

New Student Orientation Guide

Spring 2022

Updated as of December 3, 2021



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**Rollie
Carencia**

Director of
Student Life

Welcome from SPS Student Life

On behalf of the Columbia University School of Professional Studies community, I warmly welcome you to SPS as you take your first steps in joining our dynamic and diverse community. At Columbia SPS, you'll be studying alongside students from all over the world and from all walks of life. I encourage you to embrace the connections you'll make here, including those you'll find outside of the classroom in our student organizations, events, and professional development opportunities.

At New Student Orientation, you will learn more about your studies at SPS, as well as expectations and tips for success as a new student. We will introduce you to important members of our community who can support you during your time at Columbia University. Don't be afraid to ask questions and reach out to campus resources you want to learn more about.

We hope you take advantage of this experience and I wish you success as you embark on your educational journey! Welcome to SPS!

Warm regards,

Rollie Carencia

Before Your Semester Begins

COVID-19 Protocols and Requirements

In order to protect the campus community, the University has mandated all incoming students must adhere to the following COVID-19 protocols and guidelines:

1 Get Vaccinated and Upload Documentation

Continuing into the Spring 2022 semester, the **COVID-19 vaccination** will be mandatory for all University students, faculty, and staff. Your **vaccination documentation should be submitted** as soon as possible to ensure there is no delay in processing your information. If you are requesting a **medical or religious exemption**, those must also be submitted as soon as possible to ensure appropriate time to review and evaluate.

2 Review all Return to Campus Protocols & Download the ReopenCU App

Be sure to review and complete all **return to campus protocols** and **download the ReopenCU App**. Students must download the ReopenCU App to upload their proof of vaccination and sign the University Health Compact. This app will also allow students to complete the mandatory daily attestation to receive a Green Pass, which will allow their Student ID to admit them to all University facilities.

If you have any questions about the University's COVID-19 protocols and requirements, you can find more information at **covid19.columbia.edu** or reach out to **sps-wellness@columbia.edu** or **covidresource@columbia.edu**.

Before Your Semester Begins

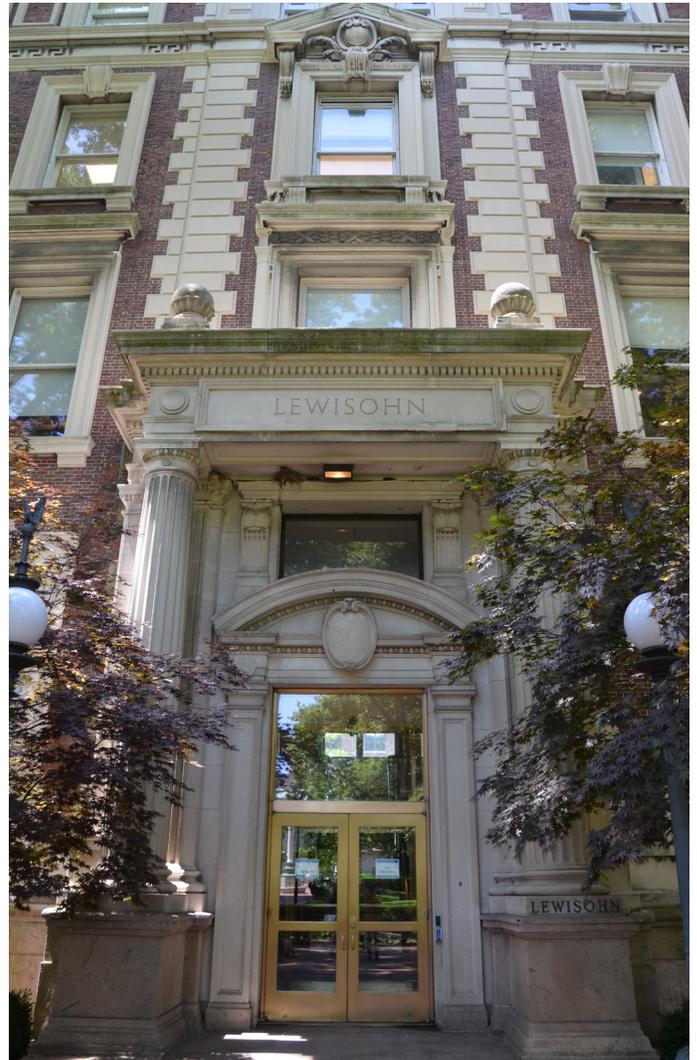
Student IDs

You must have a Columbia ID (CUID) card to access all Columbia buildings and resources, make purchases at campus cafes and the University Bookstore, and to take advantage of student discount programs.

