicourses (from works of Dante to car racing fundamentals)
- J.J.'s Unplugged: Student Activities' year-round musical showcase

- On Broadway: Weekly calendar of campus events, both on the Web and by e-mail for those who subscribe
- *The Resource*: An annually published guide to services, policies, and group leadership for student leaders
- New Student Orientation Program (in conjunction with the deans' offices)

For a complete listing of the student organizations, contact your school's bulletin or our Web site.

Student Government and the Union of Student Organizations (USO)

Student Government Office
202 Lion's Court
(212) 854-4909

The Student Councils of Columbia College and the Fu Foundation School of Engineering and Applied Science represent their constituents by articulating student views on academics, campus social life, and administrative functions and procedures. The two Councils also engage in shaping campus life by jointly overseeing the Union of Student Organizations (USO), the body that funds Student Activities' recognized undergraduate student groups. Representatives and

officers are elected annually to the Councils, and all students are invited to apply for appointments to special Council committees and work groups.

The USO provides additional funding for Club Sports, Community Impact, the Earl Hall Student Governing Board, the Inter-Greek Council, and the Undergraduate House Council. The daily role of the USO in the life of student organizations includes facilitating events, calendar planning, and operating the Student Government Office and Desktop Publishing Center in S. W. Mudd. The USO also performs the important tasks of peer advisement, financial counseling, and advocacy for student groups. USO officers are elected by their peers each year and play an active role in educating all students about campus organizations and programs as well as about important organizational policies. At the beginning of each academic year, the USO sponsors Activities Day to introduce students to campus groups at Columbia.

Outdoor Space Reservation

Office of Student Activities
201 Lion's Court
(212) 854-3611

The Office of Student Activities coordinates the reservation of all outdoor spaces for all schools and organizations on the Morningside campus. Completing an outdoor-space request form is the first step in planning outdoor events such as barbecues, concerts, or tabling. Events involving private enterprises generally may not be scheduled on campus; rare exceptions are made only by the Office of University Community Affairs.

The Office of Student Activities reviews and approves outdoor-space requests for the Morningside campus. Events involving sound amplification, alcohol, facilities arrangements (setup and cleanup), security, and fire or safety issues warrant particular attention and concern, as well as requiring advanced notification and planning. Student Activities staff are always available to help plan such events.

To reserve outdoor space, comprehensive information about the event and appropriate adviser approval is needed before requests can be reviewed. At least five



President George Rupp (right, seated) and students at Columbia Community Outreach Volunteer Day, April 4, 1998.

working days are necessary to process an outdoor-space request, and more notice is required for larger events. Once an application has been approved, the organization representative will be directed to other offices—such as Facilities and Security—that will help ensure the success of the event. The person designated as the organization's representative is expected to assume responsibility for the event and serve as an on-site contact during the event.

GREEK AFFAIRS: FRATERNITIES AND SORORITIES

Daryl Conte, Director, Greek Life
126 Wallach, Mail Code 2810
(212) 854-5020
E-mail: dac32@columbia.edu

Andrew Sunshine, Dean
101 Ruggles Hall, Mail Code 2810
(212) 854-6570
Fax: (212) 854-2906
E-mail: als55@columbia.edu

Greek letter organizations have a 150-year tradition at Columbia. Today, more than 20 single-sex and coed Greek organizations have chapters on campus, and most are affiliated with a national organization.

Students have an opportunity to familiarize themselves with various chapters on campus during each organization's rush program. During rush each fraternity and sorority hosts a variety of events, after which it invites prospective members to pledge. Rush is open to every full-time undergraduate student in all divisions of the University. Some chapters choose new

members each term, while others hold rush only once a year. Most Greek chapters have their own brownstones within several blocks of the campus. Members may choose to live in their fraternity or sorority house after their first academic year.

The Inter-Greek Council (IGC) is the governing body of all fraternities and sororities at Columbia. It consists of all organization presidents plus two delegates from each chapter. The IGC recognizes new chapters, organizes inter-Greek programs, and ensures cooperation among various chapters. Its judicial board hears disciplinary matters that bear on the conduct of organizations.

Health Sciences Campus

Bard Hall Commons is the center for activities on the Health Sciences campus. The Commons includes offices, the Recovery Room Cafe, the Main Lounge, the P&S Club, the Solarium/Game Room, piano practice rooms, and Photo Lab, all located on the main level of the building; the dining room and weight room on the 1b level; and the Bard Athletic Center on the 3b level.

P&S CLUB

Bard Hall, 50 Haven Avenue
(212) 304-7025

The P&S Club, a student-run organization intended to enhance the lives of students at the Health Sciences campus, sponsors more than 30 groups that draw together the diverse talents of the student body. From

wine tasting to theatre, community outreach to chess, the club funds groups that reflect the current interests of students.

Each year, new organizations are created to keep up with these changing interests. The club's officers, elected from each P&S class, operate under the guidance of the Faculty Advisory Board and assume the entire responsibility for managing the club. Those who chair the various activities and groups assist these student officers. The P&S Club is the most active and comprehensive student organization in American medical education today.

CONFERENCE ROOM SCHEDULING

Housing Office
Bard Hall, 50 Haven Avenue
(212) 304-7000
Fax: (212) 544-1900
<http://cpmcnet.columbia.edu/dept/hshousing>

The Bard Hall Main Lounge and Recovery Room Lounge are available for organized student activities, conferences, or other activities related to Medical Center academic or professional functions. Information about reservation procedures, applicable room and equipment rental fees, and space availability may be obtained from the Housing Office.

President and Provost's Student Initiative Fund

Harris Schwartz, Executive Director,
Lerner Hall
(212) 854-5800
Fax: (212) 854-5840

The President and Provost's Student Initiative Fund was established to encourage and support new student programs and projects that cross school and University boundaries by providing fund grants to selected student groups. The Fund is available to all recognized Columbia University student organizations. Projects must benefit the University community through first-time initiatives that foster intergroup communication and collaboration and that promote educational programs on campus. Fund grants are allocated by a committee composed of student leaders from the undergraduate, graduate, and professional schools.

Dining Services

Fred Howe, Director
 103 Wien Hall, Mail Code 3701
 411 West 116th Street, New York, NY, 10027
 Informationline: (212) 854-2768
 Director: (212) 854-4494
 Fax: (212) 222-2435
 E-mail: eats@columbia.edu
 http://www.columbia.edu/cu/dining

Morningside Campus

Columbia University Dining Services maintains six dining facilities on campus. They are open to students, faculty, staff, and visitors on a cash or Dining Dollar basis. One of those facilities, John Jay Dining Hall, offers “all you care to eat” meals available on a meal plan basis.

Dining Services also operates over 90 campus vending machines, which are available 24 hours per day, 7 days per week.

Menus, hours of operation, and other relevant information are available via the Web at <http://www.columbia.edu/cu/dining> or in the *Dining Services 1998–1999* brochure, available in 103 Wien Hall.

MEAL PLANS FOR FIRST-YEAR STUDENTS

First-year undergraduate students are required to select one of three meal plan options; other students may select a meal plan but are not required to do so. Each plan (Plan I, II, and III) offers a varying

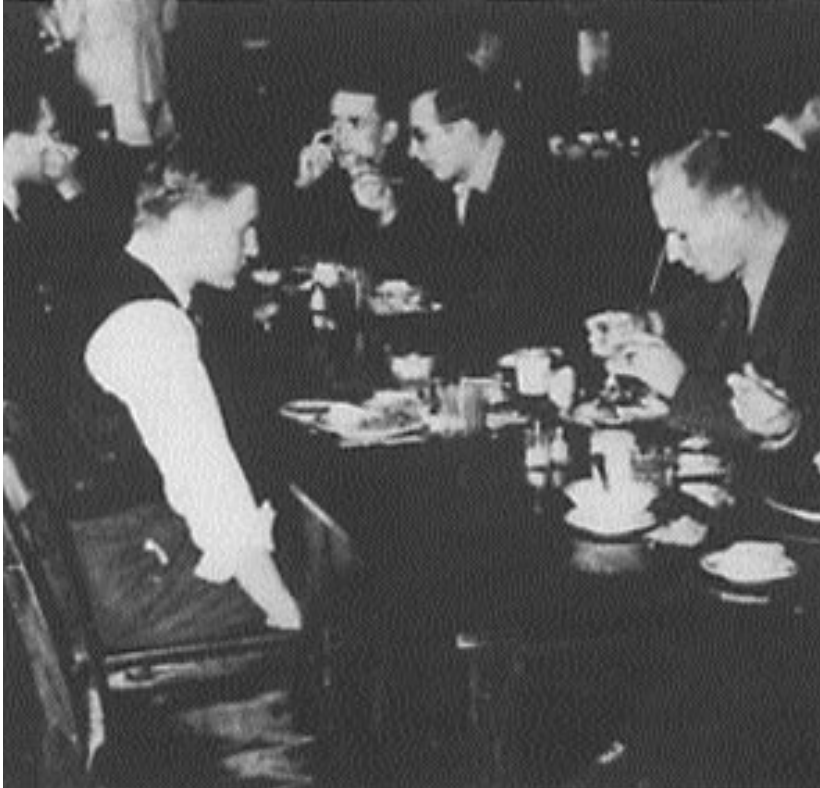
Did You Know?

Columbia Dining Services serves over 1,700 cups of coffee and 1,200 bagels each day.

number of meals and Columbia Points. Meals are available in the John Jay Dining Room and include breakfast and dinner, Monday through Friday, and brunch and dinner on Saturday and Sunday. First-year students enrolled in one of the three meal plans will receive two complimentary Guest

Student Activity Resources for Graduate Students

ARCHITECTURE	400 Avery Publications	(212) 854-3414 (212) 854-3999
ARTS AND SCIENCES	Student Services, 302 Philosophy (also contact your department)	(212) 854-3923
ARTS	Student Affairs, 305 Dodge	(212) 854-2133
BUSINESS	Student Activities, 113 Uris	(212) 854-5563
DENTAL AND ORAL SURGERY	Office of Student and Alumni Affairs, 630 W. 168th Street	(212) 305-3890
GRADUATE ENGINEERING AND APPLIED SCIENCES	Student Affairs, 530 S. W. Mudd	(212) 854-2981
INTERNATIONAL AND PUBLIC AFFAIRS	Student Association, 606 International Affairs	(212) 854-5424
JOURNALISM	Student Affairs, 201 Journalism	(212) 854-4150
LAW	Student Services, 7W14 Greene	(212) 854-2395
NURSING	Student Affairs, The Georgian Building, Room 115	(212) 305-5756
OCCUPATIONAL THERAPY/ PHYSICAL THERAPY	Student Affairs Office, 630 West 168th Street	(212) 305-3806
PHYSICIANS AND SURGEONS	Student Affairs, P&S Club, 50 Haven Avenue	(212) 304-7025
PUBLIC HEALTH	Office of Student Services, 617 W. 168th Street	(212) 305-3927
SOCIAL WORK	Student Union Office, ALO2A McVickar	(212) 854-4364



Diners in John Jay Hall, 1941.

Meals for visiting friends or relatives. Unused meals expire at the end of each term.

Columbia Points are built into each meal plan and are a declining balance account accessible through your Columbia Card. Since lunch is not a meal covered by the meal plan (for meals served in John Jay Dining Room), Columbia Points may be used instead. Each Columbia Point is equal to \$1.00 and may be used in all Columbia dining facilities. Columbia Points rollover from the Fall Term to the Spring Term, but do not rollover from year to year.

MEAL PLANS FOR UPPERCLASS AND GRADUATE STUDENTS

Upperclass and graduate students may enroll in one of the three first-year student meal plans (Plan I, II, or III), or they may elect to enroll in one of the two meal plans designed especially for upperclass and graduate students.

The 40 Meal Plan (any 40 meals) and the 75 Meal Plan (any 75 meals) offer “all you care to eat” meals served in the John Jay Dining Room. Both plans include breakfast

and dinner, Monday through Friday, and weekend brunches and dinner on Saturday and Sunday. Students who enroll in either plan will also receive two complimentary Guest Meals for visiting friends or relatives.

The cost of the 40 Meal Plan and the 75 Meal Plan is automatically billed to your Columbia Student Account. All meals are accessed by your Columbia Card. Meals do not roll over from term to term.

DINING DOLLARS

Students may wish to take advantage of Dining Dollars, an alternative to cash payment that may be used at all of Columbia’s dining facilities. The Dining Dollars program is a declining balance account accessed by your Columbia Card; charges are billed monthly to your Columbia Student Account. Dining Dollars roll over from year to year and enable students to dine on campus without needing to carry cash. In addition, all Dining Dollars purchases are exempt from the 8.25 percent New York sales tax. For more information about the Columbia Card, see pages 92–93.

LOCATIONS ON THE MORNINGSIDE CAMPUS

John Jay Dining Hall

John Jay Dining Hall, located on the first floor of John Jay Hall, serves an “all you care to eat” breakfast including pancakes, waffles, eggs, and grilled specials; an à la carte lunch offering a variety of grilled specials, deli sandwiches, salads, pasta, and soups; and “all you care to eat” dinner including hot entrées (with low-fat vegetarian and vegan choices), pasta, stir-fry, salads, and homemade soups. Weekend brunch offers the best of breakfast and lunch.

The Carleton Lounge

The Carleton Lounge, located on the fourth floor of S.W. Mudd, offers a continental breakfast, an international hot and cold salad bar, homemade soups, deli sandwiches, sushi, and snacks.

The Food Court at Wien

The Food Court at Wien, located on the first floor of Wien Hall, offers a continental breakfast, Taco Bell, Pizza Hut, Wrappers (gourmet, hand-wrapped sandwiches), rotisserie chicken, side-dishes, pasta, soup, a salad bar, ice cream, and frozen yogurt.

Hartley Kosher Deli

Hartley Kosher Deli, located on the first floor of Hartley Hall, offers deli sandwiches, grilled chicken, knishes, vegetable burgers, cole slaw, potato salad, and snacks.

J.J.’s Place

J.J.’s Place, located on the lower level of John Jay Hall, offers a continental breakfast, a sub shop with hot and cold subs, a homemade soup and chili bar, sushi, specialty salads and sandwiches, frozen yogurt and ice cream, and a convenience store.

The Lenfest Café

The Lenfest Café, located on the second floor of the Law School, offers a continental breakfast, hot entrées, deli and grilled sandwiches, a salad bar, homemade soups, sushi, and snacks.

Uris Deli

Uris Deli, located on the first floor of Uris Hall, offers a continental breakfast, focaccia bar, deli sandwiches, salads, sushi, frozen yogurt, and snacks.

Dining Menu, King's College 1760

* Sunday, Roast Beef and Pudding;
Monday, Leg Mutton and Roast Veal;
Tuesday, Corn'd beef and Mutton
Chops; Wednesday, Peas Porridge and
Beef Steaks; Thursday, Corn'd Beef and
Mutton Pye; Friday, Leg Mutton and
Soup; Saturday, Fish, fresh & salt, in their
Season: Breakfast, Coffee & Tea, Bread &
Butter; Supper, Bread, Butter & Cheese,
or Milk, or the Remainder of Dinner. *

Café Cappuccino

Café Cappuccino, located in several buildings around campus, offers over 25 varieties of cappuccino and espresso drinks, regular and herbal teas, and hot chocolate. (Purchases may be made on a cash-only basis).

Café Cappuccino locations:

Morningside Campus
SIPA Lobby (fourth-floor atrium)
Uris Hall (first floor in Uris Deli)
Law School (first floor)
Dodge Hall (first floor)
Health Sciences Campus
Hammer Building (lobby)
Black Building (first floor)
Bard Hall

Health Sciences Campus

In addition to the previous Café Cappuccino locations, Dining Services on the Health Sciences campus contracts with six dining venues. Columbia students receive a 10 percent discount at all of the following locations except Burger King®, where you will receive a 20 percent discount, and the Recovery Room Buffet, which offers no discount. Simply show your Columbia Card to the cashier at the time of purchase.

LOCATIONS ON THE HEALTH SCIENCES CAMPUS

Café Cappuccino

Cathy Fried (212) 305-1162
**Streets of New York, Crossroads, and
Burger King®**

Pat D'Urso (212) 305-2094

All other inquiries

Renee Riley (212) 304-7000

Streets of New York

Streets of New York, located on the second floor of the Milstein Building, features fresh fruit, salads, soups, entrees, desserts, hot dogs, sandwiches, Snackwell™ cookies, soft-serve ice cream, and assorted beverages.

Crossroads

Crossroads, located on the first floor of Presbyterian Hospital, features rotisserie chicken, ribs, fried chicken, six daily side dishes, BBQ brisket, Pasta Pronto, Mongolian Wok, Thai Fry, Paella Bar and sandwiches, salads, hot desserts, soft-serve ice cream and yogurt, Eskimo pie, and fresh fruit.

Burger King®

Burger King® is located on the first floor of The Presbyterian Hospital.

Café Express

Café Express, featuring Pizzeria Uno® and located on the first floor of The Presbyterian Hospital, offers many varieties of gourmet pizza.

Autumn Leaf

Autumn Leaf, located in the Milstein Lobby, features gourmet coffees, fresh pastries, sandwiches, and salads.

Recovery Room Buffet

Recovery Room Buffet, located in the Bard Hall Lobby, 60 Haven Avenue, is a nightly dinner buffet featuring salad, main course, and dessert for \$4.95. Beverages are available for purchase.

Your Input Affects Our Output

Please do not hesitate to offer suggestions to help us improve our service. Dining experiences are an important part of campus life, and we want them to be as enjoyable as possible. Each dining location has a manager on duty during service periods who is available to discuss any concerns you may have. For general questions or comments, please contact Fred Howe, Director of Dining Services, at (212) 854-4494 or the Dining Informationline at (212) 854-2768.

Student Housing

Morningside Campus

UNIVERSITY RESIDENCE HALLS (URH)

Office of Administrative Services

125 Wallach Hall, Mail Code 4203
1116 Amsterdam Avenue, New York, NY 10027
(212) 854-2775
Information: (212) 854-6704
Fax: (212) 854-2789
E-mail: urh@columbia.edu
<http://www.columbia.edu/cu/reshalls>

Columbia University Residence Halls (URH) provides housing for approximately 4,500 undergraduates and 100 graduate students. Ninety percent of all undergraduates and 99 percent of all first-year students live in URH. There are 15 undergraduate residence halls located on and around the Morningside campus, with first-year students occupying Carman, John Jay, and Hartley-Wallach Halls.

URH offers students a variety of housing options. Buildings are arranged in

corridor or suite style, and all rooms are either singles or doubles. At least 65 percent of undergraduate students live in singles. The majority of residence halls have kitchens, lounges, and laundry facilities.

URH (125 Wallach Hall) also provides students on the Morningside campus with notary services. Other notary services are available through the Community Affairs Department at the Health Sciences campus in Room 132, 622 West 168th Street.

Throughout the year, URH residents receive detailed information about the opportunities and responsibilities that accompany residence hall life. In addition to the frequently published newsletter, *URH and YOU*, URH distributes important information by way of the following annual publications:

The Guide to Living in University Residence Halls

Check-In Guides

Check-Out Guides

Room Selection Lottery Guide

Terms and Conditions of Residence

These and all other printed information regarding URH is available at the Office of Administrative Services, 125 Wallach Hall. More information about URH is available over the Web at <http://www.columbia.edu/cu/reshalls>. Access to residence halls is limited to residents and their guests. For detailed information on guests and access to residence halls, please refer to URH Policies in *The Guide to Living in University Residence Halls*.

Summer Housing for Columbia Students

The Office of Administrative Services provides student summer housing accommodations in URH. Columbia students enrolled in the

spring or fall terms adjacent to the summer sessions, and those students who register for summer courses at Columbia are eligible for Summer Housing. Applications for summer housing are available in March.

Off-Campus Accommodations

Off-Campus Registry

115 Hartley Hall, Mail Code 4201

1116 Amsterdam Avenue

(212) 854-2773

<http://www.columbia.edu/cu/reshalls/ocr/ocr.html>

For the benefit of Columbia University students, faculty, and staff who wish to look for rooms off campus, URH operates the student-run Off-Campus Registry (OCR). In addition to arranging apartment shares between students, the OCR accepts listings from private landlords not associated with URH or UAH; these listings are not subject to inspection by the University.

To view listings, affiliates may visit the OCR in person or review listings on the Web at <http://www.columbia.edu/cu/reshalls>. From the URH home page, just click on the Off-Campus Registry button. Proof of admission to Columbia (an admissions letter) or a valid Columbia Card must be shown at OCR's office in order to gain access to contact information. Because the office's hours change according to the time of year, we advise you to call OCR in advance to ascertain the current schedule.

University Residence Halls Services

Customer Service Window

125 Wallach Hall, Mail Code 4203

(212) 854-2775

As a courtesy to its residents, URH provides the following services:

- U.S. postage stamps and rolls of quarters
- New York City subway and bus Metrocards
- Notary service
- An outgoing and incoming fax service through the Office of Administrative Services

GRADUATE AND PROFESSIONAL STUDENT HOUSING

University Apartment Housing

Office of Institutional Real Estate

400 West 119th Street, Mail Code 8801

New York, NY 10027

(212) 854-9300

Fax: (212) 749-8816

<http://www.columbia.edu/cu/ire>

Columbia University owns and directly manages approximately 5,700 residential units in 143 buildings in the immediate vicinity of the Morningside campus. This housing is primarily used to house faculty, staff, and students, and is managed by University Apartment Housing (UAH) of the Columbia Office of Institutional Real Estate, which manages all of the University's off-campus real estate properties.



Newly renovated John Jay Lounge. The inscription above the fireplace reads "Hold fast to the spirit of youth. Let years to come do what they may."

University-owned housing in the Morningside neighborhood is available to Columbia University graduate, professional, and General Studies students registered in a full-time degree program at the Morningside campus. Students registered at the Health Sciences campus should refer to the Health Sciences Housing information below.

Because Columbia University has ten schools at its Morningside campus, with programs ranging in duration from nine months to seven years, the number of UAH units that become empty and available for occupancy varies each year. In early summer, the number of housing units expected to be ready during or before registration is determined, and each school is allocated a specific number of UAH spaces for its students. Each school determines how best to use its allocations.

Types of Student Accommodations

UAH consists of apartments and dormitory-style suites, all located within walking distance of the campus. Housing is available to single students, couples, and students with dependent children. Due to space limitations, UAH is unable to provide housing to accommodate friends or relatives other than dependent children and spouses/partners or to provide additional space to satisfy unusual work or activity needs.

Eligibility for Housing

To be eligible to receive housing and remain in residence, students must be registered in a full-time degree program at Columbia. General Studies students must be enrolled as full-time degree candidates or in certain special certificate programs. Eligibility for UAH is limited to five years from the date of first registration or for the duration of the program, whichever is shorter. However, doctoral students in the Graduate School of Arts and Sciences may be eligible for an additional two years upon application by the school to the UAH office.

UAH cannot offer housing until the student's school has approved his or her housing application. The UAH office will notify students upon approval of their applications.

Application Information

In order to obtain housing in a University-owned building, a new student must: (1) satisfy certain eligibility criteria, (2) be approved for housing by his or her school, and (3) follow the application procedures outlined in UAH's brochure, *Housing for*

Graduate, Professional, and General Studies Students 1998–1999. Note that applications for the 1999 Spring Term must be approved by each student's school no later than January 12. Students whose applications are received after this deadline will automatically be placed on the UAH wait list. An application is specific to the semester in which it was filed. Each semester, new wait lists are generated, and each student who wishes to apply for housing must submit a new application.

Most student tenants receive standard New York City apartment leases with some modifications reflecting the special relationship between the University and its student tenants. With a few exceptions, leases and contracts are renewable annually in June for the term of the student's eligibility.

All student applications for housing must first be approved by their school before UAH is permitted to offer housing. Inquiries regarding approval of applications should be addressed to the housing liaison in the student's school—not to the UAH office. The UAH office will notify students upon approval of their applications.

Lease and Contract Signing Procedures

The UAH office is closed Saturdays, Sundays, and University holidays, and it is not possible to sign a lease or move into an apartment at those times. Leases/contracts must be signed by the prospective tenant in the presence of a UAH employee at the UAH office, Monday through Friday, from 9:00 a.m. to 3:30 p.m. Leases/contracts will not be mailed or faxed; keys will not be mailed. Keys will not be provided nor move in permitted before signing a lease. It is important that you make your best effort to plan your travel arrangements to coincide with your lease signing and move-in date. Payment of the first month's rent and a security deposit equal to the first month's rent must be made when you accept an apartment or unit. UAH accepts money orders, cashier's checks, certified checks, and traveler's checks (no international money orders, personal checks, cash, or credit cards are accepted).

Transfers

UAH expects that your accommodations will be suitable for the duration of your studies at Columbia. However, should a change in an apartment or room become necessary, you may apply for a transfer. Because of the high volume of incoming

students for the fall and spring terms, and the time constraints involved in preparing apartments for their occupancy, applications to transfer are accepted only during the months of October, November, February, and March. Transfers are granted depending on unit availability. Requests for transfers cannot be considered at other times of the year except in some cases for transfers from one room to another within the same apartment.

UAH Wait List

In the event that a school receives more applications for housing than its allocation of UAH units, some students will be placed on the UAH wait list. These students will be notified by their school. Any continuing students who apply for housing will be placed on the wait list.

The wait list is generated by the UAH office in the last week of August. Students receive wait list numbers based on student status (new or continuing) and the date that UAH receives their applications. For new students, the distance from permanent home address to campus will also be a factor in the wait list number assigned.

Calls for new students off the wait list typically begin in early September. It is the responsibility of each student to ascertain his or her position on the wait list and to monitor the movement of the wait list. Movement of the wait list is dependent upon unit availability. In accordance with availability, students will be offered housing until December 4, 1998, for the fall term, and April 23, 1999, for the spring term. Each semester a new wait list is generated, and each student must file a new application, which is available at the UAH office.

A detailed description of wait list procedures is available at the UAH office and will be provided to those new students placed on the wait list.

Keep in mind . . .

- Pets are strictly prohibited in UAH, except for seeing-eye dogs and those pets kept in aquaria.
- Couples may not reside in apartment shares or suite rooms.
- Applications for transfer from single to couples' accommodations generally are not approved during a student's first year in housing. Make your plans accordingly.