All students must **upload a valid ID photo** by Monday, December 20, 2021 as Student IDs will not be printed without an approved photo.

- Students can pick up their Student ID during the following dates and times in **Faculty House** on campus:
 - Tuesday, January 11, 2022, 9:00 a.m. to 5:00 p.m. ET
 - Thursday, January 13, 2022, 9:00 a.m. to 7:00 p.m. ET
 - Tuesday, January 18, 2022, 9:00 a.m. to 5:00 p.m. ET
- If your program is hosting an in-person academic breakout session, you will be able to pick up your ID at that time. More information about specific dates and times will be provided to you via email.

If you are unable to pick up your ID during dates and times listed above please contact the Office of Student Life at sps-studentlife@columbia.edu.



Student IDs cannot be mailed for any reason.

HAVE YOU HEARD?



**Download the
new one-stop
app for SPS
Student Life
today!**

**Find out
about upcoming
events.**

**Get involved
with student
organizations.**

**Connect with
important academic
resources.**

Questions? Contact
sps-studentlife@columbia.edu

 **COLUMBIA SPS**
School of Professional Studies

M.S. and M.P.S. Orientation

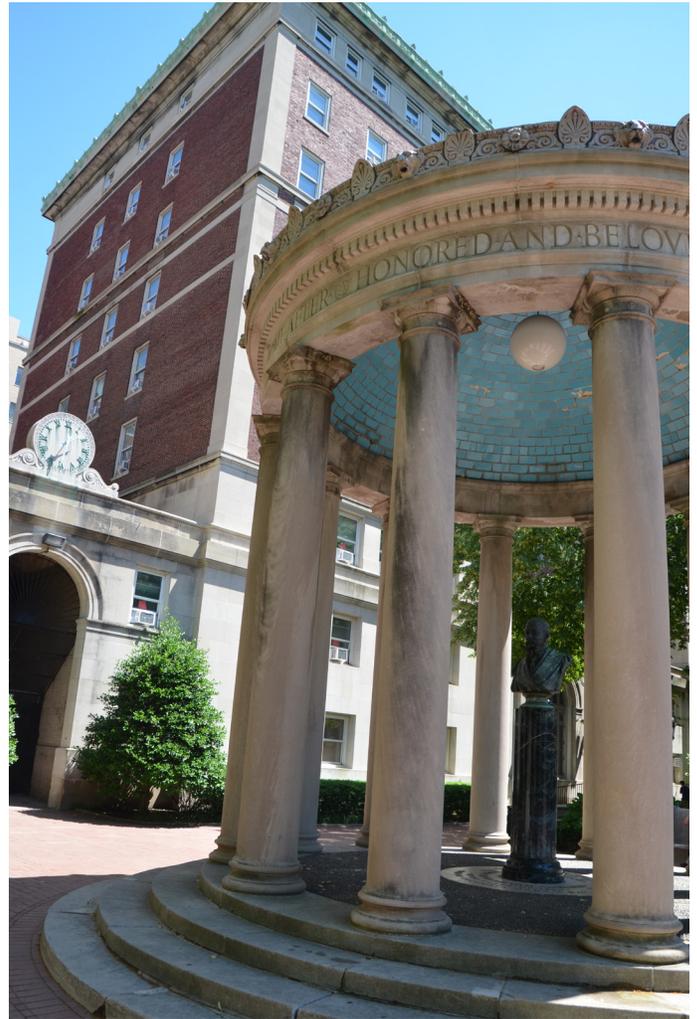
It is expected that all incoming students to the School of Professional Studies participate fully in their Orientation.

In the Spring 2022 semester, the New Student Orientation for the M.S. and M.P.S. programs will include three parts:

1 SPS Pre-Orientation Portal and University Tutorials

2 New Student Virtual Workshops

3 Academic Program Breakouts



M.S. and M.P.S. Orientation

1 SPS Pre-Orientation Portal and University Tutorials

All new School of Professional Studies students are required to participate in the following pre-orientation trainings:

- SPS Pre-Orientation Portal
- Welcome to Columbia Tutorial
- Sexual Assault Prevention Tutorial

The **SPS Pre-Orientation Portal** is an online, asynchronous portal completed by incoming SPS students prior to their arrival on campus. This training introduces students to various offices and resources available to them while at SPS. This includes information about academic integrity, student engagement, ISSO, health services, and more.

Additionally, all incoming students to Columbia University must complete two, **university-required online trainings** hosted by **University Life** on Courseworks.

These include 1) Welcome to Columbia and 2) Sexual Assault Prevention. These tutorials will be made available to incoming students starting on December 17, 2021.

Students can access this portal [here](#).



Failure to complete the designated required sections by January 18, 2022 will result in a registration hold on your student account which will prevent you from registering for classes.

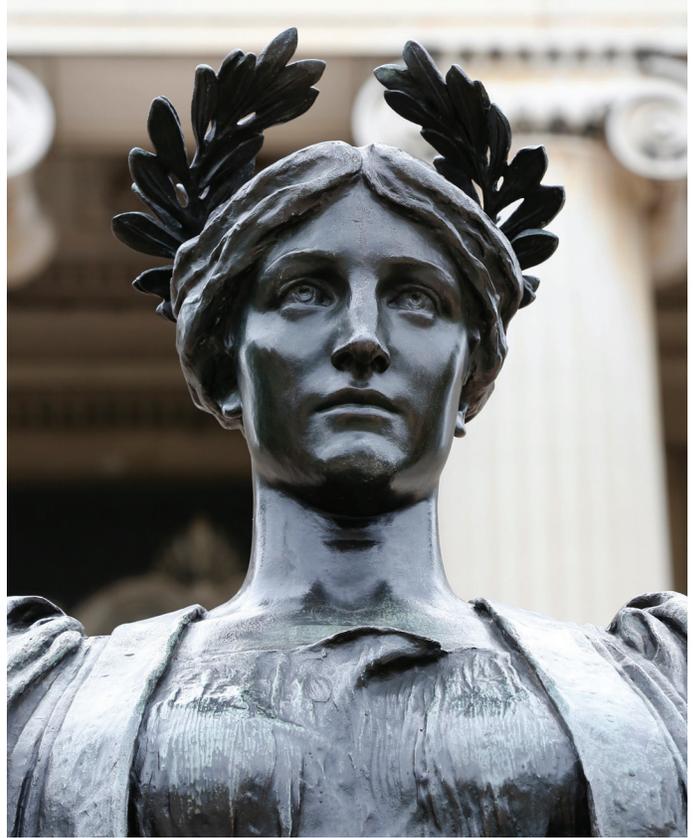
M.S. and M.P.S. Orientation

2 New Student Virtual Workshops

At the Columbia University School of Professional Studies, your transition to graduate studies is important to us. We have designed various virtual workshops to support your transition. Whether you are learning how to finance your degree, navigating your academics, or seeking guidance on professional development, we have a session just for you!

All new SPS students are expected to attend as many workshops as possible. Domestic students are not expected to attend either of the workshops designed for international students. Information to RSVP for each workshop will be sent via email.

All workshops will be recorded and uploaded to the [SPS website](#). Students are encouraged to view the session recordings for any workshop they are unable to attend live.



Check out the full list of workshops on the following pages!

Virtual Workshops

All new SPS students in M.S. or M.P.S. degree programs are expected to attend these workshops. Domestic students are not expected to attend either of the workshops designed for international students. Students are required to RSVP for each workshop in advance.