Morningside Graduate and Professional School Housing Liaisons

SCHOOL	LIAISON	PHONE	E-MAIL
ARCHITECTURE	Dalina Sumner	(212) 854-3510	das34@columbia.edu
ART	Jana Ragsdale	(212) 854-2133	jr162@columbia.edu
ARTS AND SCIENCES	Craig Knobles Aaron Koch	(212) 854-2889 (212) 854-3923	jck2@columbia.edu awk7@columbia.edu
BUSINESS	Pamela Vreeland	(212) 854-6123	pvreelan@claven.gsb.columbia.edu
FU FOUNDATION SCHOOL OF ENGINEERING AND APPLIED SCIENCE	Sunny Park Suh	(212) 854-2981	syp8@columbia.edu
GENERAL STUDIES	Andrea Solomon	(212) 854-2881	gsbm@cuvmc.columbia.edu
JOURNALISM	Tracey Stewart	(212) 854-4150	ts13@columbia.edu
LAW	William Wilcox	(212) 854-7377	wwilcox@law.columbia.edu
INTERNATIONAL AND PUBLIC AFFAIRS	Rene Celaya	(212) 854-8690	rc143@columbia.edu
SOCIAL WORK	Sigrid Hecker	(212) 854-7714	shh1@columbia.edu

Health Sciences Campus

HEALTH SCIENCES HOUSING ASSIGNMENT OFFICE

Renee M. Riley, Director
Health Sciences Housing Office
Bard Hall, 50 Haven Avenue
(212) 304-7000
Fax: (212) 544-1900
<http://cpmnet.columbia.edu/dept/hshousing>

Over 900 students reside on the Health Sciences campus in University-owned accommodations. These accommodations offer students both traditional residence halls (single rooms and suites) and apartments (studios and one, two, and three bedrooms). Both single-student and couples housing are available to full-time matriculated Columbia Health Sciences students.

All inquiries regarding on-campus housing should be directed to the Health Sciences Housing Office, which functions as the Health Sciences' representative for assignments to both University Residence Halls (URH) for Bard Hall and the Georgian Residences and University Apartment Housing (UAH) for the Bard-Haven Towers, 106 Haven Avenue, and 154 Haven Avenue.

Single Student Housing

Moving within Residence Halls

Beginning in mid-September Room Transfer Applications become available in the Housing Office for those students who live in Bard Hall and the Georgian Residence and who wish to change rooms within these two residences. Based on accommodation availability, these requests are processed throughout the academic year until mid-April.

Room Renewal is the process by which students currently living in Bard Hall and the Georgian Residence are assigned a room in these buildings for the upcoming year. The Housing Office distributes the Room Renewal Application and information brochures in mid-April.

Moving from Residence Halls to University Apartments

Throughout the academic year, students living in Bard Hall and the Georgian Residence may move to the Towers by filling a vacancy in a one-, two-, or three-bedroom UAH student apartment. A listing of these vacancies is posted in the Housing Office. Students should also consult the *Moving within the System* flyer, which outlines residence halls cancellation policies, required apartment occupancy, and moving guidelines.

University Apartment Housing

The Towers Lottery and Apartment Draw assigns student groups to Bard-Haven Towers for the upcoming academic year. The Housing Office distributes lottery applications and information brochures in early March.

Couples Housing

Housing for student couples at the Health Sciences campus is available to married couples and couples living in domestic partnerships. Because of limited availability, a Student Couples Lottery and Apartment Draw process is conducted to assign student couples to one-bedroom apartments for the upcoming academic year. The Housing Office distributes lottery applications and information brochures in early February. The filing deadline is late February. Apartment viewing and selection occur in April.

Apartment Transfers

Beginning in mid-September, apartment-transfer requests are accepted from couples who live in UAH apartments (Bard-Haven Towers, 106 Haven Avenue, and 154 Haven Avenue) and who wish to change to another apartment. Requests are reviewed

on a case-by-case basis. These requests are processed based on accommodation availability throughout the academic year.

Postdoctoral Residents

The University will continue to provide housing to those who currently reside in UAH and who hold postdoctoral residency positions at The Presbyterian Hospital, at the College of Dental and Oral Surgery, or postdoctoral fellowships within a University research division. These individuals are asked to reapply for University housing by completing a Nonstudent Housing Application available from the Housing Office. The University anticipates that it will be able to meet its current housing commitment, but not necessarily in your current accommodation. Students who currently reside in the two- and/or three-bedroom apartments will be relocated to full-size one-bedroom apartments. The application deadline is April 1.

Computers in Health Sciences Housing

Health Sciences Residence Halls are wired to enable students to connect a properly configured computer with a network adapter card to the campus computer network, allowing access to online resources at fast network speeds. Resources that students may access include e-mail (all students receive a free basic e-mail account); the World Wide Web; online library holdings; indexes and abstracts; student services (e.g., ordering transcripts online); and, for some courses, course syllabi and notes. Public access computer clusters are also available at several locations on the Health Sciences campus, but many students will find having their own computers more convenient. Residential Computer Consultants (RCCs) are part-time student staff who live in residence halls. If you are already in Health Sciences Housing, they can answer many of your network connection questions; a list of RCC names and phone numbers is on the HS-ResNet Web site at <http://cpmnet.columbia.edu/dept/hshousing>.

International House

This private residence, located on Riverside Drive north of 122nd Street, accommodates 700 graduate students, interns, and trainees from nearly 100 countries. Facilities

include a cafeteria, laundry, fitness center, study rooms, music practice rooms, a gymnasium, and a pub. Columbia University Apartment Housing has leased 100 single rooms with shared baths on coed and single-sex floors for eligible applicants. Through a separate International House application, which must be submitted with the UAH application, the "I. House" Admissions Committee selects residents who are willing to contribute to the wide range of social, cultural, and educational programs offered to the International House community.

Guest Accommodations

MORNINGSIDE CAMPUS

Conference and Guest Housing Office

116 Wallach Hall, Mail Code 4204
1116 Amsterdam Avenue
Monday through Friday from 9:00 a.m. to 5:00 p.m.
(212) 854-2946
Fax: (212) 854-8668
E-mail: hotel@columbia.edu

URH's Conference Housing Office provides guest rooms for affiliates of Columbia University and visitors to the campus. Located in the East Campus residence halls complex, the 18 guest rooms are available year-round except during winter break and graduation week.

All rooms are provided with air conditioning, two double beds, a private bath, color cable television with HBO and the Sundance Channel, a telephone with voice mail and complimentary local phone calls, and daily room service. There are no cooking facilities available in the guest rooms.

Room Rates (per night)

Single Occupancy	\$85.00
Double Occupancy	\$100.00
Each Additional Person	\$15.00

You may reserve a room with your Visa or MasterCard by contacting the Conference and Guest Housing Office by phone, fax, or e-mail.

The Conference and Guest Housing Office also offers a number of accommodations for conferences and interns during the summer months. If you are planning a conference or sponsoring a summer internship program and would like more information

about the options available, please contact the Conference and Guest Housing Office during business hours.

Additional Guest Accommodations

International House

500 Riverside Drive, New York, NY 10027
(212) 316-8473

International House offers 11 guest suites that include two single beds, telephone services, and other amenities.

Room Rates (per night)

Single Occupancy	\$95.00
Double Occupancy	\$105.00
Triple Occupancy	\$115.00

Other temporary accommodations may also be available at the American Youth Hostel (212) 932-2300.

HEALTH SCIENCES CAMPUS

Health Sciences Housing Assignment Office

Bard Hall, 50 Haven Avenue
(212) 304-7000
Fax: (212) 544-1900
<http://cpmnet.columbia.edu/dept/hshousing>

The Housing Office provides guest accommodations for affiliates of the University and visitors to the campus. The guestrooms, located in Bard Hall, include eight "Ivy League" single or double suites and the Samuel Bard Suite. The Samuel Bard Suite is a fully furnished guest apartment with living room, bedroom, bath, and fully equipped kitchen. Reservations may be made for overnight or extended stays by contacting the Housing Office during business hours.

Room Rates (per night)

Single Occupancy	\$70.00
Double Occupancy	\$75.00

Monthly Accommodations

Temporary monthly accommodations at the rate of \$525.00 per month are available for nonstudent affiliates of the University and visitors to the campus. These single-room accommodations are furnished with a single bed, desk, desk chair, dresser, and lounge chair. Shared shower and bathroom facilities are on the corridor.

Lerner Hall

Harris Schwartz, Executive Director
(212) 854-5800
Fax: (212) 854-5840

Columbia's new student center, Alfred Lerner Hall, is currently under construction on the site of the previous student center, Ferris Booth Hall. The 225,000 square foot student center will include an expanded bookstore; game and pool rooms; band and orchestra practice space; an auditorium that seats 1,100 with both Broadway and campus access; and a 400-seat cinema

adjoining the auditorium. Lerner will also house student club, government, and other activities offices; conference and meeting rooms; computer rooms; student mailboxes; the Double Discovery Center; and food services. The Columbia University Bookstore is anticipated to move into Lerner by Spring 1999, while other tenants will occupy Lerner in phases over the Spring and Summer of 1999. Lerner is scheduled to open officially in Fall 1999.



Students in Ferris Booth Hall, former student center and current site of Lerner Hall.

University ID Cards

Morningside Campus

David Roberts, Manager
The ID Center
204 Kent Hall, Mail Code 9209
(212) 854-4323
Fax: (212) 854-2944
<http://www.columbia.edu/cu/id>

Health Sciences Campus

Shannon Speights, Department Secretary
Department of Security
Black Building, Room 109
650 West 168th Street, Box 53
(212) 305-8100
Fax: (212) 305-5434

Columbia Card

The Columbia Card is your official University identification card. The ID Center at the Morningside campus issues, validates, and replaces Columbia Cards throughout the year. During registration periods, the Center is open for extended hours. Important functions of your Columbia Card include:

- Visual identification
- Access to University Residence Halls (URH)
- Meal plans, Columbia Points, and Dining Dollars
- Library borrowing privileges
- Access to administrative buildings
- Flex Account
- Snack and beverage vending machine purchases
- Laundry facilities

- University Bookstore purchases
- Cot rentals
- Fax service

Columbia-Presbyterian Medical Center IDs

The Security Department at the Health Sciences campus issues, replaces, and validates Columbia-Presbyterian Medical Center (CPMC) identification badges. The CPMC badge is used in Columbia University buildings where cardkey access is required.

Using Your Columbia Card for Financial Transactions

As an added measure of convenience and security, you may use your Columbia Card to perform several financial transactions on the Morningside campus. Students have the option to maintain any or all of the following accounts linked to their Columbia Card.

FLEX ACCOUNT

By making a deposit to your Flex Account, you may make dollar-for-dollar purchases in selected snack and beverage machines, laundry machines in residence halls, and at the Bookstore simply by using your Columbia Card rather than cash or coins. To add value to your Flex Account, you may

visit any of the following locations: 204 Kent Hall, 103 Wien Hall, 118 Hartley Hall, or 125 Wallach Hall.

DINING DOLLARS/MEAL PLAN/COLUMBIA POINTS

All students using Dining Dollars or Columbia Points receive dollar-for-dollar value accessible through your Columbia Card. In addition, students using the card are not charged the 8.25 percent tax on food purchases in any Dining Services locations on the Morningside campus. All Flex Account and Dining Dollars account balances may be carried from one academic year to the next. Meal Plan and Columbia Points account balances will not carry over from one academic year to the next. Unused meals expire at the end of each term, while Columbia points rollover from the Fall Term to Spring Term. All balances must be exhausted prior to leaving the University, as no refunds or withdrawals of

Did you know . . . ?

The ID Center is responsible for maintaining and supplying IDs for over 60,000 students, faculty, and staff on three campuses.

existing balances are possible. For more information on Dining Dollars, see page 86. If you have a question about any of your Dining Service accounts, please visit 103 Wien Hall or call Mary Pough at (212) 854-4076. If you have a question about your Flex Account, visit the ID Center in 204 Kent Hall or call (212) 854-4323.

Lost or Stolen Columbia Cards and CPMC Badges

Report any theft, including that of Columbia Cards and CPMC badges, to Columbia's Department of Security immediately. In addition, inform the ID Center during normal business hours of lost or stolen Columbia Cards.

REPLACEMENT FEES

For lost student Columbia Cards: \$10
For lost student CPMC badges: \$12

There is no fee for the replacement of stolen cards with proper documentation from the Security Department or the Police Department.

Resolving Problems

Campus card-readers and cardkey locks will not respond to your Columbia Card if you have not been granted specific privileges or access to certain buildings—such as Dodge Physical Fitness Center, URH, Libraries, and areas secured with cardkey locks. The ID Center cannot grant such privileges or clear students for access to secured areas. Students must contact the appropriate office to resolve these problems.

Keep in mind that it may take up to 24 hours for Columbia's system to update building access privileges or Dining Dollar accounts.

For answers to particular questions regarding your Columbia Card functionality, contact the following areas:

DINING SERVICES
(Dining Dollars, Meal Plans, Columbia Points)
103 Wien
(212) 854-4076

DODGE PHYSICAL FITNESS CENTER
(Access to gym and locker services)
Ticket Office, Dodge Physical Fitness Center
330 Broadway
(212) 854-2546

HEALTH SCIENCES SECURITY OFFICE
(All CPMC-ID card problems)
Black Building, Room 109
(212) 305-8100

LIBRARY INFORMATION OFFICE
(Borrowing privileges)
234 Butler Library
(212) 854-2271

MORNINGSIDE SECURITY OFFICE
(Access to buildings, including libraries)
112 Low Library
(212) 854-8500

UNIVERSITY RESIDENCE HALLS
(Access to residence halls)
125 Wallach
(212) 854-2775

Mail Information

Area U.S. Post Offices

Morningside Campus

Columbia University Station, 112th Street
(between Broadway and Amsterdam Avenue)

Health Sciences Campus

Audubon Station, 165th Street (between
Audubon and Amsterdam Avenues)

Federal Express Office

600 West 116th Street
(800) 463-3339

Morningside Campus Mail Codes

Student mail questions: (212) 854-2775

Always include the mail codes when addressing correspondence to University faculty or administrators on the Morningside campus.

Local campus mail (within the University) should follow the format below:

FORMAT	EXAMPLE
Name of Person	Professor Lionel Trilling
Program/ Department Name	Department of English
Building Name	Philosophy Hall, Room 602
Mail Code	Mail Code 4927

The U.S. Post Office is now requiring the use of a complete street address for all incoming U.S. mail, preferably without the use of building names. Inclusion of the mail code on incoming U.S. mail is extremely important. The street addresses of all campus buildings are listed on the Web at <http://www.columbia.edu/cu/dir>.

Off-campus mail should follow this format:

FORMAT	EXAMPLE
Name of Person	Professor Lionel Trilling
Program/ Department Name	Department of English
Organization	Columbia University
Mail Code	Mail Code 4927
Street Address	1150 Amsterdam Avenue
City, State, and Zip Code	New York, NY 10027

Getting Mail

Most residence halls are served by the URH mail centers and the URH Package Room. Mail centers can only accept regular U.S. Mail and Priority Mail. The URH Package Room, located in the basement of Carman Hall, accepts packages and express mail from all carriers. For a list of residence halls served by URH mail centers, information regarding mail delivery, special delivery and express mail, and student addresses, see

The Guide to Living in University Residence Halls. The U.S. Postal Service delivers mail directly to all residents in UAH.

Changing Your Address

It is essential that Columbia has your correct local, permanent, and billing addresses. If any of these addresses change during your stay at Columbia, be sure to inform the University. The best way to update this

information is via Student Services Online, which may be accessed on the Columbia home page under the "Students" button.

WAYS TO CHANGE YOUR ADDRESS:

- Student Services Online:
<http://www.columbia.edu/cu/students>
- By phone: (212) 854-4400
- In person: By completing a form available

at either the Registrar's Information Center or Student Financial Services in Kent Hall.

Some offices, departments, and schools, especially the graduate and professional schools, may require you to inform them directly of your address changes. You also should inform the Office of University Alumni Relations at (212) 870-2535 if your permanent address changes.

Telecommunications Services

Morningside Campus

OFFICE OF COMMUNICATIONS SERVICES

115 Computer Center, Mail Code 1685
(212) 854-6250
http://www.ais.columbia.edu/ais/html/com_services.html

The Office of Communications Services (OCS) provides telephone, data connectivity, and voice mail via the RolmPhone System to students living in Columbia and Barnard residence halls and some University Apartment Housing (UAH). OCS also offers cable television to specific University Residence Halls.

RolmPhone System

Regular telephones, answering machines, and modems will not operate on the digital RolmPhone system.

All RolmPhones feature intracampus calling, inbound calling, conference calling, visual call-waiting, camp-on, forwarding, transfer, hold, and PhoneMail. PhoneMail is the RolmPhone system's voice messaging system that allows a student to receive and send messages from any touch-tone phone. Unanswered calls automatically forward to your PhoneMail box after four rings. Each mailbox has a capacity of 14 messages per student per line.

Students not living on campus or living in non-RolmPhone service buildings who would like to have a PhoneMail box may order one. For a nominal charge OCS will issue them a telephone number where messages may be left. Messages may be retrieved from any touch-tone phone.

AT&T ACUS Service

AT&T ACUS service is the billing agent for students who use the RolmPhone System. For those students in RolmPhone services residences, off-campus calls are made with the use of their Personal Security Code (PSC), which students receive from AT&T ACUS Service. The PSC is a seven-digit number that functions similarly to a telephone credit card in that the bill is generated through its use and not through the phone number itself. Since most first-year students have roommates, each person is issued a PSC; each person, therefore, receives his/her own bill. Students use the same PSC for all off-campus calls and will be billed no matter what RolmPhone they use or where they live on campus.

Students are responsible for contacting AT&T if they do not receive their bill. They also must keep AT&T informed directly of any address changes. Students may also request that their bills be sent to their permanent home address.

For more information about AT&T ACUS service, see URH's *Guide to Living in University Residence Halls*, available to all URH Residents.

Optional Services

OCS offers several optional services that students may have billed to their AT&T ACUS accounts. These services include data service, private telephone units, modem support, and upgrades. OCS also offers cable television service in Carman, East Campus, Furnald, Hogan, John Jay, Wallach, and Wien. Students must provide a cable-ready television. Residents in UAH and off campus should contact their local cable provider.

Health Sciences Campus

NEC CUSTOMER SUPPORT CENTER—BELL ATLANTIC

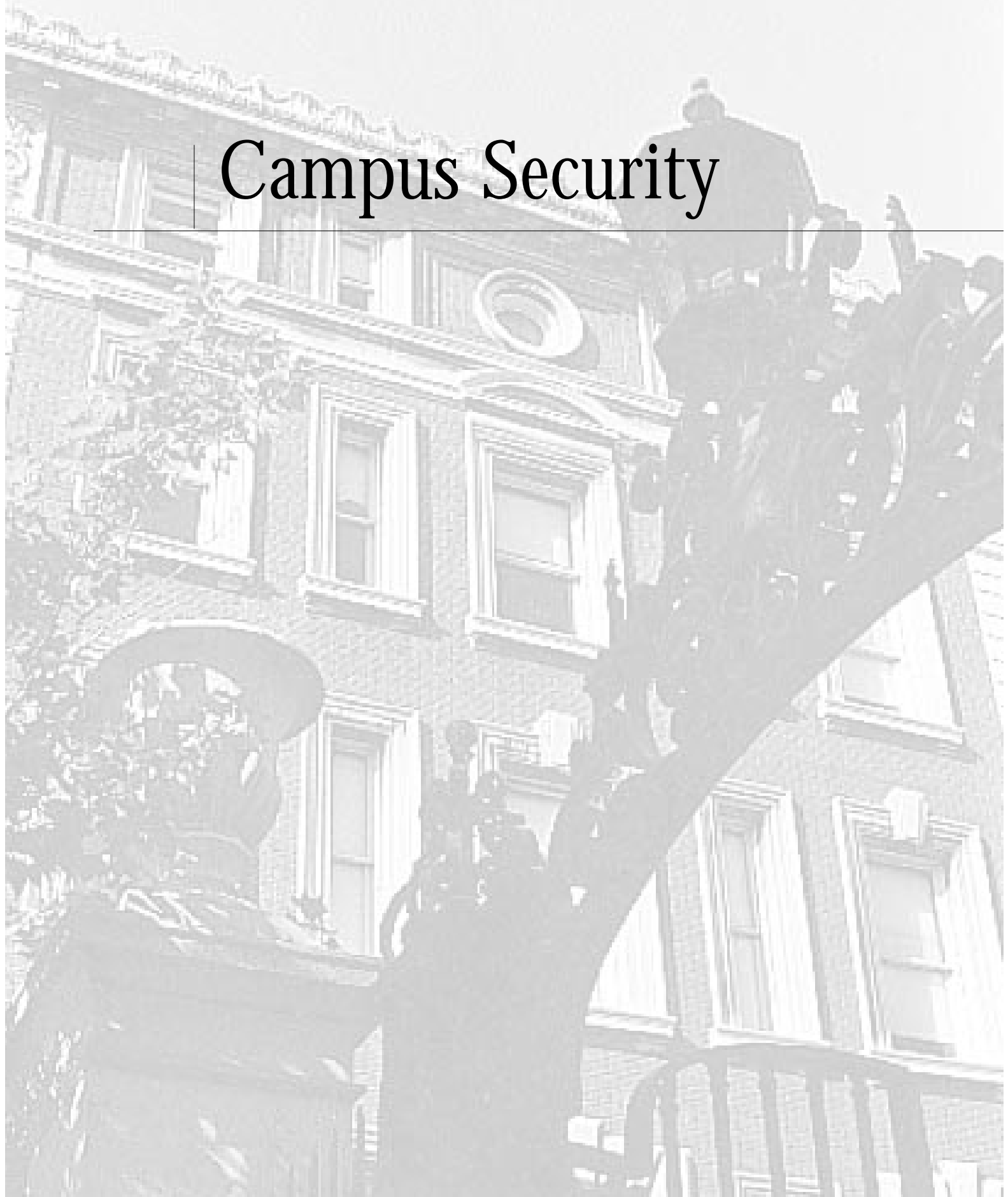
(888) 567-4685
<http://cpmnet.columbia.edu/dept/hshousing/commphon.html>

The state-of-the-art NEC/ACC communications system servicing Bard Hall, the Georgian Residence, Bard-Haven Towers 1, 2, and 3, and 106 and 154 Haven Avenue, offers a variety of features including free five-digit dialing to all extensions within the campus, CPMC network, call holds, last-minute redial, two/three-way residential campus calling, and voice mail. Your telephone number travels with you if you move to another on-campus location (except 154 Haven). Students living in UAH buildings may elect to use either NEC or Bell Atlantic for their basic telephone services.

Using NEC Telephones

Dialing across the campus is a free on-campus call. Dial 2 plus the last four digits of the phone number to call a "304" NEC/Health Sciences Housing exchange and 6 or 7 plus the last four digits of the phone number to call any "305" CPMC exchange. On-campus house phones are located in all seven residential buildings and in the Bard-Haven Tower 2 parking garage.

Campus Security



Security

Both Columbia University and Barnard College employ their own uniformed security officers to patrol the campuses and surrounding areas 24 hours a day. Security officers are responsible for a wide range of safety services, which include responding to accidents, medical or fire emergencies, and requests for assistance; investigating and preparing incident reports (including reports of criminal activity); and coordinating police response functions. While neither Columbia nor contract security personnel are sworn law enforcement officers, they do receive regular in-service training covering the arrest powers of nonpolice personnel and the New York State Penal and Criminal Procedural Law. There is also a heavy emphasis on human relations and sensitivity training.

Emergencies

Morningside Campus: (212) 854-5555
Campus RolmPhones: x99 or x4-5555
Health Sciences campus: (212) 305-7979;
(212) 305-8100
Campus phones: x7-7979 or x7-8100
New York Police Department: 911

Any student of the University can report potential criminal actions and other emergencies on campus by simply dialing the special emergency numbers listed above at any time of the day or night.*

Security Offices at Columbia

Morningside Campus
111 Low Library, Mail Code 4301
535 West 116th Street
(212) 854-2796

Health Sciences Campus
650 West 168th Street
(212) 305-8100

Lamont-Doherty Earth Observatory
Route 9W, Palisades, NY 10964-1707
(914) 359-8860

Nevis Physics Laboratories
136 South Broadway
Irvington, NY 10533-2500
(914) 591-2861

Barnard College
104 Barnard Hall
(212) 854-3362 or (212) 854-6930

Campus Access

At the Morningside campus, gate security officers are posted at West 116th Street and Broadway, West 116th Street and Amsterdam, and West 119th Street and Amsterdam. The Security Department provides 24-hour access control to the undergraduate residence halls through a combination of proprietary and contract security officers and specially trained student attendants. Access control is supplemented by

an online computerized card access system linked to student identification cards.

The Office of Institutional Real Estate manages over 6,000 University-owned residential units, most of which are located in the area from West 109th to West 125th Street between Morningside and Riverside Parks in the area known as Morningside Heights. Some units are located on Haven Avenue between 169th and 173rd Streets and are used primarily to house students enrolled at the Health Sciences campus. These buildings are managed and operated by University employees. Superintendents reside either in, or in close proximity to, the buildings.

At selected academic buildings, a card access and alarm monitoring system, with video support monitored 24 hours a day, has been installed at the security operations desk. Emergency call boxes located throughout the Morningside and Health Sciences campuses communicate directly with their respective security operations desks (see below). Motorized and foot patrols, coordinated with neighborhood security organizations as well as the security departments of Barnard College, Teachers College, Presbyterian Hospital, and other affiliated institutions, patrol all campuses and their environs.

All Columbia University buildings on the Health Sciences campus are also patrolled by security officers. Valid Columbia University or Columbia-Presbyterian Medical Center identification badges are required for entry into the Physicians and Surgeons Building, Black Building, Georgian Residence, Hammer Health Sciences Center, Bard Hall, Bard-Haven Towers, 80 Haven Avenue, and 154 Haven Avenue. The area from 168th Street to 174th Street along Fort Washington and Haven Avenues is patrolled by Columbia Security as well.

Morningside Area Alliance Inc.

(212) 749-1570
Fax: (212) 749-0842

* The information on security is published in compliance with the Student Right-to-Know and Campus Security Act of 1990, as amended. See also the section on Sexual Misconduct and Sexual Assault in Appendix E.



Columbia Security officer and Security Director George Smartt (far left) with New York Police Department officers.

Morningside Area Alliance, a community-building partnership of the major institutions of Morningside Heights, provides a number of functions to the local community, including daily patrols in the neighborhood, advocacy for Morningside Park, and operation of the Claremont Youth Center. The Community Public Safety Office at 1252 Amsterdam provides information to the public between 5:00 p.m. and 1:00 a.m. The Youth Center, which serves young people between the ages of seven and twenty-one, is located at 81 Claremont Avenue.

New York Police Department Precincts

Morningside Campus
NYPD 26th Precinct
520 West 126th Street (between Amsterdam
Avenue and Old Broadway)
New York, NY 10027
(212) 678-1311

Health Sciences Campus
NYPD 33rd Precinct
West 165th Street (between St. Nicholas and
Amsterdam Avenues)
New York, NY 10032
(212) 927-3200

Columbia's Security Department maintains an excellent liaison with the local police precincts, including cooperating in crime

prevention strategies and exchanging information whenever crimes are committed. The police also help to maintain a safer campus by providing extra coverage for special events that attract large crowds.

Off-campus student organizations recognized by the University are monitored by both the Security Department and local police precincts who provide patrol coverage. The Security Department checks daily with the precincts regarding any police activity at these locations.