Recordings of these workshops will be made available in mid-January on the [SPS website](#).

Workshop	Facilitated by	Workshop Description
International Student Welcome Monday, 12/6 at 9 AM ET	Facilitated by the American Language Program	As an international student, adjusting to a new city and culture can be an exciting yet challenging time. The goal of this workshop is to help international students feel well prepared for the upcoming semester and to know where to find support and community. Having the right skills and resources will help you start the semester off right so that you not only survive, but thrive at Columbia. Whether you are shy or outgoing, you can use this time to practice sharing your ideas openly - an important skill to have at Columbia! There will also be time for Q&A, where you can ask any cultural, social, or New York-related questions. This workshop will be a safe and welcoming space for students who are new to aspects of New York culture or a U.S. university setting.
Title IX at Columbia University: 2022 Orientation Monday, 12/6 at 1 PM ET	Facilitated by Marjory D. Fisher, Columbia Title IX Coordinator	This orientation session will familiarize students with Policies and Procedures addressing gender-based misconduct at Columbia. We will discuss the history of Title IX and how this important federal law interacts with our student policies defining prohibited behaviors on campus. Title IX covers cases involving sexual harassment, sexual assault, dating and domestic violence, and stalking. In some cases, students may decide to report such conduct to the University or to law enforcement. This session will share reporting options as well as options for resolving cases once a report is made. We will discuss the bedrock definition of "affirmative consent," essential to understanding our policies, and how to incorporate it into relationships to ensure an atmosphere of sexual respect in the Columbia community. Together with these issues, questions around confidentiality and related concerns will be discussed. Join us to learn what you can do to help others when you either witness gender-based violence or when you or a friend need help and access to resources and services available for those who have been affected by gender-based violence.
Research Support with Columbia Libraries Tuesday, 12/7 at 1 PM ET	Facilitated by the Columbia University Libraries team	As an Ivy League institution, Columbia University has one of the greatest networks of libraries and academic research resources in the world. This session will help students understand what resources are available to them and those that may complement their academic pursuits. Members of the Columbia University Libraries team will cover interlibrary loan, research databases, and general reference inquiries amongst other critical topics.
Exploring Pronouns, Creating Inclusion and Understanding Tuesday, 12/7 at 10 AM ET	Facilitated by the Office of University Life and Multicultural Affairs	This workshop will provide participants with an introductory review of pronouns, gender identity, and ways to create inclusive learning spaces at Columbia. Facilitators will lead discussions on pronouns, misgendering, and practice using correct pronouns. This will be an interactive session with time for questions as well as example scenarios.
Strategies for Success at Columbia University Wednesday, 12/8 at 10 AM ET	Facilitated by the Office of Student Life and the Office of University Life	Are you looking for opportunities to build leadership and professional skills? Then this session is for you! There are a multitude of ways for graduate students to be involved in the Columbia Community! Join us as members of the Office of Student Life team share ways to maximize your student experience through extracurricular involvement and student leadership. Additionally, hear from a panel of current and past student leaders on being an active SPS Student and tips for adjusting to Columbia and New York.

Virtual Workshops (continued)

Workshop	Facilitated by	Workshop Description
Maximizing Your SPS Experience with Student Life Wednesday, 12/8 at 1 PM ET	Facilitated by the Office of Student Life and the Office of University Life	Are you looking for opportunities to build leadership and professional skills? Then this session is for you! There are a multitude of ways for graduate students to be involved in the Columbia Community! Join us as members of the Office of Student Life team share ways to maximize your student experience through extracurricular involvement and student leadership. Additionally, hear from a panel of current and past student leaders on being an active SPS Student and tips for adjusting to Columbia and New York.
Financing Your Graduate Degree Thursday, 12/9 at 10 AM ET	Facilitated by Student Financial planning	You made it to grad school! Now how are you going to pay for it? Join the Office of Student Financial Planning for an overview of Columbia University's policies and funding structures as well as additional financial resources that may be available to you. Make informed financial decisions with the help of student finance professionals so you get the most out of your Columbia degree.
Academic Writing in Grad School: What You Need to Know Friday, 12/10 at 10 AM ET	Facilitated by the University Writing Center	Whether it's been a few months since your last academic writing assignment or a few years, the Columbia University Writing Center is here to help. This workshop will help incoming graduate students prepare for graduate level writing. Through an interactive session, students will learn how to adjust their composition strategy and process for writing at an Ivy League level. Students will also learn about the University Writing Center and the resources available to them.
Columbia Sexual Violence Response Training (SVR) Monday, 12/13 at 11 AM ET	Facilitated by the Columbia Sexual Violence Response (SVR) office	This session will introduce students to Columbia Health Sexual Violence Response (SVR) staff in order to put a face with the name so that graduate students see SVR as an accessible resource and welcoming place to reach out for services and support as survivors and co-survivors of violence, abuse, and harassment. We will use this time to inform incoming graduate students about the importance of the issues of sexual and intimate partner violence, stalking, and harassment. The goal of this session is to start unpacking some of the complexities of these forms of abuse and violence, see the various ways in which people of different identities and backgrounds are impacted, as well as understand the crucial role we all play as a community in supporting one another through these difficult and complex issues. Participants will also learn about the various resources offered to survivors and co-survivors.
Immigration Essentials with ISSO Tuesday, 12/14 at 9 AM ET	Facilitated by the International Students and Scholars Office	Whether it's been a few months since your last academic writing assignment or a few years, the Columbia University Writing Center is here to help. This workshop will help incoming graduate students prepare for graduate level writing. Through an interactive session, students will learn how to adjust their composition strategy and process for writing at an Ivy League level. Students will also learn about the University Writing Center and the resources available to them.
Thriving at Columbia: Caring for Yourself and Others Wednesday, 12/15 at 10 AM ET	Facilitated by the Office of Student Wellness	Self-care and wellness go hand-in-hand with academic success. In fact, SPS has a dedicated team to connect you with wellness resources and strategies so that you can make the most of your Columbia experience. This engaging and interactive session led by the Office of Student Wellness will cover the ways students can care for themselves and others. Attendees will understand the importance of balance for success while learning more about the variety of wellness resources available through the University. Attendees will also be encouraged to be courageous in acknowledging vulnerability and knowing when to reach out for help.
Getting to Know the Career Design Lab Thursday, 12/16 at 10 AM ET	Facilitated by the Career Design Lab	SPS Students have access to a robust network of professional development opportunities facilitated by the school's Career Design Lab (CDL). This workshop will introduce you to the variety of programs and resources available to SPS students to help them develop the professional skills and competencies needed to succeed at Columbia and beyond. Tap into the wealth of knowledge both the Columbia and SPS alumni networks have to offer while building meaningful professional connections and exploring a diverse range of career options. We will have breakout rooms for different career journeys to help students understand the best ways to engage with CDL.
Recognizing Your Bias Inside and Outside the Classroom Thursday, 12/16 at 1 PM ET	Facilitated by the Office of Student Support	Students at SPS come from around the world and have vastly different lived experiences. This workshop will discuss how those experiences and socialization play a part in developing biases. Through an engaging and interactive session, attendees will gain an understanding of implicit and explicit bias, discuss where bias can arise in a university setting, and develop strategies to help mitigate bias in one's interactions with others.

M.S. and M.P.S. Orientation

3 Academic Program Breakouts

The Academic Program Breakout Session is an opportunity to meet with leaders and representatives from your academic program, learn about your coursework, and get to know your fellow classmates. These sessions will be held between January 10–14, 2022.

We expect your academic breakout to last approximately 2 hours.

Specific details regarding each program’s breakout session, including date, time and modality, will be communicated to students via email.