Columbia Area Volunteer Ambulance (CAVA)

Emergency: x99 from any RolmPhone
Information: (212) 854-3815

CAVA operates 24 hours a day to handle student medical emergencies. Certified student emergency medical technicians will provide all necessary assistance while transporting you to the hospital.

St. Luke's-Roosevelt Hospital

West 114th Street at Amsterdam Avenue
Emergency Room: (212) 523-3334; (212) 523-3335

St. Luke's-Roosevelt Hospital is directly across the street from the Morningside campus. Triage nurses make sure urgent

cases are seen immediately. The Emergency Room can get very crowded, so if you do not need immediate attention, it is best to go to Health Services at John Jay Hall.

Emergency Telephones

For immediate communication with Columbia Security, use one of the bright yellow emergency call boxes visible all over campus and its surrounding areas. For better visibility, a blue light is affixed to the telephone pole. The boxes work like radios—just pull the handle to open the box and press the red button inside to speak. To hear a reply, release the button. Give the security officer your location, and personnel will be dispatched right away. If you can, tell the dispatcher the nature of the emergency.

Lost and Found

Morningside campus: 111 Low Library,
(212) 854-2796
Health Sciences campus: 109 Black Building,
(212) 305-8100

Security does its best to return everything that is found around campus to its rightful owner. If you lose something that is not marked with your name and school address, make sure you check to see if it has been returned to Lost and Found. If your Columbia Card is missing, report the loss to the ID Center and Security as soon as possible.

Security Advisory Committee

Security Advisory Committees, consisting of faculty, staff, students, and senior administrators, meet on a regular basis to discuss safety and security issues. In addition, walks are arranged through the entire campus to review lighting and other environmental factors affecting safety. Security input is also provided by the Institutional Real Estate staff, the University Residence Halls staff, the Office of the Assistant Dean for Residence Life, and the Undergraduate Dormitory Council. An Assistant Director of Security serves as an ongoing liaison with these organizations.

Buildings and Grounds

Morningside Campus
Facilities Management
B-230 East Campus
(212) 854-2275 (24 hours)

Health Sciences Campus
650 West 168th Street
(212) 305-7367 (business hours)
(212) 305-8100 (after business hours,
weekends, and holidays)

The Facilities Management Department maintains University buildings and grounds with a concern for safety and security. The Security Department, through patrols of buildings, informs Facilities Management of potential safety and security hazards, such as broken windows and locks.

Security Escort Service

MORNINGSIDE CAMPUS

(212) 854-SAFE (7233)

During the school year, Columbia University Escort Service will send two specially trained students to accompany students to their door any time from 8:00 p.m. to 3:00 a.m., seven nights a week. Escorts carry two-way Columbia Security radios. This service is available from West 108th Street to West 110th Street between Amsterdam Avenue and Riverside Drive, and from West 111th Street to West 122nd Street between Morningside Drive and Riverside Drive.

When using this service, please allow escorts 5 to 15 minutes to arrive and ask them to show a Columbia Card. If you need an escort before 8:00 p.m. or after 3:00 a.m., call Security at (212) 854-2798.

HEALTH SCIENCES CAMPUS

(212) 305-8100

Columbia Security officers will escort students door to door to or from any of the University buildings on the Health Sciences campus or private residences on Haven Avenue, Fort Washington Avenue, or Broadway from 165th to 178th Streets.

A shuttle service is also available during stated hours within the Morningside Heights area and between the Morningside and Health Sciences campuses (see page 68).

Crime Prevention

Morningside campus: 101 Low Library,
(212) 854-8513
Health Sciences campus: 109 Black Building,
(212) 305-8100

Crime prevention is a high priority in the Security Department. Living in a large city requires students and employees to practice sound crime prevention techniques when walking at night, riding the subway, safeguarding property, or the like. A Security Department Assistant Director of Investigations follows up on all reports of criminal activity; the reports are prepared by Security personnel by contacting the complainant to ensure that a thorough investigation is conducted. Where appropriate, police referrals are made by this manager.

Crime prevention lectures concerning personal property and safety are presented to various groups and campus organizations. During orientation week, members of the Security Department begin this educational process by presenting crime prevention information to incoming students. Throughout the year, the Security Operations Desk offers a variety of literature on specific ways to safeguard one's property and person. Safety and security information and training are continuously provided to students, staff, and faculty through bulletins, crime alerts, and a free newsletter published by the Security Department.

Useful tips on crime prevention are available from Columbia's Crime Prevention Unit via informal lectures that can be scheduled for any size group and through information packets on personal and residential safety. The Crime Prevention Unit also offers support in the event that it must present a criminal case to the police department or the courts. There are also various crime prevention pamphlets available at the Operations Desk in the Security Offices.

PREVENTING THEFT: OPERATION ID

Columbia is part of a nationwide program to deter theft by permanently identifying valuables. Register for participation in the program through Security and borrow an engraver to mark all of your valuable property with your Social Security number. Keep a good photograph of anything you

cannot engrave. You should also keep an up-to-date property inventory that includes detailed descriptions of the property and model and serial numbers.

PRECAUTIONS IN RESIDENCE HALLS AND OFF-CAMPUS HOUSING

Security
Morningside campus: x99 or (212) 854-5555
Health Sciences campus: (212) 305-8100

Security officers control access to residence halls; even so, there are certain precautions you should take to prevent burglary whether you live on or off campus. Keep your apartment, room, or suite door locked at all times. Secure any valuables left inside and never leave cash in your room. When you go out, lock your windows. Always keep your keys with you—do not leave them under a mat or in your mailbox. Make sure your name, address, and phone number are not on your key ring. If your keys are lost or stolen, inform Security at once. If you live off campus and your keys are lost, change your locks immediately.

When you move into an off-campus apartment, change all the locks. You do not know who has a copy of the keys. Install a chain lock and use it.

Never let would-be burglars know you are not home. Do not leave a note on your door saying you are not in. On your answering machine, just ask callers to leave a message.

Do not let anyone you do not know into your lobby. If you are suspicious of any person in a public area of your building, notify the front desk workers in the residence halls, University Security, or the NYPD at once. Do not confront the suspicious person.

If you receive an obscene or harassing phone call, hang up immediately. If the caller persists, contact Security.

Bear in mind that your own safety is worth much more than your property, so never take any personal risk you can avoid. At the same time, however, it is a good idea to take out personal property insurance. This covers breakage and other damage to your property, as well as theft.



The view from Low Library, 1921.

PRECAUTIONS IN LIBRARIES AND COMMON AREAS

Security

Morningside campus: x99; (212) 854-5555

Health Sciences campus: (212) 305-8100

Never leave your belongings unattended. Make sure you keep your bag or purse where you can see it, not on the floor by your feet or on the back of your chair. Do not keep valuable items in your coat pocket. Report any suspicious persons to Security immediately.

PROTECTING YOUR VEHICLE

Crime Prevention Unit

Morningside campus: (212) 854-8513

Health Sciences campus: (212) 305-8100

The best way to prevent vehicle theft is to make it difficult to steal your car or bicycle. Park your car in well-lit and busy areas. If you park in a commercial lot or garage, leave only the ignition key with the attendant. Always lock your car, even when you leave it for only a minute. Close windows all the way and make sure the trunk is locked. Do not leave luggage, packages, or other valuables inside that might tempt a thief. Do not leave vehicle registration inside the car. Antitheft devices delay the car thief and buy time.

Always lock your bicycle. A key-operated, steel U-shaped lock is recommended. Be sure to use your lock to secure at least your back wheel and frame to a bicycle rack or similar immobile object. On the Morningside campus, use only authorized bicycle racks. Bicycles found locked to handrails or other campus structures will be removed and taken to the Security Office, 111 Low Library. Never lock your bicycle by the front or back wheel alone. Also, lock your bicycle in a well-lit area where pedestrian traffic will discourage theft. Kryptonite bike locks and “The Club” antitheft devices are available at both the Morningside campus and Health Sciences campus security offices for discounted prices. Also, bike registration and Combat Auto Theft NYPD Crime Prevention Programs are also available. Register your bicycle and motor vehicle with the NYPD. For information about the registration program, call the Crime Prevention Unit.

CONFIDENCE TRICKS

Crime Prevention Unit

Morningside campus: (212) 854-8513

Health Sciences campus: (212) 305-8100

Although confidence tricks come in many guises, they all boil down to one thing—money. If you are approached by a person or a group of people who ask you to put up

money for a bizarre reason, usually promising you a large financial reward, do not give them any money. Some of the more common stories involve a winning lottery ticket or cash that has been found. You may even be called by someone purporting to be a bank examiner or other official asking for your help in catching a dishonest employee. There are also hard luck stories to be wary of; for example, people may ask you for train fare to visit a relative in a far-away hospital.

If you are in doubt about a situation of this nature, call the Crime Prevention Unit. Should an incident occur, inform Security or the NYPD.

Personal Safety

IN RESIDENCE HALLS AND OFF-CAMPUS HOUSING

There are several simple precautions you can take in your apartment, room, or suite to help ensure your safety. Remember, Security and the NYPD are here to protect you, so if you feel threatened in any situation, contact them right away.

Have your keys ready as you approach your building. If you come home and it looks as if someone has entered your room or apartment in your absence, do not go inside. On campus, call Security. Off campus, call the NYPD or dial 911. If someone is loitering outside or inside your building or if you think you have been followed home, call Security or the NYPD from the nearest telephone outside the building. It is better to give a false alarm than to take an unnecessary risk.

If a stranger knocks at your door to solicit, do not let that person into your room. In residence halls, call the front desk for assistance. In your apartment, keep the chain lock on the door. Always ask to see identification before admitting anyone whom you do not know.

Use only your last name and first initial on your door and mailbox. List your telephone number the same way.

Draw all curtains and blinds after dark and never dress or undress in front of the window.

The public areas of your building should be well lit. Notify Security or your landlord if they are not.

Check to see who is inside the elevator before getting in. Wait for an empty or a

crowded elevator rather than riding alone with a stranger. Stand near the control panel. If you are threatened, press the emergency button or as many floor buttons as possible.

ON THE STREET

Try not to walk alone after dark—take the shuttle bus or use the Columbia Escort Service. If you are by yourself, walk quickly and always be aware of others around you. Stick to well-lit areas and avoid quiet side streets or alleys.

New York City maintains beautiful parks. Generally, they are safe during daylight hours, although you should always remain aware of your surroundings. Riverside Park is often visited by Columbia students. When entering remote or densely forested areas in parks, be alert and avoid potentially dangerous situations.

Do not carry more cash than you need. If you must carry a purse, keep it close to your body and do not resist if it is snatched. If your wallet is stolen, cancel your credit cards and your checking account at once and report the incident to the police.

If someone is following you on foot, remain alert: look behind you, cross the street, ask for help. If you are being followed by car, turn around and walk in the opposite direction. Try to get the license plate number and call the police if the problem persists. If a driver stops to ask directions, do not approach his or her car. Do not worry about appearing rude.

When using automatic bank teller machines, always be aware of the people around you. Be especially careful if the cash machines are located directly on the street. Try to use machines during the daylight hours. If you are suspicious of any person near the machine, do not use it. Try to have a friend accompany you to ATM machines.

PUBLIC TRANSPORTATION

If you are traveling by subway, have your token, Metrocard, or money ready before you go into the station. Try to stay near people at all times—pick a car that is occupied by other passengers.

If you are suspicious of anyone, get off the train at the next stop and notify the

conductor or a nearby police officer. During non-rush hours, ride in the center of the train near the conductor.

Plan your route before you leave. Only the #1 and the #9 local trains stop at the 116th Street station. You can catch the express train at 96th Street. If you do wind up overshooting your stop, get the train back or take a taxi. Do not walk through Morningside Park.

It is safer to travel by bus than by subway late at night. Yellow taxis are the safest—though most expensive—way to travel at night. The Security Department recommends against the use of “gypsy” taxis, but if you choose to use one, make sure you agree on a price with the driver before you

begin the trip. When you are dropped off at your destination, have the driver wait for you to enter your building.

Fire Safety

WHAT TO DO IN CASE OF FIRE

Emergency
Morningside campus: x99; (212) 854-5555
Health Sciences campus: (212) 305-8100

If you discover a fire, immediately pull the nearest fire alarm. There is a fire alarm box on every floor of most buildings on campus. Call the emergency number for your campus and report the fire to Security, who



will contact the Fire Department. If you are off campus, dial 911. Leave the building at once and stand by to direct emergency teams to the location of the fire.

Be aware that transmitting a false alarm is a criminal offense that endangers the lives of both building occupants and emergency personnel. It is also an offense to prop open fire doors or to tamper in any way with alarm equipment, electromagnetic locks, or other safety and security devices or to block or obstruct paths of exits.

If the fire is small and not spreading quickly and you have been appropriately trained, you may try to extinguish the fire yourself with the extinguishers located throughout all campus buildings, but only after you have sounded the fire alarm. The University Fire Safety staff offers fire extinguisher training to various groups throughout the year. If you would like to receive such training, call the staff at (212) 854-6676 (Morningside) or (212) 305-6780 (Health Sciences). If you are not completely certain about how to operate the extinguisher, do not attempt to put out a fire yourself. Leave the area, closing all doors behind you.

University Residence Halls (URH) and many other buildings have automatic fire detection equipment that sounds an alarm and transmits it to Security and to the Fire Department.

If you hear an alarm sounding in your building, do not assume that it is a drill or test. All building alarm systems are tested as required by law, but these tests are announced in advance. Treat every alarm as an emergency unless you have received advanced notification otherwise.

If an alarm sounds, exit the building immediately. The alarm may be a pattern of gongs, a continuously ringing bell, or horns. Feel doors before opening them to be sure that there is no fire danger on the other side. If you must enter a smoke-filled room or hallway, cover your nose and mouth with a wet towel and crawl to the nearest exit, keeping your head near the floor.

If you cannot get out of the building because of heat or smoke, stay in your room, shut the door and await assistance from the Fire Department. Stuff the crack under the door with sheets, clothes, or blankets and open the window. Call Security to give your location and wave a brightly colored garment or towel from your window—the Fire Department will be looking for this sign.

If it is safe to leave your room, do so, and close the door behind you. Take your keys so that you can reenter your room if exit is not possible. Do not waste time collecting personal valuables. Never use an elevator during a fire emergency. Always use fire stairs. If you are injured or disabled, stay in your room and make your presence known to other occupants and to Security by telephone. Emergency staff members will assist you in leaving the building.

Fire Safety Precautions

Keep doorways, corridors, and stairwells clear and unobstructed and keep fire doors closed. Make sure that all electrical appliances and cords are in good condition and UL approved. Do not overload electrical outlets. Use fuse-protected multioutlet powerstrips and extension cords when necessary. Turn off all lights and electrical appliances when you leave your room, office, or apartment.

Do not smoke in bed. Extinguish all smoking materials properly and thoroughly. Empty wastebaskets regularly, and do not store flammable substances in your room or apartment.

Candles and live holiday decorations, such as trees or wreaths, are not permitted in the residence halls without prior approval by the Fire Safety Office or URH. Artificial greens must have certificates of flame proofing. The URH publication *Guide to Living in University Residence Halls* contains additional information on fire protection, precautions, and regulations pertaining to URH buildings. Students living in the residence halls must comply with the provisions of that publication, which is distributed to all residents every year.

Call Box Locations

MORNINGSIDE CAMPUS

- 415 West 118th Street between Amsterdam Avenue and Morningside Drive
- 514 West 114th Street between Mathematics and Earl Hall
- Pupin Plaza
- Revson Plaza
- Uris (east side)
- John Jay (Lion's Court)

Did you know . . . ?

In February of 1998, a CAVA volunteer performed the unit's first baby delivery and received the famous Stork Emblem from the New York Fire Department.

- Dodge (front door)
- 614 West 114th Street (River Hall)
- Furnald lawn
- Kent (front door)
- 460 Riverside Drive
- 411 West 115th Street
- 140 Morningside Drive at West 122nd Street (parking lot)
- Front of 448 Riverside Drive
- 611 West 113th Street (parking lot)
- Sundial, College Walk
- Southwest corner of West 120th Street and Amsterdam Avenue

HEALTH SCIENCES CAMPUS

- 50 Haven Avenue (on the fence in front of Bard Hall)
- 169th Street and Fort Washington Avenue (near the side entrance to the Hammer Center)
- On the fence outside Towers 1 and 2 (171st Street and Haven Avenue)
- Baker Field
- Soccer Field
- Baseball Field

Crime Statistics

The Security Department maintains statistics for reported campus crimes. The following charts reflect these statistics. Please note that beginning January 1, 1993, the Security Department has maintained statistics for forcible and nonforcible sex offenses. Please also note that during the period of time referred to on the next page, there were no weapons arrests and no arrests for liquor law or drug abuse violations at any campus. For this reason, no entries appear on the charts for these particular crimes. None of the crimes or violations reported manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity.

Morningside Campus

	1994	1995	1996	1997
MURDER	0	0	0	0
ROBBERY	8	4	2	1
AGGRAVATED ASSAULT	8	3	9	6
BURGLARY	59	20	35	26
MOTOR VEHICLE THEFT	0	0	0	0
SEX OFFENSES: FORCIBLE	2	2	2	0
SEX OFFENSES: NONFORCIBLE	0	0	0	0

Lamont-Doherty Earth Observatory

	1994	1995	1996	1997
MURDER	0	0	0	0
ROBBERY	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0
BURGLARY	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0
SEX OFFENSES: FORCIBLE	0	0	0	0
SEX OFFENSES: NONFORCIBLE	0	0	0	0

University Apartment Housing (UAH)

Formerly Real Estate Management (REM)

	1994	1995	1996	1997
MURDER	0	0	0	1
ROBBERY	23	11	13	9
AGGRAVATED ASSAULT	5	5	2	1
BURGLARY	26	27	14	15
MOTOR VEHICLE THEFT	0	0	0	0
SEX OFFENSES: FORCIBLE	0	0	3	0
SEX OFFENSES: NONFORCIBLE	0	0	0	0

Nevis Laboratories

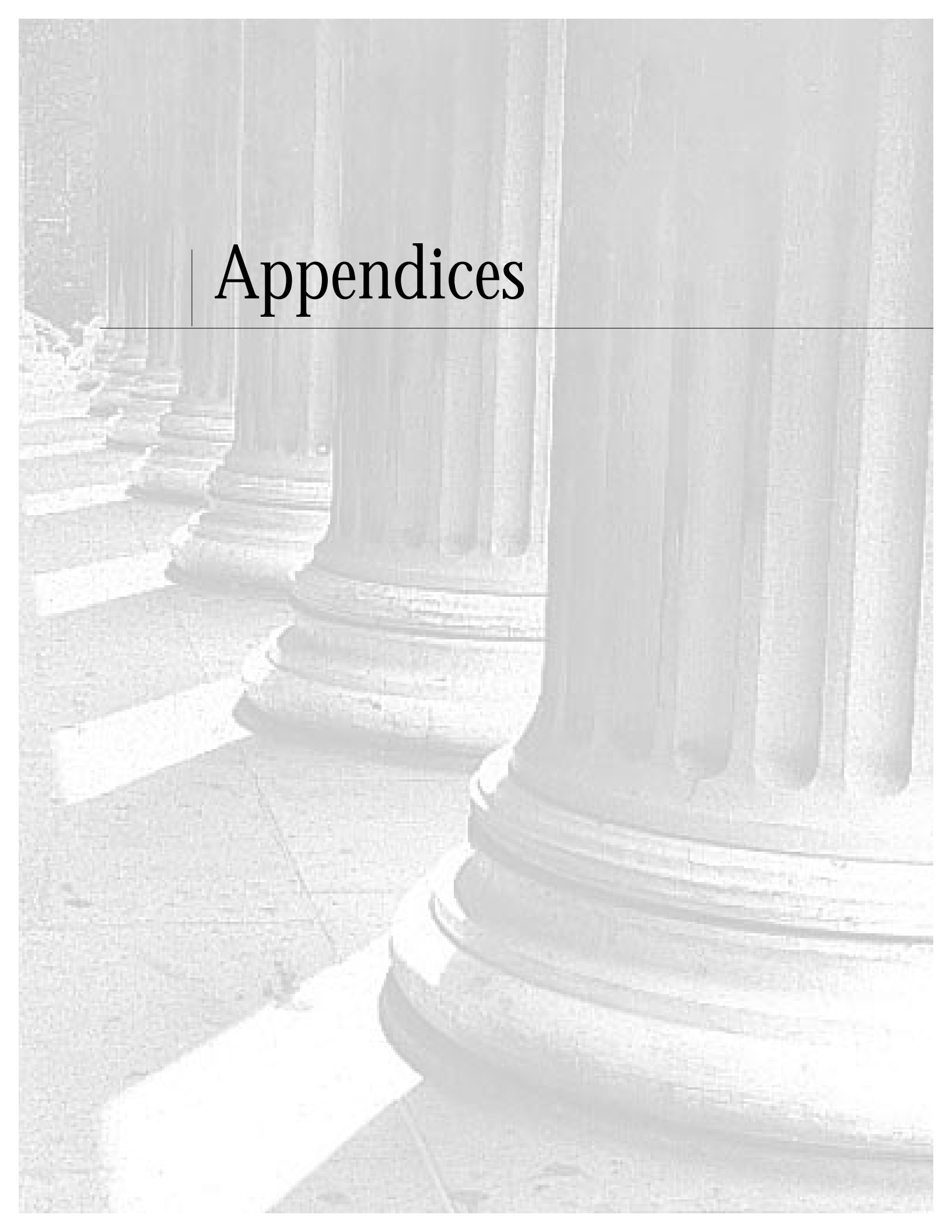
	1994	1995	1996	1997
MURDER	0	0	0	0
ROBBERY	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0
BURGLARY	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0
SEX OFFENSES: FORCIBLE	0	0	0	0
SEX OFFENSES: NONFORCIBLE	0	0	0	0

Health Sciences Campus

	1994	1995	1996	1997
MURDER	0	0	0	0
ROBBERY	4	4	0	0
AGGRAVATED ASSAULT	3	5	3	2
BURGLARY	17	10	5	3
MOTOR VEHICLE THEFT	1	0	1	0
SEX OFFENSES: FORCIBLE	0	0	0	0
SEX OFFENSES: NONFORCIBLE	0	0	0	0

Baker Field

	1994	1995	1996	1997
MURDER	0	0	0	0
ROBBERY	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0
BURGLARY	1	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0
SEX OFFENSES: FORCIBLE	0	0	0	0
SEX OFFENSES: NONFORCIBLE	0	0	0	0



| Appendices

APPENDIX A: Academic Information Systems (AcIS) Computer Usage Policy

Academic Information Systems (AcIS) maintains certain policies with regard to the use and security of its systems and networks. All users of our facilities are expected to be familiar with these policies.

Violations of AcIS policy may lead to the suspension of computer account(s) pending investigation of circumstances. Serious violations of AcIS policy will be referred directly to the appropriate academic or outside authorities. Unauthorized use of University computing facilities may be a criminal offense. The penalties may be as severe as suspension or dismissal from the University and/or criminal prosecution.

TERMS AND CONDITIONS

1. Unauthorized attempts to gain privileged access or access to any account not belonging to you on any AcIS system are not permitted.
2. Individual accounts may not be transferred to or used by another individual. Sharing passwords is not permitted.
3. Each user is responsible for all matters pertaining to the proper use of their account; this includes choosing safe passwords and ensuring that file protections are set correctly.
4. No AcIS system may be used as a vehicle to gain unauthorized access to other systems.
5. No AcIS system may be used through unauthorized dial-up access.
6. No AcIS system may be used for unethical, illegal, or criminal purposes.
7. Any user who finds a possible security lapse on any AcIS system is obliged to report it to the system administrators. Do not attempt to use the system under these conditions until the system administrator has investigated the problem.
8. Please keep in mind that many people use the AcIS systems for daily work. Obstructing this work by consuming gratuitously large amounts of system resources (disk space, CPU time, print quotas) or by deliberately crashing the machine(s) will not be tolerated. Please cooperate by running large jobs at off-peak hours and by using the "nice" command to lower the priority of CPU-intensive processes.
9. All users should be aware that the system administrators conduct periodic security checks of AcIS systems, including password checks. Any users found to have an easily guessed password will be required to choose a secure password during their next login sequence.
10. Electronic mail on all AcIS systems is as private as we can make it. Attempts to read another person's electronic mail or other protected files will be treated with the utmost seriousness. The system administrators will not read mail or non-world-readable files unless absolutely necessary in the course of their duties and will treat the contents of those files as private information at all times. Undeliverable mail is directed to the system administrators in the form of "headers only" for purposes of assuring reliable e-mail service.
11. Use of the AcIS facilities by outside individuals or organizations requires special permission from AcIS and payment of fees to the University and to the appropriate software vendors where applicable.
12. Use of AcIS systems for commercial uses, except by approved outside organizations, is strictly prohibited. Such prohibited uses include, but are not limited to, development of programs, data processing, or computations for commercial use and preparation and presentation of advertising material.
13. Frivolous, disruptive, or inconsiderate conduct in the computer labs or terminal areas is not permitted.
14. No AcIS system may be used for sending nuisance messages such as chain letters and obscene or harassing messages.
15. No AcIS system may be used for playing computer games.

APPENDIX B: Policy on Access to Student Records under the Federal Family Educational Rights and Privacy Act (FERPA) of 1974

GUIDELINES AND STATEMENT OF POLICY

(Comment: While gender-neutral language is employed in these guidelines and statements whenever possible, "he," "him," or "his" occasionally appear. They are used to avoid awkward locutions and are not intended to perpetuate gender stereotypes.)

I. SCOPE OF THE ACT.

- (a) General. The Federal Family Educational Rights and Privacy Act of 1974 affords to persons who are currently, or were formerly, in attendance at the University as registered students a right of access to their "educational records" that contain information directly related to such persons. Persons who unsuccessfully applied for admission to the University are not covered by the Act. An unsuccessful applicant for admission to one of the schools or divisions of the University is not considered to be a "student" of that school or division even if the applicant is in attendance at another school or division of the University. The Act also restricts the persons to whom the University may disclose a student's education records without the student's written permission.
- (b) Records Covered. "Educational records" of a student include records, files, documents, and other

materials regularly maintained by the University that contain information directly related to a student and that are maintained in connection with the student's attendance at the University.

There are a number of types of records that are specifically excluded from the scope of the Act. For example, a student is not entitled to examine the following:

- (1) Records maintained personally by faculty members that are not available to others.
- (2) Records that are created or maintained by a physician, psychologist, or other recognized professional or paraprofessional that are created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment. Thus, for example, a student does not have the right to inspect records maintained by the University Health Service or the Counseling and Psychological Service. Such records, however, can be personally reviewed by a physician or other appropriate professional of the student's choice.
- (3) Records, such as those that might be maintained by the University's legal counsel, the confidentiality of which is protected by law.
- (4) Records containing financial information

about his or her parents, such as information submitted in connection with an application for financial aid.