Non-Degree Orientation

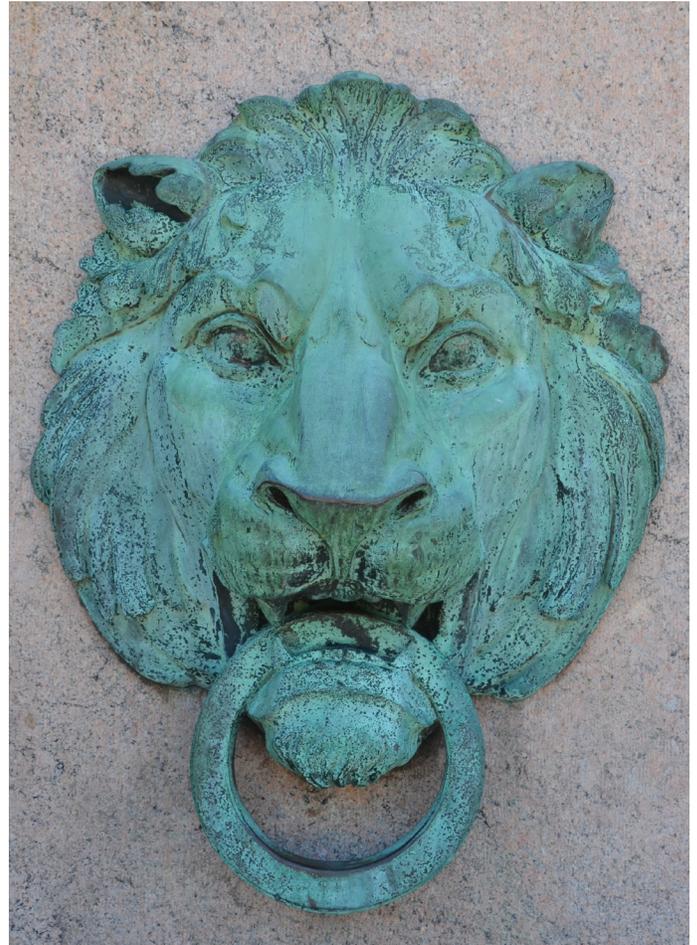
It is expected that all incoming students to the School of Professional Studies participate fully in their Orientation.

For the Spring 2022 semester, Non-Degree New Student Orientation will include three parts:

1 SPS Pre-Orientation Portal

2 New Student Virtual Workshops

3 Non-Degree Breakout

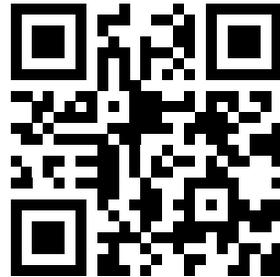


Non-Degree Orientation

1 SPS Pre-Orientation Portal

All new School of Professional Studies students are required to participate in an online, asynchronous Pre-Orientation portal prior to their arrival on campus. This portal provides information on items such as academic integrity, student engagement, ISSO, health services, and others.

Students can access this portal [here](#).



Failure to complete the designated required sections by January 18, 2022 will result in a registration hold on your student account which will prevent you from registering for classes.

Virtual Workshops

At the Columbia University School of Professional Studies, your transition to graduate studies is important to us. We have designed various virtual workshops to support your transition. Non-Degree students are encouraged to attend the following select virtual workshops.

Recordings of these workshops will be made available in mid-January on the [SPS website](#).

Workshop	Facilitated by	Workshop Description
International Student Welcome Monday, 12/6 at 9 AM ET	Facilitated by the American Language Program	As an international student, adjusting to a new city and culture can be an exciting yet challenging time. The goal of this workshop is to help international students feel well prepared for the upcoming semester and to know where to find support and community. Having the right skills and resources will help you start the semester off right so that you not only survive, but thrive at Columbia. Whether you are shy or outgoing, you can use this time to practice sharing your ideas openly - an important skill to have at Columbia! There will also be time for Q&A, where you can ask any cultural, social, or New York-related questions. This workshop will be a safe and welcoming space for students who are new to aspects of New York culture or a U.S. university setting.
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Exploring Pronouns, Creating Inclusion and Understanding Tuesday, 12/7 at 10 AM ET	Facilitated by the Office of University Life and Multicultural Affairs	This workshop will provide participants with an introductory review of pronouns, gender identity, and ways to create inclusive learning spaces at Columbia. Facilitators will lead discussions on pronouns, misgendering, and practice using correct pronouns. This will be an interactive session, with time for questions as well as example scenarios.