II. ACCESS RIGHTS OF STUDENTS.

- (a) Procedure. A student may obtain access to his education records by making application to the Information Center of the Office of the Registrar. The University is required to grant the request within 45 days. The Registrar will forward copies of the student's request to the appropriate offices holding the requested files. These offices will contact the student and invite him to inspect them.
- (b) Confidential Letters of Recommendation. In general, a student may have access to confidential letters and statements of recommendation that are part of the student's education records. This right, however, does not apply to such letters and statements placed in the student's education records prior to January 1, 1975, if such letters and statements are not used for purposes other than those for which they were specifically intended. A student may, by signing a written waiver, relinquish his or her right to inspect confidential recommendations placed in the student's education records on or after January 1, 1975, respecting (1) admission to any educational institution;

(2) an application for employment; or (3) the receipt of an honor or honorary recognition.

In no case will any student be required by the University to waive his or her rights to access of confidential recommendations. A student may find it appropriate to do so for a number of reasons. For example, the student may feel that his or her professors will write more candid and helpful letters of recommendation if the letters are not available to the student. A number of schools and departments have waiver forms available. A school or department desiring to formulate a waiver form should consult the General Counsel of the University.

- (c) Copying. A student will ordinarily not be provided with copies of any part of his record other than his transcript, unless the inability to obtain copies would effectively prevent him from exercising his right to inspect and review his education records. In cases where copies will be provided, the department or office of the University maintaining the record in question may impose a charge for making such copies at such uniform rates as it shall determine. Each department or office should establish and make readily available a schedule of such charges. In general, the charges imposed will not exceed \$.10 per page. An exception is the case of transcripts, which are free.

(d) Other Rights.

- (1) A student also has the right to be provided with a list of the types of educational records maintained by the University that relate to students. The University Registrar has compiled such a list and will, on request, make copies of this list available to any student to assist the student in determining those records to which he or she may want access. Generally, educational records of a student will be maintained by the Office of Registrar, the office of the school or department in which the student is enrolled, and the office of the department of the student's major field of study. In addition, the University Health Service maintains records relating to students who have utilized its facilities. If a student has utilized a placement office at the University, such office may also maintain records relating to the student.
- (2) A student may request that his records be amended to eliminate any information contained therein that he believes is inaccurate, misleading, or violates his privacy or other rights.
- (3) If the University decides to refuse to amend a student's records, he or she is entitled to a hearing to challenge the content of his or her educational records in order to insure that the records are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights. Normally, an informal hearing will suffice with an officer of the University who has authority to make changes in a student's records. If a student is dissatisfied with the results of such a hearing, the student should be referred to the General Counsel of the University.
- (4) If, after a hearing, the University decides that the student's records are not inaccurate, are

misleading, or are otherwise in violation of his or her privacy or other rights, the student has the right to place in his or her records a statement commenting upon the information and/or setting forth any reasons for disagreeing with the decision of the University.

III. ACCESS BY OR RELEASE TO OTHERS.

(a) General. The University will not generally permit access to, or release of, educational records or personally identifiable information contained therein to any party without the written consent of the student. The University may, however, as provided in the Act, release such data to certain persons including:

- (1) Officials of the University who have a legitimate educational interest in obtaining access to the records. Such access will be granted to officers of the University who are determined by the custodian of the records to require access for a purpose that is directly related to and in furtherance of the educational program at the University or the student's participation therein.
 - (2) Persons who require access in connection with the student's application for, or receipt of, financial aid.
 - (3) Parents of a student, provided the student is a "dependent" of the parents for federal income tax purposes. In general, the University does not make education records available to a student's parents, although it is the policy of some schools within the University to advise such parents of the student's grades. Where the University believes that it is in a dependent student's interest, information from the student's educational records may be released to the parents of such a dependent student.
 - (4) The University may release such information in compliance with a judicial order or pursuant to any lawfully issued subpoena. Before any information is so released the University will first notify the student at the student's most recent address as shown in the records maintained by the Office of the Registrar.
 - (5) In connection with an emergency, the University may release information from educational records to appropriate persons if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
- (b) Release with the Student's Consent. Upon written consent or request by a student, the University will release information from the student's educational records to third parties. The student should make a request for such release to the department or office having custody of the record involved. The University may impose a charge for copying a student's records in connection with such release.
- (c) Transfer of Information to Third Parties. It shall be a condition of the release by the University of any personal information on a student to a third party that the party to which the information is released will not permit any other party to have access to such information without the written consent of the student. An institution to which

such information is released may permit its officers, employees, and agents to use such information but only for the purposes for which the disclosure was made.

- (d) Directory Information. The University may release "directory information" with respect to a student without the student's consent. The University is required to give notice of the categories of information that it will treat as "directory information." Accordingly, the University hereby gives notice that it has designated the following categories of information as directory information with respect to each student: name, local and permanent address, telephone listing; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members in athletic teams; dates of attendance at Columbia and school, department, or institute attended; degrees conferred, awards received, and their dates; and other educational institutions attended.

A student in attendance at the University who does not want to have directory information relating to himself or herself released should inquire at the Office of the Registrar as to the procedures to be followed. It is important to note that such requests must be made within the first 90 days of any term.

IV. GENERAL.

- (a) Students will be notified of their rights by distribution of these Guidelines at the time of registration. Copies of the *Guidelines and Statement of Policy* and of the Federal Family Educational Rights and Privacy Act and the regulations thereunder are available at the Office of the Registrar.
- (b) Each office of the University that maintains educational records should keep with each student's file a permanent record of all parties who have requested access to the student's records, other than custodians of such files. University officials normally dealing with such files in performance of their duties. University officials who have been determined to have a legitimate educational interest in obtaining access to the records, parents of a "dependent" student, parties who have received "directory information," and parties who have received records or information pursuant to the student's written consent. Such records of access should indicate specifically the legitimate interest that each such party had in obtaining access to the student's records and whether or not the request was granted. A student may inspect such records relating to his education records.
- (c) Questions about the interpretation of the Guidelines should be referred to the University's General Counsel.
- (d) Complaints regarding violations of a student's rights under the Act may be filed with:
The Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, D.C. 20202-4605
(202) 260-3887
Fax: (202) 260-9001

APPENDIX C: 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 unless granted auditing privileges. 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 AND LENGTH OF RESIDENCE

The minimum residence requirement for each Columbia degree is 30 points of course work completed at Columbia University.

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

A student in good standing may, for a valid reason, be granted a leave of absence by the Dean of the School.

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 is absent from school because of his or her religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements that he or she may have missed because of such absence on any particular day or days. No student will be penalized for absence due to religious beliefs, and alternative means will be sought for satisfying the academic requirements involved.

Officers of administration and of instruction responsible for scheduling of academic activities or essential services are expected to avoid conflict with religious holidays as much as possible. If a suitable arrangement cannot be worked out between the student and the instructor involved, they should consult the appropriate dean or director. If an additional appeal is needed, it may be taken to the Provost.

HAZARDOUS ACTIVITY IN CONNECTION WITH INITIATIONS AND AFFILIATIONS

In accordance with Chapter 676 of the Laws of 1980 of the State of New York, the following rules and regulations supplement existing University rules and regulations for the maintenance of public order on University campuses and other University property used for educational purposes:

1. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
2. Any person who engages in conduct prohibited by the foregoing paragraph shall be subject to ejection from University campuses and property and, in the case of a student or faculty violator, to suspension, expulsion, or other appropriate disciplinary action by the Dean or other University officer having jurisdiction. Any organization that authorizes such conduct may be subject to rescission of its permission to operate on University campuses or property.
3. A copy of these rules and regulations shall be given to all students enrolled in the University and shall be deemed to be part of the bylaws of all organizations operating on the University's campuses. Each such organization shall review annually such bylaws with individuals affiliated with such organization.
4. These rules and regulations are applicable to all students, faculty, and other staff as well as visitors and other licensees and invitees on University campuses and properties.

UNIVERSITY POLICY ON POSSESSION OF FIREARMS ON CAMPUS

University policy and state law, New York Penal Law Section 265.01(3), prohibits possession of firearms on campus without the University's written authorization.

STUDENT DISCIPLINE

Students may continue at the University, receive academic credits, graduate, and obtain degrees subject to the disciplinary powers of the University. The Trustees of the University have delegated responsibility for student discipline to the Deans of the individual schools or divisions, and their administration of student discipline is known as Dean's Discipline.

Students should be aware that academic dishonesty (for example, plagiarism, cheating on an examination, or dishonesty in dealing with a faculty member or other University official) or the threat of violence or harassment are particularly serious offenses that will be dealt with severely under Dean's Discipline.

ACADEMIC DISCIPLINE

In addition to Dean's Discipline, each school or division of the University has established standards of academic progress and requirements for remaining in academic good standing. Progress and standing are monitored by the Dean's Office of the respective school or division. For further information about academic standards and requirements students should consult the bulletin of the school or division in which they are enrolled.

The continuance of each student upon the rolls of the University, the receipt of academic credits, graduation, and the conferring of any degree or the granting of any certificate are strictly subject to the disciplinary powers of the University.

RULES OF UNIVERSITY CONDUCT

Chapter XLI of the Statutes of Columbia University

The Rules of University Conduct (Chapter XLI of the Statutes of the University) provide special disciplinary rules applicable to demonstrations, rallies, picketing, and the circulation of petitions. These rules are designed to protect the rights of free expression through peaceful demonstration while at the same time ensuring the proper functioning of the University and the protection of the rights of those who may be affected by such demonstrations.

The Rules of University Conduct are University-wide and supersede all other rules of any school or division. Minor violations of the Rules of Conduct are referred to the normal disciplinary procedures of each school or division ("Dean's Discipline"). A student who is charged with a serious violation of the Rules has the option of choosing Dean's Discipline or a more formal procedure provided in the Rules.

All University faculty, students, and staff are responsible for compliance with the Rules of University Conduct. The text of the Rules of University Conduct is reproduced below.

§410. Demonstrations, Rallies and Picketing.

Demonstrations, rallies, picketing, and the circulation of petitions have an important place in the life of a university. They are means by which protests may be registered and attention drawn to new directions possible in the evolution of the University community. But in order to protect the rights of all members of the University community and to ensure the proper functioning of the University as an institution of teaching and research, it is necessary to impose reasonable restraints on the place and manner in which picketing and other demonstrations are conducted and on activities of counter demonstrators or self-appointed vigilantes. This is the intention of the Rules of University Conduct: to protect the concurrent rights of both the University community as a whole and demonstrators.

While the University as a private institution is not subject to the Constitutional provisions on free speech and due process of law, the University by its nature is dedicated to the free expression of ideas and to evenhanded and fair dealing with all with whom it conducts its affairs. The Rules of University Conduct are thus enacted by the University to provide as a matter of University policy the maximum freedom of expression consistent with the rights of others and a fair and speedy hearing to any person charged with a violation of these Rules.

A violation of these Rules is an offense against the entire University community. However, such violations are not here considered as crimes, and University disciplines should not carry the same stigma as a criminal conviction. All members of the University community are assumed to be innocent until proven guilty of a violation of the Rules. The University shall publicize the existence of the Rules and make them readily available to persons who may be affected by them. Such persons are responsible for being aware of all provisions contained in the Rules.

§411. Definitions.

Terms used in this Chapter XLI shall have the following meanings: (Comment: While gender-neutral language is employed in these Rules whenever possible, “he,” “him,” or “his” occasionally appear. They are used to avoid awkward locutions and are not intended to perpetuate gender stereotypes.)

- a. University means Columbia University in the City of New York.
- b. University facility means that place where a University function occurs.
- c. University function means any charter or statutory operation or activity of the University, including instruction, research, study, administration, habitation, social life, space allocation and control, food supply, and other functions directly related thereto. Specifically included are both functions of fixed-time duration (e.g., classes, examinations, lectures, etc.) and functions of continuing duration (e.g., the operation of libraries, research laboratories, maintenance shops, computers, business offices, etc.). Also included are functions ancillary to directly educational purposes such as meetings, disciplinary proceedings, and athletic and social events sponsored by any University-approved organization.
- d. Deans mean persons appointed by the President, and approved by the Trustees, either as Dean, Acting Dean, or Director of one of the divisions or schools of the Columbia Corporation or such staff persons as they may assign to administer disciplinary affairs.
- e. Delegates. A “Presidential delegate” is appointed by the President, and a “divisional delegate” is appointed by the Dean or Director of a division or school. Delegates have principal authority for the enforcement of these Rules. They shall warn individuals and groups whose actions may violate these Rules and may declare their belief that the demonstration is illegal under Sections 413a (18), (19), and (20). They shall, when facts known to them or brought to their attention warrant, file a complaint with the Rules Administrator against alleged violators.
- f. Dean’s Discipline means in the case of students the normal disciplinary procedure of a school or division that would ordinarily apply but for these Rules; in the case of faculty and staff, Dean’s Discipline means the normal disciplinary procedure that would ordinarily apply but for these Rules.
- g. Day means a calendar day, regardless of whether the University is in academic session except for purposes of the appeal procedures set forth in §418. Whenever any time limit expires on a non-working day, it shall be extended to the next working day.
- h. Students mean any persons registered in any division of the University, whether for courses or research, and whether or not they are candidates for a degree or certificate. It also includes persons who are on leave or suspended or continuing matriculants for any degree or certificate. It includes persons registered during any preceding terms and who have not since that time earned the degree or certificate or withdrawn from the University.
- i. Faculty means officers of instruction or research appointed to any division, school, or other department of the University, including officers on leave.

- j. Staff means members of the administration, administrative staff, research staff, library staff, or supporting staff.
- k. Violation means the commission of an act proscribed by these Rules. However, inadvertent or accidental behavior shall not be considered to be the substance of a violation.
- l. Sanctions comprise the following penalties for violation of these Rules:
 - (1) Disciplinary Warning. A disciplinary warning states that future violations will be treated more seriously. It in no way limits consideration for, or receipt of, financial aid or compensation for which the individual may be eligible. The period of warning shall be for not less than the remainder of the term in which the warning occurs nor for more than three regular terms, including the term in which the warning occurs. Upon notification by the proper authority, there shall be entered on the individual’s transcript or personal record the notation: “Disciplinary Warning, from (date) to (date).” This notation is removed when the disciplinary warning has been terminated.
 - (2) Censure. In addition to the provisions listed under disciplinary warning, censure remains on students’ records until completion of the degree or certificate for which they are candidates. For faculty and staff this notation remains on the record for a maximum of four years. It in no way limits consideration for, or receipt of, financial aid or compensation for which the individual may be eligible. Subsequent conviction for a simple offense requires suspension for a semester or dismissal from the University; subsequent conviction for a serious offense requires dismissal from the University.
 - (3) Suspension. Individuals who have been suspended are not permitted to continue their association with the University or reside in one of the University residence halls during the period of suspension, nor may they receive a leave of absence of any kind. The period of suspension shall be for not less than one regular term nor for more than three regular terms, not counting the Summer Session, but including the term in which the suspension occurs. The period of suspension shall be determined by the Hearing Officer; it may not be adjusted except under the appellate procedures set forth in these Rules or by an act of presidential clemency. Upon notification by the proper authority, there shall be entered on the individual’s record the notation: “Suspended, from (date) to (date).” Upon termination of the period of suspension, the individual may apply for reinstatement. The notation on the record is permanent.
 - (4) Dismissal. Unlike suspension, when an individual is dismissed, no time period is specified, nor is reinstatement anticipated, but in no case shall reinstatement occur less than one year after the imposition of the sanction except by act of Presidential clemency. Upon notification by the proper authority, there shall be entered on the individual’s record the notation: “Dismissed, (date).” Should the individual be subsequently readmitted or reemployed, upon notification from the proper authority, there shall be entered on the individual’s record the

notation: “Readmitted or reemployed (date).”

The notations on the record are permanent.

- m. Respondent means a person against whom a charge for violation of these Rules has been filed.
- n. Rules Administrator means the Rules Administrator appointed under §415b.
- o. Hearing Officer means a Hearing Officer appointed under §415d.
- p. University Judicial Board means the appellate review board appointed under §415e.

§412. Jurisdiction.

The Rules of University Conduct shall apply to all members of the University community: administrators, administrative staff, research staff, library staff, supporting staff, faculty, and students. Also visitors, licensees, and invitees on a University facility shall be subject to the Rules of University Conduct. Violations by such persons may result in the revocation of their invitation or license to be on a University facility and their subsequent ejection.

The Rules of University Conduct apply to any demonstration, including a rally or picketing, that takes place on or at a University facility. Such facilities include, but are not limited to, all University campuses, research laboratories, maintenance shops, business offices, athletic fields, dormitories, classrooms, and meeting halls. The Rules of University Conduct do not apply to participation in a demonstration, including a rally or picketing, by full-time employees of the University represented by a collective bargaining agent, where the demonstration arises in the course of or is incident to a labor dispute involving the University.

§413. Violations and Sanctions.

- a. Violations. A person is in violation of these Rules when such person individually or with a group, incident to a demonstration, including a rally or picketing:
 - (1) (simple violation) engages in conduct that places another in danger of bodily harm;
 - (2) (serious violation) causes or clearly attempts to cause physical injury to another person;
 - (3) (simple) uses words that threaten bodily harm in a situation where there is clear and present danger of such bodily harm;
 - (4) (serious) uses words in a situation of clear and present danger that actually incite others to behavior that would violate Sections 413a (2) or (6);
 - (5) (simple) causes minor property damage or loss, or endangers property on a University facility;
 - (6) (serious) misappropriates, damages, or destroys books or scholarly material or any other property belonging to the University, or to another party, when that property is in or on a University facility, and by such action causes or threatens substantial educational, administrative, or financial loss;
 - (7) (simple) interferes over a very short period of time with entrance to, exit from, passage within, or use of, a University facility but does not substantially disrupt any University function;
 - (8) (serious) continues for more than a very short period of time to physically prevent, or clearly attempt to prevent, passage within, or unimpeded use of, a University facility, and thereby interferes with the normal conduct of a University function;

- (9) (serious) enters or remains in a University facility without authorization at a time after the facility has been declared closed by the University; (Comment: The University shall make all reasonable attempts to publicize this declaration to the fullest extent possible.)
- (10) (simple) enters a private office without authorization;
- (11) (serious) holds or occupies a private office for his own purposes; (Comment: Persons may not enter a private office unless invited and then not in excess of the number designated or invited by the occupant. Anyone so entering must leave on request of a recognized occupant of such office or on request of another authorized person. Passage through reception areas leading to private offices must not be obstructed. Clear and unimpeded passageway through lobbies, corridors, and stairways must be maintained at all times. For this purpose, the delegate may advise demonstrators as to the permissible number of participants in such restricted areas and regulate the location of such participants. Persons may use rooms in which instruction, research, or study normally take place only when such rooms are assigned to them through established University procedures.)
- (12) (simple) causes a noise that substantially hinders others in their normal academic activities;
- (13) (simple) briefly interrupts a University function;
- (14) (serious) disrupts a University function or renders its continuation impossible;
- (15) (serious) illicitly uses, or attempts to use, or makes threats with a firearm, explosive, dangerous or noxious chemical, or other dangerous instrument or weapon;
- (16) (serious) fails to self-identify when requested to do so by a properly identified delegate;
- (17) (serious) prevents a properly identified delegate from the discharge of his official responsibilities under these Rules, except through a mere refusal to self-identify;
- (18) (simple) fails to obey the reasonable orders of a properly identified delegate regulating the location of demonstrators or others within the vicinity of a demonstration to assure unimpeded access to or use of a facility or to avoid physical conflict between demonstrators and others; (Comment: This regulation gives the delegate authority to regulate assemblies. The check against abuse of such authority is provided by the test of reasonableness imposed by the Hearing Officer in such disciplinary proceedings as may result from noncompliance. Should a delegate in the exercise of discretion fail to disperse an assembly in which some or all of the participants are violating or have violated the Rules, this should in no way be construed as excusing the violators, who remain liable for their acts under these Rules.)
- (19) (simple) fails to disperse from an assembly upon order of a properly identified delegate when such order results from repeated or continuing violations of these Rules by members of the assembly and the delegate has by

- verbal directions made reasonable effort to secure compliance before ordering dispersal;
 - (20) (serious) fails to disperse from an assembly upon order of a properly identified delegate when such order results from serious violations of these Rules by members of the assembly and the delegate so states in his order to disperse;
 - (21) (simple) aids and abets others or other groups in a simple violation of these Rules;
 - (22) (serious) aids and abets others or other groups in a serious violation of these Rules.
- b. Reserve Clause. Disciplinary matters not specifically enumerated in these Rules are reserved in the case of students to the Deans of their schools or their delegated authorities and to the regulations and mechanisms they have established, and in the case of faculty and staff to the President of the University or his delegated authority and to the regulations and mechanisms that have been established to deal with such matters.
- c. Sanctions.
- (1) A respondent who is found guilty of a simple violation of these Rules shall be sanctioned by: Disciplinary Warning or Censure. Censure is the most severe penalty that may be imposed for a simple violation.
 - (a) For repeated violations of a simple nature, or for a simple violation by a respondent already on Disciplinary Warning, the respondent shall be subject to Censure or Suspension; if already under Censure, the respondent shall be subject to Suspension. In especially extreme cases, Dismissal may be imposed.
 - (2) A respondent who is found guilty of a serious violation of these Rules shall be sanctioned by Censure, Suspension, or Dismissal.

§414. Enforcement.

- a. Summoning a Delegate. Should any member of the University community believe that participants in an assembly or other demonstration are violating the Rules of University Conduct, he or she should notify the appropriate delegate(s) by calling the Security Office. The delegates shall proceed to the site of the demonstration and gather information for possible transmission to the Rules Administrator. This includes the identities of any participants who the delegate feels are violating the Rules and the facts surrounding the demonstration.
- b. Warning and Advice. Properly identified delegates shall warn those parties whose actions they consider to be in violation of these Rules. However, a member of the University community may be charged with a violation of these Rules even if no prior warning has been given or perceived. The Hearing Officer (or Dean or other person conducting the proceedings in the case of Dean's Discipline) shall in either case determine whether the actions of the accused were in violation of these Rules.
- c. Creating Separate Areas for Demonstrations Believed to Be in Violation of These Rules and for Permissible Demonstrations/Observation. Delegates believing that an assembly or other demonstration is violating Sections 413a(7), (8), (9), or (14) of these Rules should, to the extent practicable in their sole judgment, immediately make all reasonable efforts to create separate areas for demonstrators whose actions are believed to

violate the Rules and for those wishing to demonstrate permissibly or to observe. There should be a reasonable distance between these areas, with a presumption in favor of allowing unobstructed view and observation, and they should be graphically delineated without creating barriers, to the extent feasible. Failure by a delegate to create these areas shall not excuse a violation of these Rules.

- d. Distribution of a Flier Conveying Pertinent Information to Demonstrators and Observers. Whenever an assembly or other demonstration believed to be in violation of these Rules continues for more than a very short period of time, the Presidential delegate shall consider preparing a flier for distribution to persons in the area of the demonstration. The flier should repeat any previous warning by a delegate concerning the violation or violations of these Rules that are believed to be taking place, describe the location of any areas cordoned off under Section 414c, and identify the locations where full copies of these Rules are available. Failure by the Presidential delegate to prepare and distribute such a flier shall not excuse a violation of these Rules.
- e. Self-identifying. A properly identified delegate may request individuals believed to be violating these Rules to identify themselves through production of their University ID cards. Their cards will be returned immediately after the delegate has recorded the individual's name and ID number. Members of the University community who do not self-identify may be charged with serious violation of these Rules under Section 413a(16).
- f. Treatment of Outsiders. In accordance with the jurisdiction of these Rules (Section 412), any visitor, licensee, or invitee whom the delegate determines is violating these Rules, and who does not comply with the delegate's warning and advice, may be ejected from a University facility without regard to the procedures set forth in Sections 416-418 herein.
- g. Delegates also have a responsibility to protect the rights of lawful demonstrators. Counterdemonstrators or vigilantes may be warned by delegates if they consider their actions to be in violation of the Rules. The same procedure of information gathering shall be initiated by delegates for all suspected violators. Members of the University community should not take enforcement of these Rules into their own hands, since such action may result in violations of these Rules.
- h. If the President, upon consultation with a majority of a panel established by the Executive Committee of the University Senate, decides that a demonstration poses a clear and present danger to persons, property, or the substantial functioning of any division of the University, he shall take all necessary steps to secure the cooperation of external authority to bring about the end of the disruption. The President shall make public his decision to the fullest extent possible as soon as it is feasible. Nothing in the above shall be construed to limit the President's emergency authority to protect persons or property.

§415. Administrative and Judicial Personnel.

- a. The Delegate.
 - (1) The Dean or Director of each division or school shall appoint one or more divisional delegates.

- (2) Divisional delegates may be called upon to enforce these Rules by anyone subject to them; or they may proceed to enforce them on their own initiative.
 - (3) Whenever feasible, a divisional delegate is obliged, upon the request of another delegate, to assist that delegate.
 - (4) There shall be one or more Presidential delegates who shall have the powers and responsibilities of divisional delegates but who shall, in addition, be kept informed of all actions and charges undertaken by the divisional delegates.
- b. Rules Administrator. The Rules Administrator, whose office shall be in the University Senate offices, shall have primary responsibility for the administration of these Rules. He shall maintain and have custody of the records of proceedings under these Rules; shall prepare and serve notices and other documents required under these Rules; shall accept and investigate complaints, file charges, organize informal settlements, and present evidence in support of charges to the Hearing Officer. The Rules Administrator shall be appointed by the President after consultation with the Executive Committee of the University Senate and shall serve at the pleasure of the President. The Rules Administrator may appoint one or more assistant administrators, who may act in his stead. Persons otherwise concerned with the disciplinary procedures of a particular school or division may not be appointed as the Rules Administrator or an assistant administrator.
- c. Deans and Supervisors. The dean of a school or division or the dean's designee shall hear all charges of simple violations of these Rules brought against students of that school or division, applying the substantive law of these Rules (including sanctions) in accordance with the procedure for Dean's Discipline of the school or division. Charges of simple violations of these Rules brought against faculty and staff shall be heard by the respondent's supervisor or other person who would normally conduct disciplinary proceeding against the respondent but for these Rules, applying the substantive law of these Rules (including sanctions) in accordance with the procedure of the Dean's Discipline applicable to the respondent.
- d. Hearing Officer. The Executive Committee of the University Senate shall at its first meeting each year appoint or fill vacancies in a panel of not less than three Hearing Officers, each of whom shall serve for a term of two years. It shall also designate the order in which persons on the panel shall serve as Hearing Officers. A Hearing Officer shall conduct hearings on charges of a serious violation of these Rules. Hearing Officers shall be lawyers appointed from without the University and shall be chosen for their professional competence and experience in the conduct of hearings. A person with a full- or part-time affiliation with the University as faculty, student, or staff shall be considered from within the University for the purposes of these Rules; a person whose only direct affiliation is as an alumnus shall be considered from without the University. The Executive Committee of the University Senate may appoint additional persons to the panel of Hearing Officers should the need arise. Persons otherwise concerned with disciplinary procedures may not be appointed as Hearing Officers.

e. University Judicial Board. The Executive Committee of the University Senate shall at its first meeting each year appoint or fill vacancies in a University Judicial Board consisting of five members, one of whom shall be a student, one of whom shall be a faculty member, and one of whom shall be from administration, administrative staff, research staff, or library staff. The Executive Committee shall designate the Chairman of the Board and shall make appointments to the Board, which shall ordinarily be for a term of three years, so as to provide for staggered terms to ensure continuity in the Board. The members of the University Judicial Board shall be persons from within the University, and no person otherwise concerned with disciplinary procedures may be appointed to the Board.

§416. Pre-Hearing Procedures.

- a. Filing Complaints. Any member of the University who believes a violation of the Rules has been committed may file a written complaint with the Rules Administrator. The complaint shall state with particularity the person(s) involved, the nature of the offense, and the circumstances under which the offense may have been committed.
- b. Investigation of Complaints. Upon receipt of a complaint, the Rules Administrator, after such investigation as he deems advisable, shall determine whether there is reasonable cause to believe an offense has been committed. The Administrator may interview any person, including a prospective respondent.
- c. Complaints Dismissed. If the Rules Administrator determines that there is no reasonable cause to believe an offense has been committed, he shall so inform the complainant.
- d. Informal Settlements; Charges Filed. If the Rules Administrator determines that there is reasonable cause to believe an offense has been committed, such Administrator shall interview the prospective respondent(s). The Rules Administrator shall notify the respondent(s), during the interview, of the substance of the charges that may be filed. On the basis of the complaint investigation and the interview, the Rules Administrator shall:
 - (1) attempt an informal settlement of the matter with the respondent(s), either alone or in conjunction with the Dean(s) of such respondent(s) division(s); with the written consent of the respondent, the Rules Administrator may accept an admission of guilt of a simple or a serious violation and impose the sanction the Rules Administrator deems appropriate, without the necessity of formally filing charges; or
 - (2) prepare charges for filing. The charges shall be in writing, stating with particularity the offense alleged, and shall charge one or more simple violations or one or more serious violations; the charges may not include both simple and serious violations against any one respondent based on the same conduct (similar conduct occurring at clearly different times is not considered "same conduct"); in case of serious violation, the charges shall state the witnesses likely to be called in support of the charges. The Rules Administrator may file charges against a prospective respondent who has attempted and failed to achieve informal settlement with the appropriate dean or with the Rules Administrator.

e. Duties of the Rules Administrator after Deciding to Prepare Charges. Promptly after deciding to prepare charges of a violation of the Rules, the Rules Administrator shall either:

- (1) In the case of charges of a simple violation (subject to §416h), file the charges with the respondent's dean or supervisor (or other person referred to in §415c), as the case may be, sending a copy by hand delivery to the respondent's campus address or by hand delivery or regular mail if the respondent has an off-campus address; or
 - (2) in the case of charges of a serious violation,
 - i. notify the Hearing Officer next available to serve in the order designated by the Senate Executive Committee as provided in §415d.
 - ii. in consultation with the Hearing Officer, set a time and place for a hearing. The hearing may not be held less than 10 days after notice is given to the respondent.
 - iii. file the charges with the Hearing Officer.
 - iv. give notice to the respondent(s) by hand delivery or by registered mail. Notice shall be considered given when delivered or, if mailed, five days after being deposited in the mail. The notice shall include:
 - A. a copy of the charge;
 - B. the name of the Hearing Officer;
 - C. the time and place of the hearing;
 - D. a copy of these Rules; and
 - E. any other information the Rules Administrator thinks relevant.
- f. Procedural Motions Prior to the Hearing on Charges of a Serious Violation. Not less than five days prior to the hearing, the Rules Administrator and the respondent may each file with the Hearing Officer, in writing and stating the reasons therefor, the following procedural motions:
- (1) motion to postpone the hearing;
 - (2) motion to consolidate this hearing with that of another respondent;
 - (3) motion to sever this hearing from that of another respondent;
 - (4) motion to dismiss the charges.
- The Hearing Officer shall decide whether to grant a motion set forth in (1)–(4) above and shall communicate this decision to the Administrator and to the respondent. Not less than two days prior to the hearing, the respondent may file with the Hearing Officer a request for a closed hearing. The Hearing Officer shall automatically grant such a request. The Hearing Officer may in his discretion receive and rule upon other pre-hearing motions.
- g. Respondent's Right to an Adviser. A respondent may be assisted in his or her defense of charges of a serious violation by an adviser of his or her choice from within or without the University; the adviser may be a lawyer. In the case of charges of a simple violation, the respondent may be assisted by an adviser only to the extent provided under the procedure of the relevant Dean's Discipline.
- h. Procedure for Charges of a Simple Violation by a Respondent under Censure. Charges of a simple violation brought against a respondent for conduct while under Censure (where a finding of guilty requires the sanction of suspension) shall not be heard under Dean's Discipline but shall be filed with a Hearing Officer and treated for all procedural purposes as if they were charges of a serious violation. If a respondent is found guilty

of a simple violation under Dean's Discipline for conduct not while under Censure, only the sanction of Disciplinary Warning or Censure may be imposed; any prior discipline for an offense not related to these Rules shall not be taken into account. Multiple charges of simple violations against a respondent for conduct while not under Censure shall be heard under Dean's Discipline as herein provided, and the dean or other person imposing a sanction after one or more findings of guilty may impose only the sanction of Disciplinary Warning or Censure.

- i. Interview of a Respondent under Dean's Discipline. Notwithstanding anything to the contrary in the procedures of the Dean's Discipline applicable to a particular respondent, in the case of charges of a simple violation of these Rules to be heard under Dean's Discipline, the dean or other person conducting the proceedings shall schedule an interview with the respondent, such scheduling to occur within 48 hours of the filing of the charges by the Rules Administrator. At the interview the respondent shall be informed of the evidence against him or her and shall have the opportunity to be heard in his or her defense. Failure to attend the interview unless excused for cause may be taken into account in considering the charges against the respondent.

§417. The Hearing on Charges of a Serious Violation.

- a. Presentation by the Rules Administrator. The Rules Administrator, who may be assisted by a lawyer from within or without the University, shall produce all evidence and call all witnesses in support of the charges. The respondent and his adviser may examine any evidence and cross-examine any witness.
- b. Presentation by the Respondent. Following presentation by the Rules Administrator, the respondent and his adviser may produce evidence and call witnesses in his defense. The Rules Administrator may examine any evidence and cross-examine any witness.
- c. Role of the Hearing Officer. The Hearing Officer shall have broad discretion in the conduct of the pre-hearing procedures and the hearing, subject only to the express provisions of these Rules and to the principle that these Rules are intended to provide to the respondent a speedy and a fair hearing. The Hearing Officer will normally rely primarily on the Rules Administrator and the respondent and his adviser to present the case for and against the charges, but the Hearing Officer on his motion may call and examine witnesses and invite the submission of additional evidence.
- d. Record of the Hearing. The Hearing Officer shall provide for a verbatim record of the hearing, which may be by court reporter, tape recording, or such other means as the Hearing Officer shall determine. Unless the hearing has been closed at the request of the respondent, the verbatim record of the hearing shall be a public record.
- e. Open Hearing. Unless a closed hearing is requested by the respondent, the hearing shall be open to members of the University community and to the University news media, except that the Hearing Officer may impose reasonable limits on the number of persons admitted, may exclude witnesses from attendance at the hearing, and may close the

hearing as provided in §417g if it is disrupted by disorderly behavior of the participants or spectators.

- f. Attendance of Witnesses; Testimony by Respondent. Members of the University community subject to these Rules are compelled, under penalty of disciplinary action under these Rules, to appear as witnesses if summoned by the Hearing Officer.

Failure to appear shall constitute a simple violation, provided there is proof of notice. The respondent is compelled to attend the hearing under penalty of suspension. He may be a witness only if he freely consents to be; failure to testify may not be weighed against him; however, failure to answer any question on the part of a respondent who agrees to testify may be weighed against him.

- g. Contempt Procedures; Disruptions. The Hearing Officer may find a person in contempt of the Rules who fails to obey a proper order of the Hearing Officer during the hearing. If any person present at a hearing continues seriously to interfere with or substantially disrupt the orderly functioning of the hearing, after being given proper warning by the Hearing Officer, the Hearing Officer may find the person in contempt of the Rules. The Hearing Officer may hear and decide cases of contempt by summary proceedings during the hearing.

If the person found in contempt is a respondent, he shall be subject to either Disciplinary Warning or Censure and shall be warned that any further contempt, including further disruption, will lead to his Suspension. The penalty for being twice found in contempt shall be Suspension, in accordance with Section 411.l(3) of these Rules.

If the person found in contempt is not a respondent, he shall be subject to either Disciplinary Warning or Censure and shall be asked to leave the hearing. The Hearing Officer will warn the party that if he does not leave he will be suspended. Failure to leave at this time shall mandate a suspension in accordance with Section 411.l(3) of these Rules. If a disruption occurs, the Hearing Officer may:

- (1) order a recess and reconvene;
- (2) reconvene at an alternate place;
- (3) reconvene and limit the number of spectators;
- (4) reconvene and exclude designated spectator participants in the prior disorder;
- (5) reconvene in a closed hearing, provided that members of the University news media shall be excluded only on request of the respondent, save when an individual reporter acts obstreperously, in which case the Hearing Officer may admit a replacement for him.

- h. Respondent's Right to Elect Alternate Procedures in the Case of Charges of a Serious Violation. At any time up to the day of the hearing, student respondents may elect Dean's Discipline in lieu of these Rules; faculty and staff respondents may elect the disciplinary procedures to which they would ordinarily be subject but for these Rules. A respondent who has once elected the alternate procedure shall not thereafter be subject to these Rules with respect to the violations with which he was charged.

- i. Status of Respondent during Proceedings. Any respondent granted a leave of absence during the pendency of proceedings shall not, on that account, be granted a postponement or deferment. If, however, a respondent, having been notified of charges brought against him, voluntarily withdraws

from the University permanently or indefinitely, the charges shall be dropped and proceedings shall be terminated. Upon any subsequent application for readmission to the University by a respondent who has withdrawn under such circumstances, the dean shall decide whether the applicant shall be subject to further discipline as a requirement for readmission.

Whether degrees or certificates shall be withheld from candidates charged with violations of these Rules pending hearings is a matter of administrative discretion to be exercised by the appropriate dean. The decision should take into account the seriousness of the charge, the degree of punishment likely to be given, and the extent to which the plans of the respondent will be disrupted.

A student's transcript shall not be withheld during the pendency of hearings, but the transcript shall be issued with a notation thereon of the pendency of the hearing and the possibility of sanctions if the respondent is found guilty of a violation of the Rules. The requirement of the notation may be waived in the discretion of the appropriate dean.

If the respondent is charged with a violation of these Rules and criminal or civil charges are brought against the respondent for the same occurrence as the result of police action or civil proceedings, the University may proceed with disciplinary action, with the understanding that the respondent's response to the criminal charge shall take precedence should a conflict in hearing times occur.

- j. Conduct of Hearings after the End of an Academic Term. Except for the appeal procedures set forth in §418, the processes of these Rules shall go forward notwithstanding the end of an academic term. The University shall provide housing free of charge for up to seven days to all student respondents who remain at the University to participate in a hearing on charges against them after their room contracts with the University expire; the Hearing Officer in his discretion may extend the University's obligation to house respondents free of charge. The Hearing Officer in his discretion may excuse any student respondent from attendance at a consolidated hearing on a showing of hardship, provided the respondent agrees to be bound by the Hearing Officer's decision made on the basis of the consolidated hearing conducted during the respondent's absence.

- k. Decision of the Hearing Officer. The Hearing Officer promptly after the conclusion of the hearing shall prepare and send to the Rules Administrator and the respondent and such respondent's adviser, by hand delivery or registered mail, a written decision with an explanation of the reasons therefore, either acquitting the respondent of the charges or finding the respondent guilty of the charges on the basis of the clear preponderance of the evidence. The Hearing Officer may not find a respondent guilty of a simple violation subsumed under charges of a serious violation. If the Hearing Officer finds the respondent guilty, the Hearing Officer shall in his or her decision impose the sanction of Suspension or Dismissal, giving due regard to the circumstances of the offense and the offender, the seriousness of the offense, and offender's prior disciplinary record, except that the sanction of Suspension shall be imposed if the

Hearing Officer finds the respondent guilty of charges of a simple violation based on conduct occurring while the respondent was under Censure.

§418. Appeal Procedures.

- a. In cases of charges of a simple violation, the appeal procedure shall be as provided in the relevant Dean's Discipline. Only the respondent may appeal in the case of charges of a simple violation.
- b. In the case of charges of a serious violation, the appeal procedure shall be as follows:
 - (1) Right to Appeal; Notice of Appeal. Either the Rules Administrator or the respondent may appeal the decision of the Hearing Officer by filing a notice of appeal with the Chairman of the University Judicial Board within 10 days after the sending of the decision by the Hearing Officer. A person found in contempt by the Hearing Officer may appeal the Hearing Officer's decision by filing a notice of appeal with the Chairman of the University Judicial Board within 10 days after the Hearing Officer's decision. A notice of appeal shall be in writing and shall include a brief statement of the reasons therefor. For purpose of this §418, only those days shall be counted that occur during the University's fall or spring term; any action taken between those terms shall be considered as having occurred on the first day of the next following fall or spring term.
 - (2) Arrangements for the Appeal Hearing. Promptly after the filing of a notice of appeal, the Chairman of the University Judicial Board shall:
 - i. designate a time and place for the appeal hearing, which shall not be less than 10 nor more than 14 days after the filing of the appeal;
 - ii. notify the other members of the University Judicial Board and the Rules Administrator

and the respondent and his adviser, or the person appealing a contempt decision, of the time and place of the appeal hearing;

- iii. designate, in consultation with the Rules Administrator and the respondent and his adviser, or the person appealing a contempt decision, the portions of the hearing record to be considered by the University Judicial Board. The record will normally consist of the record of the pre-hearing procedures, the verbatim record of the hearing, and the Hearing Officer's decision.
- (3) Appeal Hearing; Scope of the Review of the University Judicial Board. At the appeal hearing, the Rules Administrator and the respondent and his adviser, or the person appealing a contempt decision, shall present the case for and against the appeal to the University Judicial Board. In the case of an appeal of a contempt decision, the Rules Administrator shall present the case against the appeal. The case presented shall consist of reasoned argument based on the hearing record; the University Judicial Board shall not hear the testimony of witnesses and shall not consider any evidence not considered by the Hearing Officer. In its review the Board shall consider if requested:
 - i. whether the Hearing Officer erred in the interpretation of these Rules;
 - ii. abuse of discretion by the Hearing Officer;
 - iii. the reasonableness of the Hearing Officer's decision on factual matters in light of evidence presented;
 - iv. the reasonableness of the sanction imposed.
- (4) Decision of the Board. Within 14 days after the conclusion of the appeal hearing, the Chairman of the University Judicial Board shall prepare and send to the Hearing Officer, the Rules Administrator, and the respondent and his adviser, or the person appealing a contempt decision, by hand delivery or registered

mail, the Board's written decision, with an explanation of the reasons therefor. The Board's decision may affirm or reverse the Hearing Officer's decision in whole or in part, including reversing an acquittal and imposing sanctions, and may remand to the Hearing Officer or the Rules Administrator for such further proceedings as the Board may direct, but the Board may not increase the sanctions imposed by the Hearing Officer. The Board's decision shall be by majority vote, including the Chairman.

§419. Presidential Action.

A final appeal may be made to the President for clemency or review, which the President may hear in his discretion in the case of charges of a serious violation, and in the case of charges of simple violation only if provided by the relevant Dean's Discipline.

§420. Additional Judicial Boards.

Should further University Judicial Boards be needed, the Executive Committee of the University Senate may appoint additional University Judicial Boards and shall seek to divide the original University Judicial Board as equitably as possible to ensure maximum continuity of experience.

§421. Committee on Rules of University Conduct.

- a. The University Senate Committee on Rules of University Conduct shall prepare any material that will facilitate the functioning of the procedures.
- b. Persons otherwise connected with the disciplinary procedures shall be excluded from the University Senate Committee on Rules of University Conduct.
- c. All changes in these Rules shall be passed by the University Senate for approval and acceptance by the Trustees in accordance with the Statutes of the University.

APPENDIX D: Policies on Alcohol, Drugs, and Tobacco

In order to comply with federal, state, and city laws, and to promote the health and well-being of its community, Columbia has enacted the following policy on alcohol, drugs, and smoking. All students, faculty, and staff are expected to comply with this policy.

ALCOHOL STATEMENT OF POLICY

Columbia University is committed to creating and maintaining an environment that is free of alcohol abuse. The University complies with New York State law and other applicable regulations governing alcoholic beverages for those on the University's premises or participating in its activities. The University strongly supports education and treatment programs as the most effective means to help prevent and reduce alcohol abuse.

In addition, Columbia University is committed to providing an academic and social environment that supports individual freedom while promoting individual responsibility, health and safety, and community welfare. To that end:

1. Columbia expects that those who wish to include alcohol as part of their activities will do so responsibly and lawfully. Responsible drinking includes making sound judgments about whether, when, and how much to drink, understanding the health issues related to the consumption of alcohol, and avoiding excessive or "binge" drinking or any other abuse of alcohol that negatively affects one's academic, work, social, athletic or personal activities, and health.
2. Persons planning events on campus should be mindful of the complexities introduced into planning an event with alcohol. Event management issues—the presentation of entertainment, provision of refreshments, management of the participants or audience, security, and other factors—require serious attention for any event, and all the more for an event at which alcohol is served. Event organizers must fully understand the University alcohol policy and applicable laws and manage their events accordingly. They also are expected to keep the safety and

well-being of participants at the forefront of their planning and management of events. Staff members who advise students are expected to assist them in making responsible decisions about their events and to facilitate the enforcement of the University's alcohol policy.

3. Organizations may not plan events that promote or encourage the consumption of alcohol, nor may event planning be based upon the assumption of abusive or illegal alcohol consumption. Persons planning events should remember that the vast majority of events at Columbia take place without alcohol, that most members of the undergraduate community are not of legal drinking age, and that among those who are, many do not drink alcoholic beverages at all. Campus organizations that choose to plan events with alcoholic beverages are expected to maintain a reasonable balance in their programming between events with and those without the serving of alcoholic beverages.

HEALTH ISSUES RELATED TO ALCOHOL

The National Council on Alcoholism and Drug Dependence cites “alcohol-related problems or impairment in such areas as . . . liver disease, gastritis, anemia, neurological disorders . . . impairments in cognition, [and] changes in mood or behavior.” Alcohol consumption also presents serious health risks to pregnant women.

Additionally, alcohol abuse including excessive or “binge” drinking, can seriously affect academic, athletic, and work performance while leading to behaviors that are destructive, violent, or asocial. In particular, recent studies have revealed a strong relationship between alcohol consumption and instances of wrongful or inappropriate sexual behaviors.

Mindful of these risks, Columbia University provides a variety of counseling, treatment, and educational programs to identify and help those who abuse alcohol. The programs are listed below.

LEGAL REQUIREMENTS

New York State law provides that:

1. Alcoholic beverages shall not be provided under any circumstances by any licensed server to any person under the age of 21 or to anyone who is disorderly, visibly intoxicated, or known to be a habitual drunkard.
2. No person under 21 years of age may misrepresent her/his age for the purpose of obtaining alcoholic beverages, nor may a person assist another in such a misrepresentation.
3. Proof of age must include presentation of a valid American or Canadian driver's license or nondriver identification card, a valid passport, or a valid identification card issued by the United States Armed Forces. No person under 21 years of age shall provide false or written evidence of age for the purpose of attempting to purchase alcoholic beverages.
4. No person under the age of 21 may possess any alcoholic beverage with the intent to consume it.
5. Actions or situations that involve forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization are prohibited.
6. Alcoholic beverages may not be served where money changes hands (sale of drinks, admission charged, donations solicited, etc.) without the appropriate license or permit.
7. Events that involve money changing hands require a Temporary Beer and Wine Permit issued by the New York State Alcoholic Beverage Control Board (see below). Hard liquor is not permitted at these events.
8. In premises that hold a New York State Liquor License (Faculty House or Club, designated areas at Barnard, etc.), all individuals and groups must adhere to the provisions of the license. No unauthorized alcohol may be brought into such areas.
9. In unlicensed premises, beer or wine may be sold or dispensed if a Temporary Beer and Wine Permit issued by the New York State Alcoholic Beverage Control Board is obtained (see page 113). Hard liquor is not permitted at these events.
10. Appropriate posted warnings about the effects of alcohol during pregnancy must appear at all events where alcohol is served.

Violation of these laws may subject the violator to legal penalties that range from confiscation of the beverage by a police officer to suspension of

one's driver's license to fine or imprisonment. Moreover, within the University the illegal or wrongful possession, provision, or consumption of alcohol will lead to proceedings in accordance with the procedures of the respective school or administrative unit, which can include the requirement for the student to receive psychological or medical assessment and/or counseling and appropriate treatment. Disciplinary action may result in suspension or expulsion or the referral of violators for criminal prosecution. Employees should also note that they may not report to work or be at work while under the influence of alcohol.

UNIVERSITY POLICIES

In addition to the provisions of New York State law as outlined above, the University requires adherence to the following policies at events where alcohol is served:

1. Alcohol may not be consumed outdoors on University property except at a registered and approved event.
2. Alcohol that is not specifically manufactured for human consumption may not be offered, served, or consumed in any form (e.g., diluted or undiluted, or as an ingredient in punches or other admixtures) under any circumstances.
3. The theme of all events where alcohol is served must be primarily social, cultural, or educational, and not the availability of alcohol. Language stating that double proof of age is required for consumption of alcoholic beverages must appear in all promotional material. No other mention or depiction of alcohol is permitted.
4. Ample quantities of food and appealing nonalcoholic beverages must be continuously provided and visibly displayed during the event.
5. There may be no games of chance, drinking games, contests, “happy hours,” or other activities that induce, encourage, or result in the consumption of alcohol.
6. Games of chance are not permitted at events where alcohol is served.
7. Only one drink at a time may be dispensed to each person.
8. Kegs or other bulk containers of alcoholic beverages are permitted only in connection with registered and approved events, and all such containers must be closed or untapped at the conclusion of the event and removed from the premises as soon as is practicable. The possession, use, or storage of such containers is otherwise prohibited.
9. Those who serve alcohol and those who check proof of age for any event may not consume alcohol during that event. Prior to the event, the sponsoring organization must designate an additional nondrinking individual who will be present during the event to assist in its management.
10. Application for approval of events where alcohol is served must be made by an appropriately authorized representative of the sponsoring organization or group. This person must be at least 21 years of age.
11. All student events where alcohol is served require written approval by student organization advisers, student activities officers, or other recognizing body. The approving officer must meet with the organizer(s) of the event prior to approving same and discuss in detail the applicable provisions of this policy including: proctoring, health issues related to alcohol consumption, availability

of food and alternative nonalcoholic beverages, event management, and any additional requirements relative to the location of the event or the policies and procedures of the recognizing office. Signature of approval will constitute an assertion of compliance with this provision.

12. The following types of student events where alcohol is served must be registered with the appropriate school's dean's office or student activities office at least two weeks prior to the event. Applications for such events must be approved by that office, which will also assist in the application for a Temporary Wine and Beer Permit when necessary:
 - a. events that occur outdoors on University property; or
 - b. events that are open to the University community; or
 - c. events that are funded with University funds, irrespective of whether the attendees are affiliates or nonaffiliates; or
 - d. events where attendance is expected to exceed 50 invited guests; or
 - e. events where money changes hands.
13. Student events where alcohol will be served may not be publicized until the event is approved by the appropriate recognized adviser of the organization.
14. Proctors are not required for events where attendance is restricted to those over 21, except at the discretion of the appropriate dean or student activities officer. Such events will be governed only by the preceding legal and University requirements.
15. Where there is reason to believe that attendees may include persons under 21, individuals must present double proof of age before being served alcoholic beverages. A valid Columbia Card may constitute the second proof of age. Such events require proctors as directed by the University.
16. Officers of student organizations are responsible for the implementation and enforcement of these policies. Officers are also responsible for educating their membership, guests, alumni, and incoming officers about these policies. Violations will result in disciplinary action against the responsible individuals and organization, up to and including loss of University recognition and loss of housing status.
17. Consumption of alcohol in residence halls is additionally limited by these requirements:
 - a. No student events involving alcohol can be permitted in Carman, John Jay, Hartley-Wallach, or Barnard's Sulzberger Hall.
 - b. Alcohol may not be consumed by any person in any part of a residence hall except in a residential room or at a registered and approved event.
 - c. While the individual student or host has primary responsibility for abiding by this policy and New York State law, members of the Residence Life staff will address individual consumption or possession violations in their respective buildings as follows:
 1. On the first violation, a verbal warning will be given and documented.
 2. On the second violation, a written warning will be given.
 3. On the third violation, the individual will be referred to the appropriate dean of students' office.

4. If an individual is found with alcohol and is underage or is consuming it in a restricted area she/he will be directed to dispose of the alcohol and is expected to do so.
 5. In situations of multiple or serious violations of this policy, the individual may be referred immediately to the relevant dean of students.
18. Consumption of alcohol at events sponsored by a Greek-letter organization is governed additionally by these specific provisions, as well as by any additional requirements as directed by the Coordinator of Greek Affairs:
- a. Alcohol is not permitted at any rush event.
 - b. Pledge fees may not be used to purchase alcoholic beverages.

UNIVERSITY ALCOHOL PROCEDURES

All University-sponsored events involving alcohol that take place either on or off campus must be authorized by their individual school. Application forms for such events must be submitted, including appropriate adviser approvals, to the appropriate deans or student activities officers. Those registering events with alcohol must be at least 21 years of age.

The deans and student activities officers of each school work with student leaders and their advisers to promote student responsibility and compliance with all University regulations and New York State and federal laws. Individual schools may also set more stringent restrictions on events involving alcohol, but all events must, at a minimum, comply with the policies outlined above.

The deans and student activities officers of Columbia's graduate and professional schools have responsibility for enforcing and implementing the University's alcohol policy within each school. Undergraduate student organizations are expected to work with their designated adviser to comply with the University's alcohol policy. Where appropriate, organization representatives must complete a formal training session for programming with alcohol.

Students may direct their questions about programming with alcohol to the dean of their school or the alcohol programming liaison for their school coordinator.

TEMPORARY BEER AND WINE PERMIT

Events that involve money include, but are not limited to, those with preadmission ticketing, sales of any kind, bar charges, and charity benefits. Events involving money require a Temporary Beer and Wine Permit from the New York State Alcohol Beverage Board, which may be obtained, with appropriate documentation, from the appropriate dean's office or student activities office. Forms must be received at least 10 working days prior to the event. When authorization is granted, an organizational representative will need to submit a Temporary Beer and Wine License application with the New York State Alcoholic Beverage Board and pay for a permit to be issued for the event specified. A copy of the license must be submitted to the appropriate dean's office or student activities office at least five working days prior to the event.