Virtual Workshops (continued)

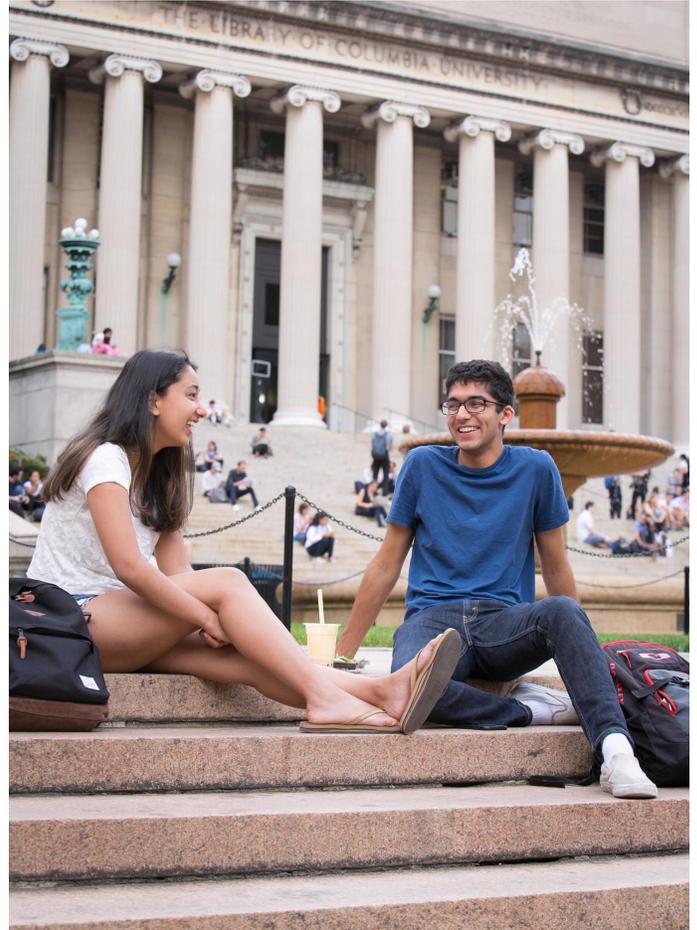
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<p>Columbia Sexual Violence Response Training (SVR) Monday, 12/13 at 11 AM ET</p>	<p>Facilitated by the Columbia Sexual Violence Response (SVR) office</p>	<p>This session will introduce students to Columbia Health Sexual Violence Response (SVR) staff in order to put a face with the name so that graduate students see SVR as an accessible resource and welcoming place to reach out for services and support as survivors and co-survivors of violence, abuse, and harassment. We will use this time to inform incoming graduate students about the importance of the issues of sexual and intimate partner violence, stalking, and harassment. The goal of this session is to start unpacking some of the complexities of these forms of abuse and violence, see the various ways in which people of different identities and backgrounds are impacted, as well as understand the crucial role we all play as a community in supporting one another through these difficult and complex issues. Participants will also learn about the various resources offered to survivors and co-survivors.</p>
<p>Strategies for Success at Columbia University Wednesday, 12/8 at 10 AM ET</p>	<p>Facilitated by the the Office of Student Support and Office of Online Curriculum and Instruction</p>	<p>What does it take to be successful at Columbia? How do you communicate and collaborate with faculty and students to maximize your time at SPS? What academic techniques do high- achieving students employ to succeed in their courses? Join the SPS Office of Student Support and Office of Online Curriculum and Instruction for an interactive session that covers various techniques and approaches for how you can make the most of your Columbia journey.</p>
<p>Maximizing Your SPS Experience with Student Life Wednesday, 12/8 at 1 PM ET</p>	<p>Facilitated by the Office of Student Life and the Office of University Life</p>	<p>Are you looking for opportunities to build leadership and professional skills? Then this session is for you! There are a multitude of ways for graduate students to be involved in the Columbia community! Join us as members from the Office of Student Life share ways to maximize your student experience through extracurricular involvement and student leadership. Additionally, hear from a panel of current and past student leaders on being an active SPS Student and tips for adjusting to Columbia and New York.</p>
<p>Thriving at Columbia: Caring for Yourself and Others Wednesday, 12/15 at 10 AM ET</p>	<p>Facilitated by the Office of Student Wellness</p>	<p>Self-care and wellness go hand-in-hand with academic success. In fact, SPS has a dedicated team to connect you with wellness resources and strategies so that you can make the most of your Columbia experience. This engaging and interactive session, led by the Office of Student Wellness will cover the ways students can care for themselves and others. Attendees will understand the importance of balance for success while learning more about the variety of wellness resources available through the University. Attendees will also be encouraged to be courageous in acknowledging vulnerability and knowing when to reach out for help.</p>
<p>Recognizing Your Bias Inside and Outside the Classroom Thursday, 12/16 at 1 PM ET</p>	<p>Facilitated by the Office of Student Support</p>	<p>Students at SPS come from around the world and have vastly different lived experiences. This workshop will discuss how those experiences and socialization play a part in developing biases. Through an engaging and interactive session, attendees will gain an understanding of implicit and explicit bias, discuss where bias can arise in a university setting, and develop strategies to help mitigate bias in one's interactions with others.</p>