OUTDOOR EVENTS WITH ALCOHOL

In accordance with New York State law, the consumption of alcohol in an outdoor space without appropriate authorization is prohibited. All outdoor

events are subject to this policy and its attendant procedures. Outdoor space reservation authorization is also required for these events (see pages 83–84).

UNDERGRADUATE STUDENT TRAINING FOR PROGRAMMING WITH ALCOHOL

Undergraduate student organizations that program with alcohol are required to have representatives complete a formal training session for University programming with alcohol. The training emphasizes student responsibility and focuses on the legal, health, safety, security, educational, and policy and procedural considerations involving the use of alcohol at University-sponsored events. Only students of legal drinking age may be authorized to program events involving alcohol. Student representatives are required to be present throughout authorized events and to serve as liaisons with University alcohol proctors. Training sessions will be offered as needed.

UNIVERSITY ALCOHOL PROCTORS

The University recruits, selects, trains, and supervises proctors who oversee University-sponsored events where alcohol is present. Officers identified by each school request proctors be assigned from a central pool to cover specific events, authorize pay for the proctors, maintain copies of their reports, and follow up on disciplinary problems when necessary. The proctors are responsible for ensuring that the sponsors of the event accurately identify those of legal drinking age, appropriately handle the distribution of alcohol, and effectively monitor behavior at the event.

SUPPLEMENTAL GUIDELINES AND PROCEDURES TO IMPLEMENT THE UNIVERSITY POLICY ON ALCOHOL ON THE HEALTH SCIENCES CAMPUS

General Principles

1. There are laws governing when and to whom alcohol may be served. There is a University policy on alcohol, which is part of a larger policy statement on alcohol, drugs, and smoking. All Health Sciences students are expected to comply with the laws and with University policies. Copies of the University policies will be available in the student affairs office of each school and program of the Health Sciences campus, in the Health Sciences Residence Housing Office, and in the P&S Club.
2. Because this is a Health Sciences campus, we have a particular responsibility to recognize that alcohol abuse and alcohol dependency are very serious personal and public health problems. All members of the Health Sciences community are expected to be sensitive to the difference between responsible and irresponsible serving and consumption of beer, wine, and other alcoholic beverages.
3. Because our campus is largely a graduate student campus, we operate on the presumption that our students are adults who are responsible for their own behavior, and the procedures we adopt reflect this fact. At the same time, as in the society at large, specific guidelines and procedures are necessary to clarify expectations of behavior and to protect and promote the welfare of the larger community.

When alcohol is served at student-sponsored events, the sponsoring students are responsible for

assuring that moderation is exercised in the amount of alcohol purchased and served, and individual students are responsible for moderating their consumption. In compliance with University policy, no alcohol is to be served to a person who is disorderly or who is or appears to be intoxicated.

4. While most Health Sciences students are over 21, not all are. State law prohibits the serving of alcohol to anyone under the age of 21. As prescribed by law and by University policy, no individual on the Health Sciences campus shall be sold, served, given, or otherwise receive alcoholic beverages if that individual is not at least 21 years of age. Any student-sponsored function where there is a possibility of students attending who are not yet 21 must pay special attention to and comply with procedure number three in the section on procedures (see below).
5. Respect for personal and property rights must be maintained at student events where alcohol is served. When a student-sponsored event takes place in a residence hall or other University space, there must be a designated student(s) responsible and accountable for assuring that University and Health Sciences policies and procedures are known and complied with. Any damage to property resulting from disorderly or intoxicated conduct will be the financial responsibility of the students involved in such conduct. If the identity of such students cannot be determined, the group sponsoring the event during which property damage occurred will assume financial responsibility.

Procedures to be Followed

These procedures are to be followed for all student-sponsored events in University space where alcohol is expected to be served.

1. Prior to reserving space, the student or student organization sponsoring such an event must file a plan with the appropriate office. The appropriate offices are as follows:
 - The Health Sciences Housing Office for Bard Hall and Georgian Apartments.
 - The relevant office of student affairs for all other space, including the Riverview Lounge.
 If sponsoring students are from more than one school or program, the event must be registered with each of the relevant schools and programs.
2. Copies of the University Policy on Alcohol and the Guidelines and Procedures to Implement the University Policy on Alcohol on the Health Sciences Campus will be available in each of these offices. Student sponsors are responsible for knowing these policies and complying with them.
3. If there is any possibility that individuals attending the event may be under 21, the event must be supervised in accordance with University policy. A designated individual or individuals must be responsible for checking the IDs of all students to assure that no one under 21 is served. Students have the option of hiring a paid proctor to carry out this responsibility or designating one or more of their own number to do so. This individual(s) must be identified by name in the plan and may not drink prior to or during the time he/she is proctoring.
4. The plan that is filed must contain the following information:
 - Sponsoring student(s) and, where relevant, organization(s).
 - Students' schools or programs.
 - Date or dates of the event.

FEDERAL TRAFFICKING PENALTIES

CSA	Penalty		Quantity	Drug	Quantity	Penalty
	1st Offense	2nd Offense				
I and II	<ul style="list-style-type: none"> • Not less than 5 years. Not more than 40 yrs. • If death or serious injury, not less than 20 yrs. Not more than life. • Fine of not more than \$2 million individual, \$5 million other than individual. 	<ul style="list-style-type: none"> • Not less than 10 yrs. Not more than life. • If death or serious injury, not less than life. • Fine of not more than \$4 million individual, \$10 million other than individual. 	10–99 gm or 100–999 gm mixture	methamphetamine	100 gm or 1 kg or more mixture	<ul style="list-style-type: none"> • Not less than 10 yrs. Not more than life. • If death or serious injury, not less than 20 yrs. Not more than life. • Fine of not more than \$4 million individual, \$10 million other than individual.
			100–999 gm mixture	heroin	1 kg or more mixture	
			500–4,999 gm mixture	cocaine	5 kg or more mixture	
			5–49 gm mixture	cocaine base	50 gm or more mixture	
			10–99 gm or 100–999 gm mixture	pcp	100 gm or 1 kg or more mixture	
			1–10 gm mixture	lsd	10 gm or more mixture	
			40–399 gm mixture	fentanyl	400 gm or more mixture	
10–99 gm mixture	fentanyl analogue	100 gm or more mixture				
	Drug	Quantity	1st Offense		2nd Offense	
	Others*	Any	Not more than 20 yrs. If death or serious injury, not less than 20 yrs., not more than life. Fine \$1 million individual, \$5 million not individual.		Not more than 30 yrs. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.	
III	All	Any	Not more than 5 yrs. Fine not more than \$250,000 individual, \$1 million not individual.		Not more than 10 yrs. Fine not more than \$500,000 individual, \$2 million not individual.	
IV	All	Any	Not more than 3 yrs. Fine not more than \$250,000 individual, \$1 million not individual.		Not more than 6 yrs. Fine not more than \$500,000 individual, \$2 million not individual.	
V	All	Any	Not more than 1 yr. Fine not more than \$100,000 individual, \$250,000 not individual.		Not more than 2 yrs. Fine not more than \$200,000 individual, \$500,000 not individual.	

FEDERAL TRAFFICKING PENALTIES — MARIJUANA

Drug	Quantity	1st Offense	2nd Offense
marijuana mixture containing detectable quantity**	1,000 kg or more; or 1,000 or more plants	Not less than 10 yrs., not more than life. If death or serious injury, not less than 20 yrs., not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 yrs., not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
	100 kg to 1,000 kg; or 100–999 plants	Not less than 5 yrs., not more than 40 years. If death or serious injury, not less than 20 yrs., not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 yrs., not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
marijuana	50 to 100 kg; or 50-99 plants	Not more than 20 yrs. If death or serious injury, not less than 20 yrs., not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 yrs. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
hashish	10 to 100 kg		
hashish oil	1 to 100 kg		
marijuana	less than 50 kg	Not more than 5 yrs. Fine not more than \$250,000 individual, \$1 million other than individual.	Not more than 10 yrs. Fine \$500,000 individual, \$2 million other than individual.
hashish	less than 10 kg		
hashish oil	less than 1 kg		

* Does not include marijuana, hashish, hashish oil

** Includes hashish and hashish oil

Marijuana is a Schedule I Controlled Substance.

- Location of the event.
 - Number of people expected.
 - Whether any individuals attending may be under 21. If so, the plan must indicate how IDs will be checked and by whom, and whether the event will be supervised by a paid proctor or by the sponsoring students.
 - Hours the space is needed for setup, for the event, and for cleanup.
 - Hours during which alcohol will be served. Note: No alcohol may be served after 1:00 a.m.
 - Alcoholic beverages to be served.
 - Planned number of beer kegs to be served. Note: One keg of beer serves about 75 people with two 12-ounce glasses (gross) each.
 - Nonalcoholic beverages to be served.
 - Food to be served.
 - The names of individuals who will be responsible for setup and cleanup. Note: At the end of the event, the sponsoring students must remove the taps from all kegs.
- Forms for providing the required plan information will be available in the student affairs offices of each of the schools and programs, in the Office of Facilities Management where space is scheduled, and in the Bard Hall Office of the Assistant Director of Residence Halls, Health Sciences.
 - These guidelines and procedures in no way supersede or substitute for the rules and Dean's Discipline of the individual schools and programs nor for the policies and rules of the Health Sciences Housing Office. These policies and guidelines will be reviewed on a regular basis.

Drugs

Columbia University recognizes the illegality and danger of drug abuse and, accordingly, strictly prohibits the possession, use, manufacture, or distribution of illicit drugs on University premises or as part of any University activity.

Columbia affiliates (students and employees) who violate the University's policies concerning illicit drugs will face discipline through their schools or administrative units, up to and including expulsion or termination of employment, and may also include the requirement of completing an appropriate rehabilitation program. Moreover, all students and employees should be aware that, in addition to University sanctions, they may be subject to criminal prosecution under federal and state laws that specify severe penalties, including fines and imprisonment, for drug-related criminal offenses. The seriousness of these crimes and the penalties imposed upon conviction usually depend upon the individual drug and amount involved in the crime. Attachment A (see below) provides information concerning sanctions under federal law.

New York State also provides sanctions for unlawful possession or distribution of illicit drugs. For example, in New York State, unlawful possession of four or more ounces of cocaine is a class A-1 felony, punishable by a minimum of 15–25 years and a maximum of life in prison. Where appropriate or necessary, the University will cooperate fully with law enforcement agencies and may refer students and employees for prosecution.

Following the adoption of the federal Drug Free Workplace Act of 1988, the University announced these policies for all employees, which remain in effect:

- The unlawful manufacture, distribution, dispensation, possession, or use of a Controlled Substance in a University Workplace by any Columbia

employee is prohibited. A "Controlled Substance" is any of those substances referred to in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812, and as further defined in regulation at 21 CFR 1308.11–1308.15. These include substances that have a high potential for misuse or which, if abused, may lead to severe psychological or physical dependence. Among these are heroin and other opium derivatives, marijuana, cocaine, and mescaline and other hallucinogens. "University Workplace" means any site at which employees perform work for the University, whether or not such site is owned by Columbia University.

- Employees may not report to work or be at work (at a University Workplace) while under the influence of either a Controlled Substance or alcohol.
- It is a condition of employment that each University employee will abide by the terms of this Policy. In addition, each employee must notify the University's Vice President for Human Resources (1901 Interchurch, Columbia University, New York, NY 10027) in writing no later than five days after Conviction for a violation occurring in the workplace of any criminal drug statute. A "Conviction" is a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the criminal drug statutes. Such statutes involve the manufacture, distribution, dispensation, possession, or use of any Controlled Substance.
- Any employee who violates this Policy will be subject to serious disciplinary action, up to and including termination of employment.
- Within 30 days after receiving notice from an employee of a Conviction, the University will:
 - take appropriate disciplinary action, up to and including termination of employment, or
 - require the employee to satisfactorily participate in a drug assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

The specific provisions of the Drug Free Workplace Act of 1988 may be obtained from the Office of the Vice President for Human Resources, 1901 Interchurch.

Health Issues Related to Drugs

While adverse health effects may vary depending on the substance, most drugs can produce one or more of the following reactions: headache, nausea, dizziness, anxiety, damage to organs, addiction, and, in extreme cases, death. Interactions between drugs and alcohol can be especially extreme. Moreover, the use of drugs can result in asocial or violent behaviors and can have a severe negative effect on personal development, schoolwork, and job performance.

A listing of counseling, treatment, and educational programs that are available to the Columbia community may be found below.

Attachment A

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)

First conviction: Up to one year imprisonment and fine of at least \$1,000 but not more than \$5,000, or both.

After one prior drug conviction: At least 15 days in prison, not to exceed two years and fined at least \$2,500 but not more than \$10,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years and fined a minimum of \$1,000, or both if:

- First conviction and the amount of crack possessed exceeds 5 grams.
- Second crack conviction and the amount of crack possessed exceeds 3 grams.
- Third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a) (2) and 881 (a) (7)

Forfeiture of personal and real property used to possess or to facilitate possession of a Controlled Substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. 881(a) (4)

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a Controlled Substance.

21 U.S.C. 844(a)

Civil fine of the reasonable costs of the investigation and prosecution of the offense.

21 U.S.C. 862

Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to five years for first offense, up to 10 years for second, and permanent denial of benefits for subsequent offenses.

18 U.S.C. 922 (g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., is vested within the authorities of individual federal agencies.

Drug Offenses at or near Educational Institutions

In addition to the trafficking penalties listed on page 114, (1) distribution of a Controlled Substance to a person under 21 years of age, or (2) distribution of a Controlled Substance in, on, or within 1,000 feet of real property comprising a school, college, or university, or (3) receipt of a Controlled Substance from a person under 18 years of age, may subject the violator to twice the usual maximum punishment otherwise authorized by law.

Smoking

In recognition of the severe health risks associated with smoking, and in compliance with applicable laws, Columbia has adopted the following policy that restricts the right to smoke on its premises:

- Smoking is prohibited in any indoor area at the University that is open to the public.
- Smoking is prohibited in any enclosed work area for faculty, staff, or students, except as provided in paragraph 7b, set forth below.
- Smoking is prohibited in the following outdoor areas at the University:
 - Outdoor seating or viewing areas of sports arenas and recreational areas, such as those at Baker Field.

- b. Outdoor dining areas of restaurants, such as those outside the Uris dining facility.
 - c. Outdoor seating or viewing areas where presentations and performances (such as motion pictures, concerts, theater, lectures, or dances) are to take place.
4. Smoking is prohibited in University vehicles used for shuttle-bus service for University faculty, staff, or students and is prohibited in other University vehicles unless all occupants agree that smoking may be permitted.
 5. Without in any way limiting the general rule, smoking is specifically prohibited in the following areas at the University: auditoriums, classrooms, libraries, conference rooms, meeting rooms, day care centers, laboratories, storage areas, employee or student lounges, theaters, clubhouses, elevators, hallways, stairways, rest rooms, apartment buildings (other than in individual apartments, rooms, or suites), seating or viewing areas of sports arenas and recreational areas, gymnasiums, swimming pools, health care facilities, employee or student medical facilities, rooms or areas containing photocopying or other equipment used by employees or students in common, food markets or other retail stores, restaurants, cafeterias and dining facilities (including Faculty House), and bars or other places in which alcoholic or other beverages are served.
 6. In any dispute under this policy, the health concerns of the nonsmoking faculty, staff, or students shall be granted priority.
 7. The restrictions announced in this policy statement do not apply to:
 - a. Student bedrooms in University residence halls, which will be subject to the University Residence Halls policies with regard to smoking.
 - b. Private enclosed faculty, staff, or student offices that are usually occupied by no more than three persons provided that:
 - (i) smoking is prohibited whenever more than three persons are present even if each person present consents to permit smoking;
 - (ii) when between one and three persons are present, at least one of the persons present is the usual occupant, and each person present consents to permit smoking; and
 - (iii) the office door is completely closed while anyone is smoking and remains closed for a reasonable period of time thereafter in order to minimize or eliminate the drift of second-hand smoke into smoke-free areas.
 - c. Individual apartments, rooms, or suites in University off-campus apartment buildings.
8. The New York City Smoke Free Air Act of 1995 and University policy prohibit employer retaliatory and adverse personnel action against employees or applicants for employment who exercise, or attempt to exercise, any rights under this policy, which includes the right to refuse to enter a room while anyone is smoking. Any complaints or grievances claiming retaliation may be processed through the appropriate grievance procedures.
 9. Also under the City Smoke Free Air Act of 1995, the University has an obligation to inform persons smoking in restricted areas that they are doing so. Certain employees have been designated in the various schools and departments as responsible for informing persons who smoke in restricted areas that they are in violation of the law and University policy.
 10. Questions, problems, or complaints concerning smoking and this Policy should, as much as possible, be resolved by the appropriate dean, vice president, director, or department chairperson (or their delegates). Any employee having a question or problem of this nature should present it to his/her immediate supervisor. If the problem is not resolved at that level, the employee should present the matter to the department head who will resolve the dispute in a manner consistent with the Policy. These officers or their delegates will have the responsibility in the first instances of enforcing the Policy in areas under their control. The Vice President for Environmental Health and Safety will have overall enforcement responsibility throughout the University and can also provide advice about the University's Smoking Policy. Human Resources' Office of Employee and Labor Relations will assist with issues relating to employee and labor relations.

According to reports issued by the Surgeon General, smoking presents risks of certain cancers, coronary artery disease, emphysema, gastric ulcers, stroke, and fetal injury. In general, smokers die from a variety of ailments at a rate twice as high as nonsmokers.

Smoking cessation programs are sponsored by and held at Columbia throughout the year. Because quitting smoking decreases most risks to health, and because most people who smoke would quit if they could, Columbia urges its affiliates to take advantage of all available programs.

Counseling, Treatment, and Educational Programs Available to the Columbia Community

A variety of programs are available to members of the University community who use or abuse alcohol, drugs, or tobacco, or who are affected by people who use these substances. These programs, many of which observe strict confidentiality, include:

1. The Peer Educator Program, which trains students to recognize the risks of alcohol and drug use.
2. Health Education outreach programs in residence halls, fraternity/sorority houses, and elsewhere within the University community
3. Assessment, counseling, and referral services provided by the University Health Service and the Counseling and Psychological Service.
4. Outpatient and inpatient treatment coverage under the Student Health Insurance Policy and various faculty and staff medical policies.
5. Crisis intervention programs available at St. Luke's-Roosevelt Hospital.
6. Programs offered by the University's Human Resources Department. Columbia affiliates are also urged to consult the appropriate dean of students, student affairs officer, unit supervisor, or health care provider for guidance and assistance.

APPENDIX E: Policy Statement on Discrimination and Harassment, Policies on Sexual Harassment and Sexual Misconduct, Statement of Nondiscriminatory Policies, and Discrimination Grievance Procedure

For information and a more comprehensive explanation of the University's policies and procedures regarding discrimination, sexual harassment, or sexual misconduct, contact:

Beth Wilson, Associate Provost
Office of Equal Opportunity and Affirmative Action
402 Low Memorial Library, Mail Code 4333, or
101 Bard Hall
(212) 854-5511

Marsha Wagner, Ombuds Officer
Ombuds Office
402 Hamilton Hall, Mail Code 2878, or
101 Bard Hall
(212) 854-1234; (212) 304-7026

POLICY ON DISCRIMINATION AND HARASSMENT

The University Senate adopted the following statement on April 27, 1990.

As a great center of learning, Columbia University prides itself on being a community committed to free and open discourse and to tolerance of differing views. We take pride, too, in preparing the leaders of our society and exemplifying the values we hope they will uphold. These commitments are subverted by intolerance, bigotry, and harassment. Even in recent history, we must recognize race, ethnicity, religion, gender, sexual orientation, disability, and other irrel-evancies have all occasioned attacks by the ignorant, the foolish, the sick, the evil. Instead of enjoying our

differences and the richness they bring to our shared lives, some have chosen to make those differences the targets of anger and hate. As a community, we are committed to the principle that individuals are to be treated as human beings rather than dehumanized by treatment as members of a category that represents only one aspect of their identity.

This University resolutely condemns conduct that makes such targets of our differences. The free exchange of ideas central to the University can take place only in an environment that is based on equal opportunity for admission to academic and other programs and to employment, and on freedom from behavior that stigmatizes or victimizes others. All decisions concerning an individual's admission to or participation in any University program must be based on that individual's qualifications, free of stigmatizing considerations of race, color, national or ethnic origin, religion, disability, gender, sexual orientation, marital status, age, or Vietnam era or disabled veteran status. Nor will Columbia tolerate any behavior that harasses members of the community on the basis of any of these qualities. Such behavior will be regarded as a violation of the standards of conduct required of any person associated with the University and will subject the person guilty of it to the full range of internal institutional discipline, including permanent separation. While mediation and consensual resolution are, of course, to be encouraged, we also recognize the right of all persons who believe themselves to have been the targets of such behavior to institute a formal grievance. Coercion to require them to overlook or retract their complaints fosters discrimination and harassment and is equally intolerable in our community.

It is not enough to be prepared to respond when ugliness appears. Members of a community such as ours must work preventively as well, to ensure that all our dealings with each other are marked by decency and characterized by civility. Columbia is committed to do what it can to engender mutual respect, understanding, and empathy. The University acknowledges a special responsibility to develop sensitivity to the concerns of those who are most vulnerable to discrimination and harassment.

STATEMENT OF NONDISCRIMINATORY POLICIES

The University is publishing the following statements in accordance with certain federal, state, and local statutes and administrative regulations:

Consistent with the requirements of Title IX of the Education Amendments of 1972, as amended, and regulations thereunder, the University does not discriminate on the basis of sex in the conduct or operation of its education programs or activities (including employment therein and admission thereto). Inquiries concerning the application of Title IX may be referred to Ms. Beth Wilson, Associate Provost, who heads the University's Office of Equal Opportunity and Affirmative Action, 402 Low Memorial Library, Mail Code 4333, 535 West 116th Street, New York, NY 10027, telephone (212) 854-5511; or to the Director, Office for Civil Rights (Region II), 26 Federal Plaza, New York, NY 10278.

Columbia University admits students of any race, color, national and ethnic origin, and age to all the rights, privileges, programs, and activities generally accorded or made available to students at the

University. It does not discriminate against any person on the basis of race, color, national and ethnic origin, or age in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other University-administered programs.

Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination against any person on the basis of race, color, or national origin in programs or activities receiving federal financial assistance. Title VII of the Civil Rights Act of 1964, as amended, prohibits employment discrimination against any person because of race, color, religion, sex, or national origin. Executive Order 11246, as amended, prohibits discrimination in employment because of race, color, religion, sex, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. In addition, the New York Human Rights Law, Article 15, Executive Law §296 prohibits discrimination against any person in employment because of age, race, creed, color, national origin, disability, sex, marital status, and genetic predisposition or carrier status.

Consistent with the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, and regulations thereunder, the University does not discriminate against any person on the basis of disability in admission or access to, employment or treatment in, its programs and activities. Section 503 of the Rehabilitation Act of 1973, as amended, requires affirmative action to employ and advance in employment qualified workers with disabilities. The Americans with Disabilities Act of 1990 also prohibits discrimination in public accommodation and in employment against qualified persons with disabilities. It requires the University to provide qualified applicants and employees with reasonable accommodations that do not impose undue hardship or pose a direct threat of harm to themselves or others.

The Equal Pay Act of 1963 prohibits discrimination on the basis of sex in rates of pay. The Age Discrimination in Employment Act of 1967, as amended, prohibits discrimination in employment on the basis of age. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance.

Section 313 of the New York Education Law, as amended, prohibits educational institutions from discriminating against persons seeking admission as students to any institution, program, or course because of race, religion, creed, sex, color, marital status, age, or national origin. The New York City Human Rights Law, Title 8, §8-107, makes it an unlawful discriminatory practice for an employer to discriminate against any persons because of their age, race, creed, color, national origin, gender, disability, marital status, sexual orientation, or alienage or citizenship status. It also prohibits educational institutions from discriminating against persons in any of the above categories in the provision of certain accommodations, advantages, facilities, or privileges.

On December 1, 1978, the Columbia University Senate passed a resolution announcing its general educational policy on discrimination, which reaffirms the University's commitment to nondiscriminatory policies and practices. The Senate reaffirmed this policy on April 27, 1990, by expanding the categories protected from discrimination and adding protection against harassment as well. Currently, the policies protect against discrimination and harass-

ment on the basis of race, color, gender, religion, national and ethnic origin, age, disability, marital status, sexual orientation, and status as a Vietnam era or disabled veteran.

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, (38 U.S.C. 4212), prohibits job discrimination and requires affirmative action to employ and advance in employment qualified special disabled veterans and veterans of the Vietnam era.

All employees, students, and applicants are protected from coercion, intimidation, interference, or retaliation for filing a complaint or assisting in an investigation under any of the foregoing policies and laws.

The University's Office of Equal Opportunity and Affirmative Action has been designated to coordinate compliance under each of the programs referred to above. Any employee who believes that he or she has been denied equal opportunity should contact this Office, which may informally investigate complaints, and offer advice and counsel on questions relating to equal opportunity and affirmative action, including information about applicable formal grievance procedures and agencies where complaints may be filed.

What to do if you feel you are the victim of discrimination or harassment:

Students who feel they may have been harassed or discriminated against based on race, color, age, national origin, religion, gender, sexual orientation, disability, veteran status, and related issues may consult or file a complaint with:

- the EO/AA Office if the accused is a University employee (faculty or staff) or student;
- the Ombuds Office;
- their own dean;
- the dean of the school of the accused if the accused is a student;
- the Department of Security if the situation may involve criminal activity.

COLUMBIA UNIVERSITY DISCRIMINATION GRIEVANCE PROCEDURE

Availability of Procedure (A) Students

This Grievance Procedure is available to enrolled students of Columbia University to assist in resolution of complaints of discrimination or harassment on

the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, marital status, age, disability, citizenship, or Vietnam era or qualified special disabled veteran status.

(B) Employees

This Grievance Procedure is available to employees of Columbia University when no otherwise applicable University grievance procedure (including those mandated by any collective bargaining agreement) is available to assist in the resolution of complaints alleging discrimination or harassment on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, marital status, age, disability, citizenship, or Vietnam era or qualified special disabled veteran status. Complaints may be against the University, its employees, its students, or a combined group of employees and students.

This Procedure is intended to comply with the requirements of applicable federal, state, local laws.

Initiation of Complaint

(A) Manner of Filing

A complaint may be brought by filing a written complaint with the Associate Provost in charge of the University's Office of Equal Opportunity and Affirmative Action (the "Equal Opportunity Officer"), 402 Low Memorial Library or 101 Bard Hall, (212) 854-5511.

(B) Time for Filing

A complaint under the Discrimination Grievance Procedure shall be brought within 90 days after the occurrence of the alleged unlawful discrimination. Where a complaint is not timely filed, however, the Equal Opportunity Officer may determine that special circumstances exist that excuse the delay, and then will consider the complaint as timely filed.

Voluntary Mediation Process

Prior to consulting a committee to investigate a complaint of discrimination, the Equal Opportunity Officer shall advise the complainant that voluntary mediation or conciliation of the complaint is available should the complainant so desire. If the complainant chooses to pursue this course, and the person charged with discrimination agrees, the Equal Opportunity Officer shall suspend the formal grievance procedure for up to 60 days (which can be extended upon consent of all parties) to permit mediation to take place. The Equal Opportunity Officer may appoint a mediator or may serve as mediator. At any time, any of the parties to the grievance or the person serving as mediator may terminate mediation efforts through notice to the Equal Opportunity Officer. Upon receipt of such notice, the Equal Opportunity Officer may proceed to Step One, as deemed warranted.

Step One.

The Equal Opportunity Officer in consultation with the Provost shall, within 15 working days following the filing of the complaint when mediation has not been consented to, or following receipt of notice of termination of mediation or conclusion of the mediation period without resolution, designate in writing a committee of three persons to consider the com-

plaint at Step One (the "Committee").*

If the complaint includes charges against one or more students, a dean shall be one of the three Committee members. In making this appointment, the following rules shall apply: if all student parties to the complaint (including student complainants, as well as students charged) are from the same school, a dean from that school shall serve on the Committee. If the parties include students from more than one school, a dean from a noninvolved school will be appointed.

The Provost shall at the same time designate a senior officer of the University (the "Appeal Officer") to whom any appeal from the Committee decision may be brought. The Provost may, in an appropriate case, designate himself or herself as the Appeal Officer.

A copy of the complaint shall be sent to the General Counsel, who will be available to provide counsel to the Committee in its proceedings and to the Appeal Officer. Once formal grievance procedures are instituted, all parties, including the Committee and any witnesses, shall be asked by the Equal Opportunity Officer to agree to hold the proceedings confidential.

Step Two

The Committee shall, within 10 working days after being designated (or soon thereafter as practicable), begin to meet with the complainant and with such other persons as it shall deem appropriate. The purpose is to ascertain facts relevant to appropriate resolution of the complaint. The Committee is not authorized to address matters outside the scope of the specific allegation(s) of discrimination, harassment, or retaliation.

Both the complainant and the person or persons charged with discrimination by the complainant will be given the opportunity to present evidence to the Committee. Upon consultation with the Associate Provost, the Committee may conduct such further inquiry into relevant facts as deemed appropriate.

Any person charged with discrimination has the right to be present when testimony against him or her, whether by the complainant or other witnesses, is presented, and to review any documentary evidence presented. The complainant has the right to be present when testimony is presented and to review and to rebut any evidence presented in defense of a charge of discrimination. In the Committee's discretion, in special circumstances, any of the rights set forth in this paragraph may be modified.

The Committee will render a decision on the merits of the complaint in writing. If the Committee finds there has been discrimination, harassment, or retaliation, it shall make recommendations to the Provost for relief and/or disciplinary action where appropriate. The decision of the Committee shall be rendered within 45 working days following its designation (or as soon thereafter as practicable). A copy of the Committee's decision shall be sent to the Equal Opportunity Officer, who will provide a copy to the General Counsel, the complainant, and the accused.

Step Three

Either the complainant or the accused may appeal the Committee's decision by making a written request to the Appeal Officer within 15 working days after having received a copy of the decision.

The individual filing the appeal shall attach a copy of the Committee's decision to the request. A copy of this request shall also be submitted to the Equal Opportunity Officer. The request for an appeal shall identify the specific portions of the decision appealed. The Appeal Officer may conduct such proceedings as he or she deems appropriate but will not hear the testimony of witnesses. The Appeal Officer will render a written decision within 30 working days following receipt of the appeal, or as soon thereafter as practicable. That decision will be final and not subject to further review, other than the reserved right of the President and the Trustees of the University to review a decision affecting matters of overall University policy. The decision of the Appeal Officer will be submitted to the Provost with a copy to the Equal Opportunity Officer.

Final Disposition

The Provost will notify the parties of the final disposition of the complaint. The notice will cite the final decision made by the Appeal Officer or by the Committee, if not appealed. Such notification shall be in writing, within 15 working days (or as soon thereafter as practicable) following receipt of the Appeal Officer's decision or receipt of notice from the Equal Opportunity Officer that the time for appeal of the Committee decision has expired without an appeal being filed. Copies of the Provost's notification of final disposition shall be sent to the Equal Opportunity Officer and to the General Counsel.

Independent Investigation

The University may conduct at any time, at the discretion of the General Counsel, an investigation independent of or in addition to the procedures provided for herein, of complaints against the University or any of its employees or students alleging discrimination, harassment, or retaliation.

SEXUAL HARASSMENT

Sexual harassment occurs when someone subjects another person to unwanted sexual activity or attention on the basis of sex. Repeated unwelcome sexual comments, suggestions, or pressures also may constitute sexual harassment if they make a person's learning or working environment intimidating, hostile, or offensive. Sexual harassment can range from coerced sexual relations or physical assault to constant joking or repeated sexually oriented remarks or behavior.

Here are four specific forms that sexual harassment can take:

- Coercion into sexual activity by threats of punishment (such as lower grades, spreading rumors, etc.). What is at stake can go far beyond one grade or a single recommendation or research opportunity: it can mean denial of access to a particular discipline or even a career.
- Solicitation of sexual activity or other sex-related behavior by promise of rewards. This form of harassment suggests there will be a reward for complicity. Put bluntly, it may amount to an attempt to offer higher grades, fellowships, or job opportunities in exchange for sexual favors.
- Inappropriate, offensive, but essentially sanction-free, sexually oriented advances. In this case, sexual harassment can take the form of repeated, uninvited requests

* Working days, for the purposes of the Discrimination Grievance Procedure are weekdays during the fall, spring, and summer terms, excluding University and academic holidays.

for social or sexual encounters, often accompanied by touching. These advances are unwelcome and uncomfortable, although they carry with them neither direct nor implied threats or rewards.

- Generalized sexual remarks or behavior. This may or may not be directed at a particular individual. While a single statement probably will not constitute sexual harassment, a pattern of such statements can, if their cumulative effect results in making the working or learning environment intimidating, hostile, or offensive. It can also occur from distributing or posting sexually oriented pictures, posters, magazines, or other visual materials, including those sent electronically.

If you think you are being sexually harassed, first, don't ignore the problem. If you are comfortable doing so, confront your harasser. Be polite but firm. Present the facts as you see them. Describe how you feel about what has happened, make it clear that the behavior is unwelcome, and say that you want it to stop. If you are reluctant to have this conversation face-to-face, put it in a letter, preferably delivered by registered mail, and keep a copy. Tell someone you trust what happened to you, and tell them right away (for support, advice, future reference).

If that does not work, or if you are reluctant to have any dealings at all with your harasser, you may—and should—go to your dean of students office, the office of Equal Opportunity and Affirmative Action, the Ombuds Officer, or a member of the University Panel on Sexual Harassment. A list of current panelists is provided on page 120. The University's Discrimination Grievance Procedure may be used to redress sexual harassment complaints against students, faculty, or staff. The Sexual Misconduct alternative procedure is available for students' complaints of physical sexual assault against other students.

Sexual harassment is particularly reprehensible in an academic community where Columbia's institutional integrity can be threatened by misuse of authority, sexual coercion, or intimidation of students. Following federal guidelines, Columbia University has adopted the following formal policy on sexual harassment.

Policy Statement on Sexual Harassment

Federal law, including Title VII of the Civil Rights Act of 1964, provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without just cause, to refuse to hire, or otherwise to discriminate against that person with respect to any matter directly or indirectly related to employment. Harassment of any employee on the basis of sex violates this federal law.

To help clarify what is unlawful sexual harassment, the Federal Equal Employment Opportunity Commission (EEOC) has issued guidelines on the subject. While the EEOC Title VII Guidelines apply only to faculty and other employees, Title IX, administered by the U.S. Education Department's Office for Civil Rights (OCR), also protects students from sexual harassment. Accordingly, the University prohibits sexual harassment of any member of the Columbia community, whether such harassment is aimed at students, faculty, or other employees, and violators will be subject to disciplinary action. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual

nature will constitute sexual harassment when:

1. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive academic or working environment.

Any person who believes that he or she is being sexually harassed may choose to seek a resolution of the problem through discussion with the person directly concerned. If this does not resolve the matter, or if there is a reluctance to deal directly with the person involved, the problem should be brought to the attention of a member of the University Panel on Sexual Harassment. Advice may also be sought from the Office of Equal Opportunity and Affirmative Action, 402 Low Memorial Library or 101 Bard Hall, (212) 854-5511, or the Ombuds Office, 402 Hamilton Hall or 101 Bard Hall, (212) 854-1234. If these steps do not resolve the problem, the applicable University grievance procedure should be used. The University Discrimination Grievance Procedure is available if no other University grievance procedure is specifically applicable. No one at the University may retaliate in any way against a person who makes a claim of sexual harassment.

Charge of the University Panel on Sexual Harassment

The Columbia Panel on Sexual Harassment is composed of trusted, accessible, and sympathetic members of the University community who act as informal mediators. Their goal is the protection and counsel of any member of the University who is made to feel personally pressured or uncomfortable because of the behavior of another University member. Members of the Panel provide a safe, impartial, nonadversarial setting in which the problem may be considered or solved through confidential counseling and, when requested, mediation between the complainant and the alleged harasser. The Panel thus provides guidance and protection for the accused as well, identifying false or mistaken accusations, misunderstandings, or unconscious behavior. Panel members are also a link through which the University can take account of, and take appropriate action against, those on campus who are behaving illegally. The Panel on Sexual Harassment is a timely, protective, and compassionate arm of the University, one that not only sensitizes and educates the University community but also demonstrates the University's commitment to fair treatment of all its members.

Sexual Misconduct

Sexual assault and misconduct are important issues for everyone. Columbia University has established a Sexual Misconduct Policy and Procedure because it recognizes the importance of protecting its students and is concerned about their physical and emotional well-being. This means reasonable standards of sexual conduct must be maintained by all members of the University community. The standardization of this University-wide policy and alternative disciplinary hearing procedure, as an alternative to the current traditional Dean's Discipline procedures, gives victims another effective choice for redress of their grievances. The University's Sexual Harassment Policy also remains a viable

What to do if you are the victim of sexual misconduct or assault (intentional, nonconsensual sexual advances involving physical contact):

- consult or file a complaint with the EO/AA Office for advice, including information about the University's Discrimination Grievance Procedure;
- consult with the Ombuds Office;
- consult or file a complaint with a Gatekeeper of the University-wide alternative procedure if the accused is another student;
- contact the Rape Crisis/Anti-Violence Support Center;
- consult or file a complaint with your dean;
- consult or file a complaint with the dean of the accused if the accused is a student;
- file a complaint with the Department of Security.

third option for internal adjudication.

The critical factor that distinguishes acceptable sexual behavior from unacceptable sexual assault or misconduct is consent. When individuals willingly and knowingly engage in sexual activity with each other, then it is consensual. However, when a person imposes his or her will on another, without voluntary consent, then physical contact of a sexual nature could be characterized as sexual assault/misconduct.

Columbia University's Policy defines sexual misconduct as nonconsensual, intentional physical contact with a person's genitals, buttocks, and/or breasts. Lack of consent may be inferred from the use of force, coercion, physical intimidation, or advantage gained by the victim's mental and/or physical impairment or incapacity, of which the perpetrator was, or should have been, aware.

The Sexual Misconduct Policy applies to students in all schools on the Morningside campus, all schools on the Health Sciences campus, Barnard College, and Teachers College. The alternative disciplinary procedure applies to these same groups (through April 2000, unless extended), with the exception of the Law School.

New York State Law

Under New York State law, sexual assault refers to rape, sodomy, sexual abuse, and other nonconsensual offenses that are serious crimes. Rape is an act of unwelcome penile/vaginal penetration, however slight, by forcible compulsion. Other sexual offenses under New York State law involve unwelcome physi-

Columbia University Panel on Sexual Harassment

While panelists are identified by location, school, or administrative area on this list, each of them is, in fact, available to any member of the Columbia community. Persons who feel uncomfortable speaking with “their” Panelist(s) are encouraged to seek out a Panelist from elsewhere at the University. For more information, please contact the Office of Equal Opportunity and Affirmative Action at (212) 854-5511.

MORNINGSIDE PROFESSIONAL SCHOOLS

Mary McLeod

Architecture
Associate Professor
306 Buell
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Jacob Thomas

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(212) 854-3492

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Professor
Department of Computer Science
505 Computer Science
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Harold Korn

Law
Harold R. Medina Professor of Law
6W10 Law, Box B-24
(212) 854-2667

Helene Jackson

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Associate Professor
504 McVickar Hall
(212) 854-7393

UNIVERSITY LIBRARIES

Angela Giral

Avery Library
Director
230 Avery Library
(212) 854-3068

LAMONT-DOHERTY EARTH OBSERVATORY

Amy Ffield

Lamont-Doherty
Associate Research Scientist
Oceanography Room 205
(914) 365-8816

NEVIS LABORATORIES

Michael Shaevitz

Professor of Physics
(914) 591-2806

ARTS AND SCIENCES

(Columbia College, Graduate School of Arts
and Sciences, School of General Studies,
School of the Arts, School of International
and Public Affairs)

Larry Engel

School of the Arts
Director of Undergraduate Instruction
513 Dodge
(212) 854-1681

Eric Foner

History
DeWitt Clinton Professor of History
620 Fayerweather, Box 16
(212) 854-5253

Martha Howell

History
Professor
614 Fayerweather
(212) 854-7404

Irina Reyfman

Slavic Languages
Associate Professor
712 Hamilton Hall
(212) 854-5696

Gauri Viswanathan

English and Comparative Literature
Associate Professor
408J Philosophy
(212) 854-5440

MORNINGSIDE CENTRAL ADMINISTRATION

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Columbia College
Associate Dean
213 Low Library
(212) 854-4900

Joan Turner

School of International and Public Affairs
Associate Dean
1415 International Affairs Building
(212) 854-2598

HEALTH SCIENCES

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College of Physicians and Surgeons
Associate Professor
Department of Neurology
Neurological Institute
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Harlem Hospital Center
Administrator for Professional Services
Obstetrics and Gynecology
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506 Lenox Avenue
(212) 939-4341

Ellen Giesow

Harlem Hospital
Associate Dean
Administrative Affairs
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506 Lenox Avenue
(212) 939-1379

Debra Kalmuss

School of Public Health
Associate Professor
Center for Population and Family Health
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(212) 304-5234

Marlene Klyvert

School of Dental and Oral Surgery
Assistant Dean
Box 20 Physicians and Surgeons
(212) 305-3573

Patricia Murphy

Department of Obstetrics and Gynecology
Associate Research Scientist
c/o Family Planning Center
21 Audubon Avenue
(212) 342-3208

Katherine G. Nickerson

College of Physicians and Surgeons
Assistant Clinical Professor
Rheumatology
Atchley Pavilion 221
(212) 305-8039

Debra Wolgemuth

College of Physicians and Surgeons
Professor
Genetics and Development
1613 Black Building
630 West 168th Street
(212) 305-7900

cal contact with a person's genitals, buttocks, or breasts. In all cases, the force need not be overtly violent: the threat of force that places a person in fear of physical injury or kidnapping may be sufficient. A number of sexual offenses under New York State law involve nonforcible sexual, anal, or oral intercourse with someone under the age of 17. The severity of the offense depends in part on the age of the parties. 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.

Where to Get Help

The Rape Crisis/Anti-Violence Support Center is located at 123 Brooks Hall, Barnard College. Please contact a Gatekeeper for additional support services.

The Center's telephone numbers are (212) 854-HELP (counselors) or (212) 854-WALK (advocates). If you are the victim of sexual assault, you can receive help from a trained student volunteer advocate. Advocates can be reached by calling (212) 854-9255 [(212) 854-WALK]. They are available 24 hours a day, seven days a week, to respond to callers. Upon request, they can immediately meet victims at a place of their choice on campus to provide support, reassurance, and information about various avenues that may be accessed for their immediate and long-term needs. Advocates can accompany the victim/survivor to counseling services, emergency medical care, campus security, or the New York City Police. They can discuss handling complaints via campus disciplinary procedures and/or the criminal justice system.

Alternative Disciplinary Hearing Procedure for Sexual Misconduct

Gatekeepers

Gatekeepers are assistant or associate deans, or those in equivalent positions, who have been selected and trained in University policy and procedure as well as the social, psychological, and legal aspects of sexual misconduct. The names and telephone numbers of Gatekeepers are listed below and are also available from the Office of Equal Opportunity and Affirmative Action and the Ombuds Office.

In the alternative procedure, Gatekeepers receive and review allegations of sexual misconduct, as confidentially as possible, to determine whether sexual

misconduct may have occurred. They will discuss available options and, if a written request for a hearing is submitted, will determine the propriety of convening a hearing panel.

If warranted, they will contact the Associate Provost in the Office of Equal Opportunity and Affirmative Action to request that a hearing be convened.

During discussion with the complainant, the Gatekeeper will present all options available for pursuing a complaint, including Dean's Discipline, the alternative hearing panel procedure, mediation, filing a sexual harassment complaint, and filing a criminal complaint. This information may then be used by the complainant to choose the recourse deemed most appropriate. In addition to the complainant, the Gatekeeper may meet (separately) with the accused and others and gather information as needed to aid in this determination.

A University student may file a complaint of sexual misconduct with a Gatekeeper within 180 calendar days from the date of the alleged incident. Only complaints filed by a student against another student that the Gatekeeper deems plausible (and that meet other established criteria) can be accepted. Gatekeepers cannot handle the complaint when the complainant or the accused is enrolled in a school with which the Gatekeeper is affiliated but will refer the student to a neutral Gatekeeper.

Within five working days of receiving the written complaint, the Gatekeeper will determine whether the complaint meets the criteria for convening a hearing panel and will notify the complainant whether the request for a hearing has been approved or denied. If the request is denied, the complainant may appeal this denial in a timely manner to the Associate Provost, who will submit the appeal to two other neutral Gatekeepers for their review. The denial will stand unless both appeal Gatekeepers agree to overturn it.

Hearing Panelists

Hearing Panelists are selected by the Associate Provost from a pool of students, faculty members, and officers of administration. Three individuals—one faculty member, one administrator, and one student—are selected to serve on a hearing panel. None of the panelists will be from the school/department of the complainant or accused or closely affiliated with either party.

Criteria to Convene a Hearing

For a hearing in the alternative procedure to be convened, the allegation must meet the following criteria:

1. The alleged incident falls within the definition of sexual misconduct.
2. The location of the alleged incident is (a) on University-owned or University-managed property; (b) a University-sponsored event; or (c) on property within the immediate environs of the University.
3. The accused is a matriculated student at Columbia University (except the Law School), Barnard College, or Teachers College.
4. The alleged incident occurred no more than 180 calendar days prior to the written request for a hearing.
5. The Gatekeeper finds it plausible that sexual misconduct may have taken place and that the accused may be the perpetrator of this misconduct.

The Hearing Procedure

Hearings are ordinarily closed, and proceedings are confidential. The complainant and the accused may be accompanied at the hearing by nonparticipating advisers. The panel will hear evidence, including testimony from the complainant, the accused (at his/her option), and from witnesses for either of them. Panelists may also review physical evidence as well as documents and related information supplied to them by either party.

In order for the accused to be found guilty, the panel must agree unanimously in its final disposition, on the basis of clear and convincing evidence, that it is highly probable that sexual misconduct occurred. If a student is found guilty, the panel will make formal recommendations to the dean of students or other appropriate dean of the accused's school regarding disciplinary action to be taken. The panel may also consider a victim's impact statement, if provided. Following a determination of guilt, the accused may submit a statement to the panel in mitigation of the offense or may appeal the judgment. If the panel makes a unanimous determination of not guilty, members may agree to dismiss all charges against the accused. Also, if it should become evident to panel members during the course of the hearing panel process that the complainant maliciously made false allegations against the accused or otherwise acted in bad faith, disciplinary action, as judged appropriate, may be recommended.

APPENDIX F: Romantic Relationship Advisory Statement

Columbia University's educational mission is promoted by the professionalism in its faculty/student and staff/student relationships. Faculty and staff are cautioned that consensual romantic relationships with student members of the University community, while not expressly prohibited, may prove problematic. While some relationships may begin and remain harmonious, they are susceptible to being characterized as nonconsensual and even coercive. This sometimes occurs when such a relationship ends and is exacerbated by the inherent power differential between the parties.

A faculty or staff member involved in a consensual relationship with a student is expected to remove

him/herself from academic or professional decisions concerning the student. This expectation arises because the relationship may impair, or may be perceived as impairing, a faculty or staff member's ability to make objective judgments about that student.

The Provost has authorized some departments to adopt more restrictive policies, given the special nature of the relationship between their students and faculty and staff. Individuals are, therefore, encouraged to contact their department head if they have any questions about whether a more restrictive policy applies to them. Departments that wish to establish more restrictive policies should contact Associate Provost Beth Wilson before implementation.

Should a romantic relationship with a student lead to a charge of sexual harassment against a faculty or staff member, the University is obligated to investigate and resolve the charge in accordance with its Sexual Harassment Policy and applicable grievance procedure.

Questions regarding this advisory statement may be directed to:

Beth Wilson, Associate Provost
Office of Equal Opportunity and Affirmative Action
402 Low Memorial Library, Mail Code 4333
535 West 116th Street
New York, NY 10027
(212) 854-5511

Alternative Procedure Gatekeepers

Jonnet Abeles

Journalism
709C Journalism Building
(212) 854-5048

William Baldwin

Teachers College
113 Main Hall, Box 151
(212) 678-3052

Karen Blank

Barnard College
105 Milbank Hall
(212) 854-2024

Gemma Campbell

Columbia College
202 Hamilton Hall
(212) 854-2446

Sarah Cook

Nursing
139 Georgian Building
(212) 305-3582

Mary Margaret Hess

Social Work
208 McVickar Hall
(212) 854-5187

David Hinkle

Architecture
401 Avery Hall
(212) 854-3473

Linda Meehan

Business
105 Uris Hall
(212) 854-6129

Sunny Park Suh

Engineering and Applied Science
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(212) 854-2981

To Be Announced

International and Public Affairs

Beatrice Terrien-Somerville

Arts and Sciences
109 Low Memorial Library
(212) 854-5052

Gerald Thomson, M.D.

Physicians and Surgeons
6303 West 168th Street 3-413 P&S
(212) 305-4158

Emergency Support Services for Sexual Assault

Security Services:

Morningside Heights: x99 or (212) 854-5555
Barnard College Security: (212) 854-3362
Health Sciences: (212) 305-7979

Morningside campus

Health Service (day): (212) 854-3187
Women's Health Center (day): (212) 854-4499
After-hours doctor on call (night):
(212) 415-0120

Health Sciences campus

Health Service (day): (212) 305-3400
After-hours doctor on call (night):
(212) 305-5549

Barnard Health Services (day): (212) 854-2091

After-hours doctor on call (night):
(212) 666-5838

Counseling and Psychological Services:

Morningside campus (day): (212) 854-2468
Barnard (day): (212) 854-2091
Health Sciences campus (day): (212) 305-3400

Columbia Undergraduate Deans of Students
(24 hours a day):

Contact your R.A. or Residence Hall Director.

Barnard residence life staff (24 hours a day):

Contact your building front desk.

Columbia-Barnard Rape Crisis/Anti-Violence

Support Center: (212) 854-HELP;
(212) 854-WALK (confidential and
anonymous)

St. Luke's-Roosevelt Crime Victims

Treatment Center: (212) 523-4728

St. Luke's-Roosevelt Emergency:

(212) 523-3335

Columbia Presbyterian Medical Center

VICTIMS/Rape Crisis Services
(day): (212) 305-9060

Mt. Sinai Rape Crisis Intervention

Program: (212) 241-5461

Bellevue Hospital Crime Victims

Program: (212) 562-4695

Victim Services Agency: (24 hours a day)

(212) 577-7777

Samaritan Hotline (24 hours a day):

(212) 673-3000

Domestic Violence 24-Hour Hotline

(New York City): (800) 621-HOPE (4673)

Gay and Lesbian Anti-Violence Project:

(212) 807-0197

New York City Police Department—

Emergency: 911

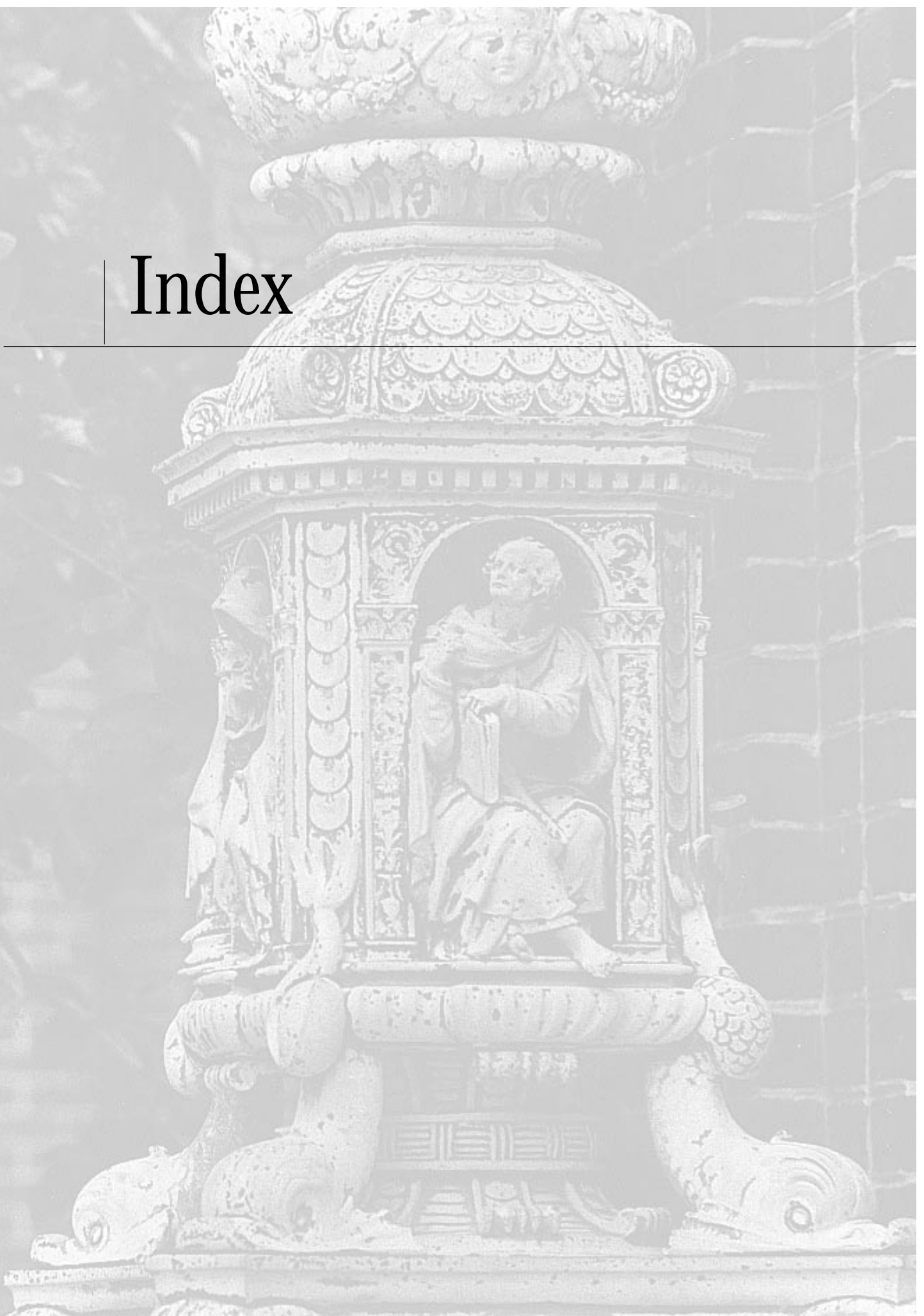
NYPD Special Victims Squad: (212) 694-3010

NYPD Sex Crimes Reporting Line:

(212) 267-RAPE (7273)

A female police officer will answer or is
available at this number.