Non-Degree Orientation

2 Non-Degree Breakout

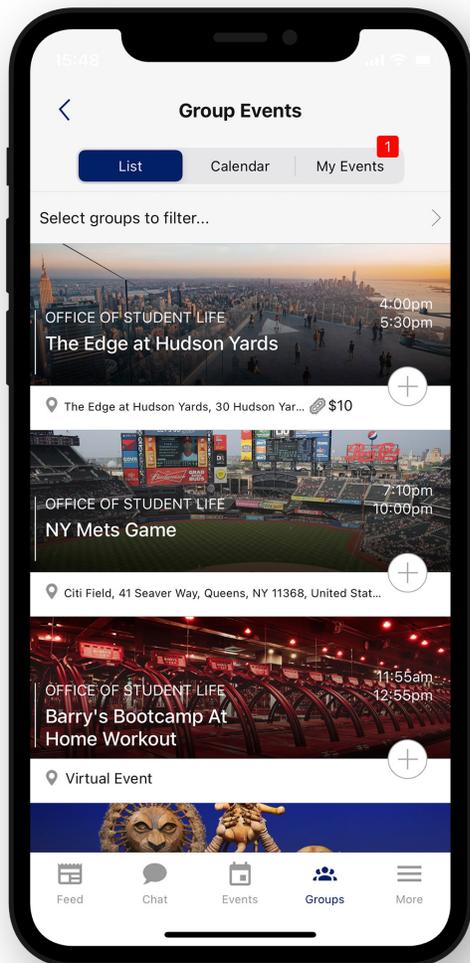
The Non-Degree Breakout Session is an opportunity to meet with leaders and representatives from academic programs, learn about coursework, and get to know fellow classmates. An email will be sent to you with more information about registration.

The Non-Degree Programs Breakout will be held Wednesday, January 12, 2022, 1:00 pm. to 2:30 p.m. ET.



Weeks of Welcome!

The SPS Office of Student Life is excited to announce Spring 2022 Weeks of Welcome! Hosted by the Office of Student Life and Office of Student Support, these events have been designed to help you meet your fellow SPS classmates, explore New York City, and have some fun! These events are open to new and returning SPS students.



All Weeks of Welcome events, including RSVP information, can be found on the New SPS Engage!

Events include:

- NY Knicks Game
- Guided MoMA tours
- Tickets to Moulin Rouge on Broadway
- Wellness Workshops and more!



sps.columbia.edu/engage



Questions? Contact sps-studentlife@columbia.edu
sps.columbia.edu