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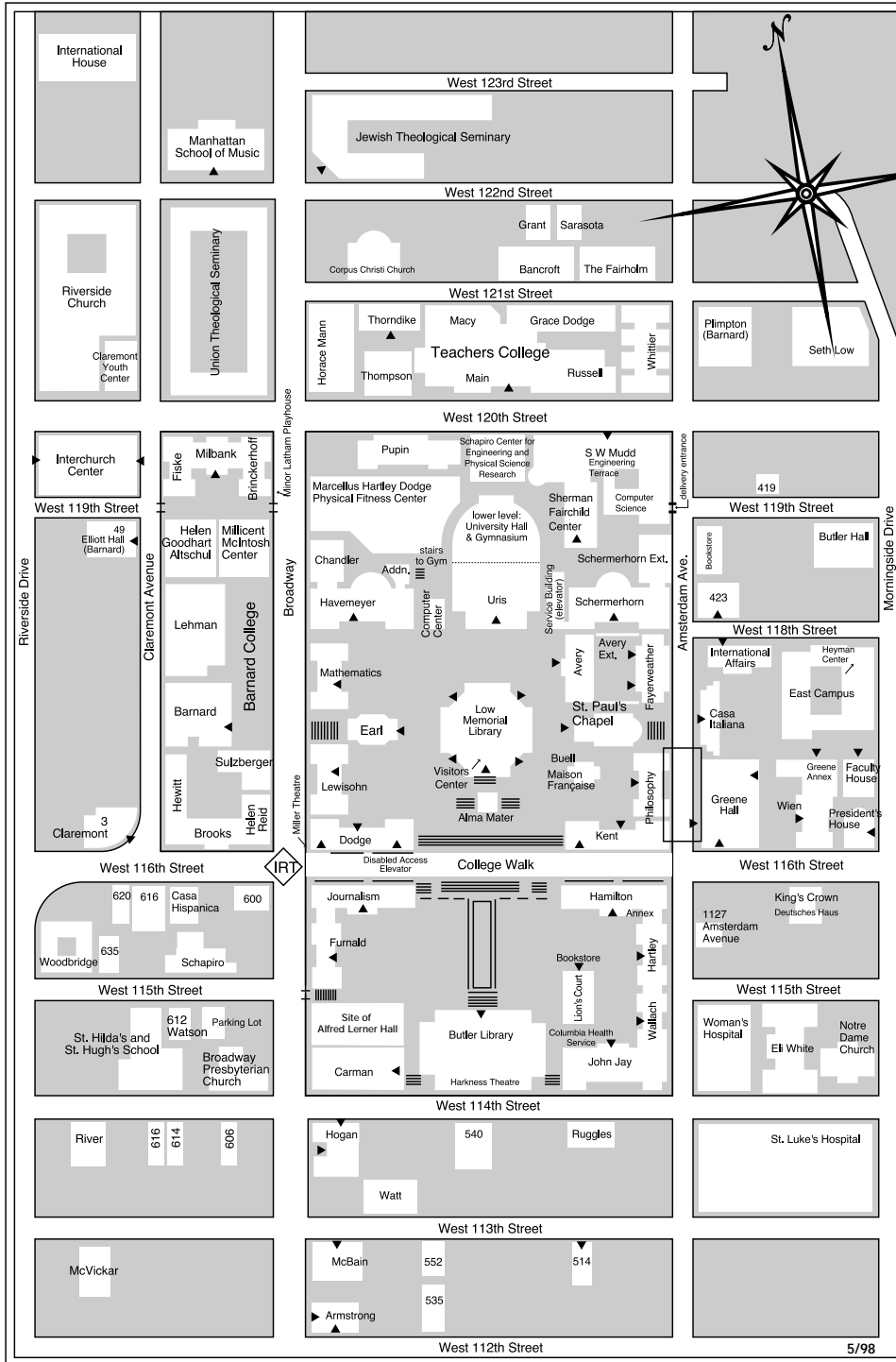
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Columbia-Presbyterian Medical Center

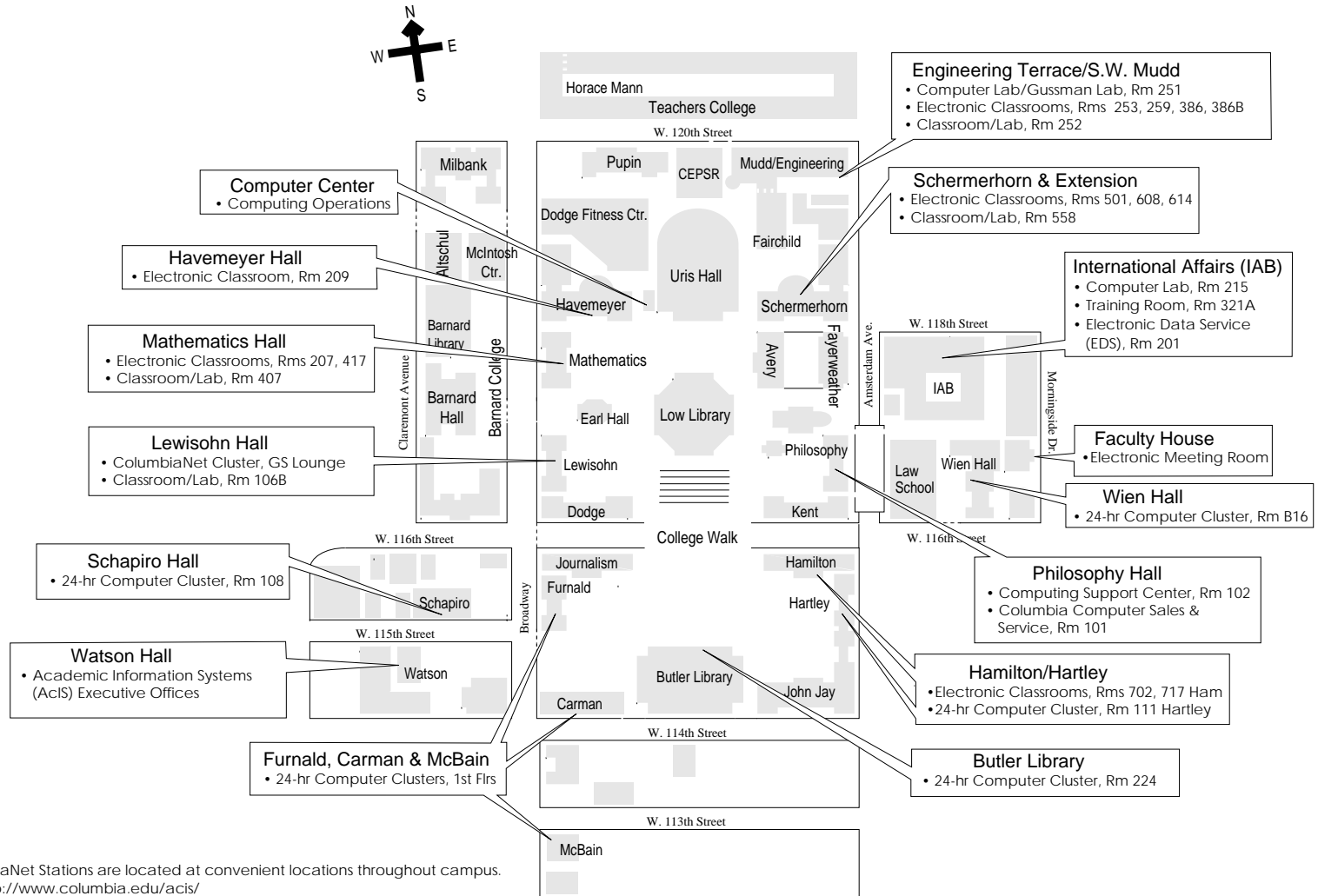
Columbia University Health Sciences Campus



- | | | |
|---|---|--|
| 1 Bard Haven Towers | 11 Alumni Auditorium | 21 Eye Institute Research Laboratories |
| 2 Bard Hall Medical Student Residence | 12 College of Physicians and Surgeons | 22 The Edward S. Harkness Eye Institute |
| 3 The Lawrence C. Kolb Research Building | 13 Vanderbilt Clinic/School of Dental and Oral Surgery | 23 Service Building |
| 4 Armand Hammer Health Sciences Center/ Augustus C. Long Library | 14 School of Public Health | 24 Mary Woodard Lasker Biomedical Research Building** |
| 5 The New York State Psychiatric Institute | 15 The Harkness Pavilion | 25 Audubon NYC Building |
| 6 The Neurological Institute of New York* | 16 The Presbyterian Hospital Building | 26 106 Haven—Residence Building |
| 7 The Milstein Hospital Building | 17 The Pauline A. Hartford Memorial Chapel | 27 154 Haven—Residence Administrative Building |
| 8 The Dana W. Atchley Pavilion | 18 Radiotherapy Center | 28 Staff Parking |
| 9 School of Nursing/School of Public Health/Georgian Residence Building | 19 Babies and Children's Hospital Building, North | 29 Russ Berrie Medical Science Pavilion |
| 10 William Black Medical Research Building | 20 Babies and Children's Hospital Building, South/Sloane Hospital for Women | 30 The New York State Psychiatric Institute (new building) |

* Programs in Physical Therapy and Occupational Therapy ** Bookstore

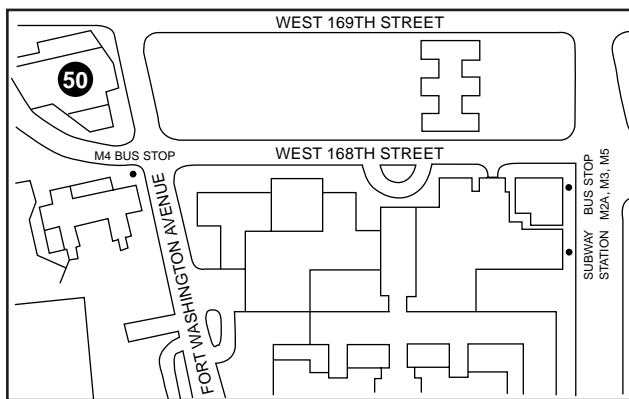
AcIS Computing Locations • Columbia University • Morningside Campus



- ColumbiaNet Stations are located at convenient locations throughout campus.
- URL: <http://www.columbia.edu/acis/>

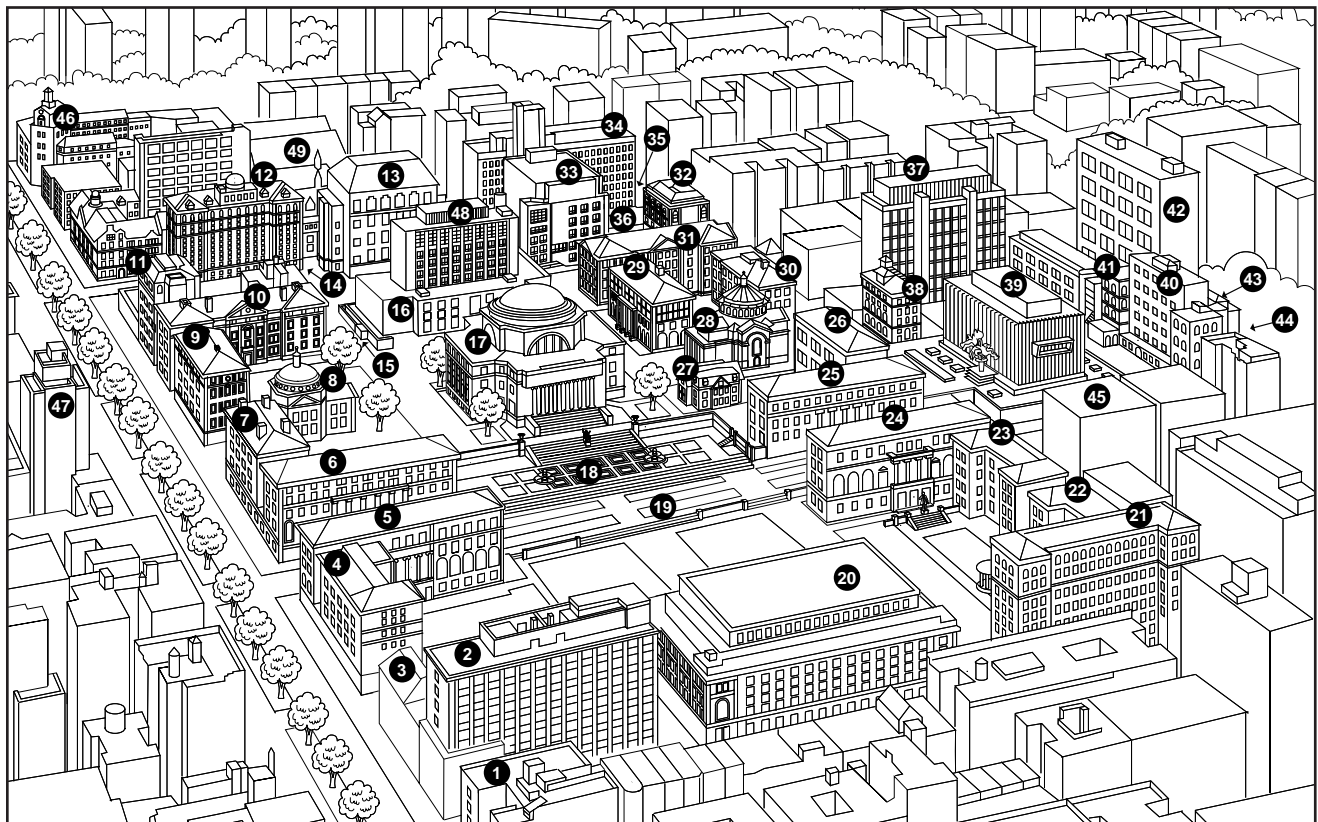
Columbia University Libraries

Ancient & Medieval Studies Reading Room: 604 Butler	20	Butler Library	20	Engineering & Applied Science: 422 Seeley W. Mudd	34	Math/Science: 303 Mathematics	9
Avery Architectural & Fine Arts Library: Avery	29	Columbiana: 210 Low	17	Fine Arts: Avery	29	Philip L. Milstein Family College Library: Butler	20
Barnard College: Wollman Library	47	Documents Service Center: 327 International Affairs	37	Gabe M. Wiener Music & Arts Library: 701 Dodge	6	Physics/Astronomy: 810 Pupin	12
Biological Sciences: 601 Fairchild	33	East Asian (Starr): 300 Kent	24	Geology: 601 Schermerhorn	31	Psychology: 409 Schermerhorn	31
Business/Economics: 130 Uris	48	Electronic Data Service: Lehman Library	37	Geoscience: Lamont-Doherty *		Rare Book & Manuscript Library: 654 Butler	20
		Electronic Text Service: 504 Butler	20	Health Sciences: 701 West 168th Street (see inset map)	50*	Science: 303 Mathematics	9



Interlibrary Loan: 505 Butler	20	Social Work: 309 International Affairs	37
International Law: 301 Greene	39	C. V. Starr East Asian Library: 300 Kent	25
Journalism: 304 Journalism	5	Teachers College Library: 525 West 120th Street	49
Law: 301 Greene	39	Union Theological Seminary Library: Broadway & 120th Street	46
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Lehman Suite: 406 International Affairs	37		
Library Information Office: 201 Butler	20		
Map Room: 213 International Affairs	37		

* Libraries not on the Morningside campus



Directory Information*

Columbia University	.854-1754
Barnard College	854-5262
Teachers College	.678-3000
Union Theological Seminary	.662-7100
Jewish Theological Seminary	.678-8000
Biosphere 2 Center	.(800) 992-4603
Lamont-Doherty Earth Observatory	.(914) 359-2900
Nevis Laboratories	.(914) 591-8100

SECURITY

Morningside Campus	.854-2796
EMERGENCIES	.x99 or 854-5555
Morningside Area Alliance Patrol	.749-1570
NYPD	.678-1311 or 911
Health Sciences Campus	.305-8100
EMERGENCIES	.305-7979
NYPD (165th Street)	.927-3200 or 911
Lamont-Doherty	.(914) 365-8860
Nevis Laboratories	.(914) 591-2861

USEFUL NUMBERS

Academic Computing (AcIS)—Morningside Campus	
General Assistance	
(Computing HELPLINE)	.854-1919
Dial-Up Online Access to Columbia:	
14.4K baud modems	.854-9924
28.8K baud modems	.853-9903
Express modem pool (25mm)	.854-2477
Academic Computing (CAIT)—	
Health Sciences Campus	.305-3694
Residential Computing	.305-0507
Activities—Undergraduate	.854-3611
(Graduate Student Activities—see page 85)	
Bard Athletic Center	.304-7010
Center for Career Services	.854-5497
(Additional Resources by School—see page 55)	
Chaplain's Office (Earl Hall Center)	.854-1493
Columbia Area Volunteer Ambulance (CAVA)	.854-3815
Commencement Information and Invitations	.854-4820
Community Impact	.854-1492
Community Affairs Department—	
Health Sciences Campus	.305-6359
Conference Housing Office—	
Morningside Campus	.854-2946
Dining Services	.854-2768
Disability Services	.854-2388
Dodge Physical Fitness Center	.854-2548
Reservation and Tickets	.854-2546
LionLine (Scores/Results)	.854-3030
Intramurals	.854-4002
Equal Opportunity and Affirmative Action	.854-5511
Escort Service	.854-SAFE (7233)

Facilities Management (Buildings and Grounds)	
Morningside Campus	.854-2275
Health Sciences Campus	.305-7367
Graduation and Diploma Information	
Columbia College	.854-1454
Other Schools—Morningside Campus	.854-8630
Health Sciences Campus	.305-3992
Health Service—Morningside Campus	.854-2284
Advice Nurse	.854-4543
Counseling and Psychological Services	.854-2878
Dental Program	.865-8467
Gay Health Advocacy Program	.854-7970
Health Education	.854-5453
HIV Concerns and Counseling	.854-4543
Immunization Questions	.854-7210
Women's Health	.854-4499
Student Medical Insurance	.(800) 859-8471
Student Medical Insurance Enrollment	.854-7210
Emergencies (doctor on call/night only)	.415-0120
Security	.x99 or 854-5555
St. Luke's-Roosevelt Hospital	
(Emergency Room)	.523-3335
Health Service—Health Sciences Campus	.795-4181
Enrollment Office	.795-4181
Physician On Call	.305-5549
Dental Plan	.305-8485
Immunization Office	.795-4181 (x114/5)
Psychiatric Services	.795-4181 (x109)
Emergency Care (after hours)	.305-5549
Housing—Morningside Campus	
University Residence Halls	.854-6704
Lounge Space Reservations	.854-2946
Guest Accommodations	.854-2946
University Apartment Housing—Morningside	
Campus	.854-9300
Housing Office—Health Sciences Campus	.304-7000
ID Center—Morningside Campus	.854-4323
Immigration Affairs—Health Sciences Campus	.305-5455
International House	.316-8400
International Students and Scholars Office	.854-3587
Learning Center—Health Sciences Campus	.305-7528
Learning Center—Morningside Campus	.854-4097
Library Information	.854-2271
Health Sciences Library	.305-3692
Miller Theatre Tickets	.854-7799
Off-Campus Registry (apartments)	.854-2773
Ombuds Office—Morningside Campus	.854-1234
Health Sciences Campus	.304-7026
Rape Crisis/Anti-Violence Support Center	
Counselors	.854-HELP (4357)
Peer Advocates (24 hours)	.854-WALK (9255)

* All telephone numbers are in the 212 area code unless otherwise noted.

Directory Information

Registrar—Morningside Campus	.854-4330
Telephone Registration	.854-8282
Registration Appointments	.854-4488
Courses and Grades	.854-7373
Holds Information	.854-6464
Information or Transcript Orders	.854-3221
Certifications Information	.854-7375
Diplomas	.854-8630
Registrar—Health Sciences Campus	.305-3992
Shuttle Bus Information	
Morningside Campus	.854-2796
Health Sciences Campus	.305-8100
St. Paul's Chapel Music Program	.854-1540
Student Financial Services—	
Morningside Campus	.854-4206
Student Account, Loan Status, and Refund Inquiries	.854-8300
Holds	.854-6464
Credit Card Fax Payments	.854-1539
Student Financial Services—	
Health Sciences Campus—Student Accounts	.305-3633
Student Account, Loan Status, and Refund Inquiries	.854-8300
Holds	.854-6464
Credit Card Fax Payments	.305-7973
Telephone Service	
RoImPhone—Morningside Campus	.854-6250
NYNEX (Bell Atlantic)	.890-2350
NEC Customer Support Center—	
Health Sciences Campus	.(888) 567-4685
Visitors Center	.854-4900

SCHOOLS AND PROGRAMS

Morningside Campus	
Graduate School of Architecture, Planning, and Preservation	.854-3510
Admissions	.854-3414
Financial Aid	.854-7040
School of the Arts	.854-2875
Admissions	.854-2134
Financial Aid	.854-7040
Graduate School of Arts and Sciences	
Associate Dean	.854-2865
Admissions	.854-4737
Financial Aid	.854-3808
Student Services	.854-3923
Graduate School of Business	.854-5553
Student Affairs	.854-4191
Student Activities	.854-5563
Admissions	.854-5567
Financial Aid	.854-4057
Columbia College	
Dean of Students	.854-2446
Admissions	.854-2522
Financial Aid	.854-3711

Fu Foundation School of Engineering and Applied Science	.854-2981
Undergraduate Admissions	.854-2522
Graduate Admissions	.854-6438
Undergraduate Financial Aid	.854-3711
Graduate Financial Aid	.854-7040
The School of General Studies	
Dean of Students	.854-2881
Admissions	.854-2772
Financial Aid	.854-7040
School of International and Public Affairs	.854-5406
M.I.A. Program	.854-8690
M.P.A. Program	.854-2167
Admissions	.854-6216
Financial Aid	.854-7040
Graduate School of Journalism	.854-4150
Admissions	.854-8608
Financial Aid	.854-7040
School of Law	.854-2671
Admissions	.854-2670
Financial Aid	.854-7730
School of Social Work	.854-4088
Admissions	.854-2856
Financial Aid	.854-2867
Continuing Education and Special Programs	.854-2820
American Language Program	.854-3585
Continuing Education Program	.854-2820
Summer Session	.854-2820

HEALTH SCIENCES CAMPUS

Graduate School of Arts and Sciences at P&S	.305-8058
School of Dental and Oral Surgery	
Admissions	.305-3478
Student and Alumni Affairs	.305-6881
Financial Aid	.305-4100
School of Nursing	
Student Affairs and Admissions	.305-5756
Financial Aid	.305-8147
College of Physicians and Surgeons	
Admissions	.305-3595
Financial Aid	.305-4100
Student Affairs	.305-3806
School of Public Health	
Admissions/Student Services	.305-3927
Financial Aid	.305-4113
Institute of Human Nutrition	.305-4808
Programs in Occupational Therapy	.305-3781
Financial Aid	.305-5266
Student Affairs	.305-7354
Program in Physical Therapy	.305-3781
Financial Aid	.305-5266
Student Affairs	.305-7354
Center for Psychoanalytic Training and Research	.927-5000

Basic Academic Calendar

Consult your school's bulletin, the *Directory of Classes*, or the Web (<http://www.columbia.edu/cu/registrar>) for specific dates of registration, add/drop periods, and withdrawal deadlines. Except for calendars of the College of Physicians and Surgeons and the School of Dental and Oral Surgery, the academic calendars of the professional schools vary only slightly from that of the University. Note that a "University Holiday" indicates a date during which no classes are in session and administrative offices are closed. "Academic Holiday" refers to a date during which no classes are in session.

1998–1999

FALL 1998

September 7, Monday	Labor Day. University Holiday.
September 8, Tuesday	First day of classes.
September 18, Friday	Last day to add a class.
October 1, Thursday	Last day to file application for February degrees and certificates. (Late applicants must reapply for the next conferral.)
October 21, Wednesday	Conferring of October degrees and certificates.
October 22, Thursday	Midterm date.
November 2, Monday	Academic Holiday.
November 3, Tuesday	Election Day. University Holiday.
November 19, Thursday	Last day to drop a class.
November 26–27, Thursday–Friday	Thanksgiving Holiday. University Holiday.
December 1, Tuesday	Last day to file application for May degrees and certificates. (Late applicants must reapply for the next conferral.)
December 14, Monday	Last day of classes.
December 15–16, Tuesday–Wednesday	Study days.
December 17–24, Thursday–Thursday	Final examinations.
December 25, Friday	Christmas. University Holiday.

SPRING 1999

January 1, Friday	New Year's Day. University Holiday.
January 18, Monday	Martin Luther King Jr. Day (observed). University Holiday.
January 19, Tuesday	First day of classes.
January 29, Friday	Last day to add a class.
February 10, Wednesday	Conferring of February degrees and certificates.
February 15, Monday	Washington's Birthday (observed). Administrative offices closed at the Health Sciences campus only.
March 15–19, Monday–Friday	Spring Break.
March 25, Thursday	Last day to drop a class.
May 3, Monday	Last day of classes.
May 4–6, Tuesday–Thursday	Study days.
May 7–14, Friday–Friday	Final examinations.
May 19, Wednesday	University Commencement.
May 24, Monday	Memorial Day (observed). University Holiday.

1999–2000

FALL 1999

September 7, Tuesday	First day of classes.
November 1–2, Monday–Tuesday	Election Day. Academic Holiday.
November 25–26, Thursday–Friday	Thanksgiving Holiday. University Holiday.
December 13, Monday	Last day of classes.
December 14–15, Tuesday–Wednesday	Study days.
December 16–23, Thursday–Thursday	Final Examinations.

SPRING 2000

January 18, Tuesday	First day of classes.
March 13–17, Monday–Friday	Spring Break.
May 1, Monday	Last day of classes.
May 2–4, Tuesday–Thursday	Study days.
May 5–12, Friday–Friday	Final examinations.
May 17, Wednesday	University Commencement.