COLUMBIA UNIVERSITY
School of Professional Studies

Auditing Handbook

Table of Contents

I. About

II. Your To-Do List

III. Your Good to Know List

IV. Academic Resources

V. Campus Safety

VI. How To Register

I. About

About Columbia University

For more than 250 years, Columbia has been a leader in higher education in the nation and around the world. At the core of our wide range of academic inquiry is the commitment to attract and engage the best minds in pursuit of greater human understanding, pioneering new discoveries, and service to society.

Our distinguished faculty, alumni and student body are expanding the boundaries of knowledge in medicine, sciences, the arts, humanities, and the professions. The University offers an outstanding and comprehensive array of academic programs. These include three undergraduate schools, thirteen graduate and professional schools, a world-renowned medical center, four affiliated colleges and seminaries, twenty-five libraries, and more than one hundred research centers and institutes.

Columbia is both global and local in focus. As a vital part of New York, our research and teaching are enhanced by the vast resources of one of the world's greatest cities. We are an intellectual community of some 40,000 students, faculty and staff who continually work to expand our mission of teaching, research, patient care, and public service.

For additional historical background, please visit: columbia.edu/content/history.html

About the School of Professional Studies

The School of Professional Studies, a graduate school at Columbia University, spans the continuum from high school and pre-college students through lifelong learners with innovative and market-driven offerings at the highest levels of academic excellence.

Our Mission and Vision

Our mission is to provide a rigorous education, informed by rapidly evolving global market needs, that supports the academic and professional aspirations of our student community.

Our vision is to become the premier destination for professional education by generating interdisciplinary thought leadership, developing innovative pedagogy, and advancing globally competitive academic solutions for ambitious agents of change and impact.

Our Focus

Based on this mission and vision, Dean Troy J. Eggers has focused the school's efforts on three pillars: develop high-quality academic programming and curricula;

- Prepare students for the marketplace by ensuring they have gone through a best-in-class curriculum for their professions;

- Create a virtuous circle for faculty by engaging academic scholarship that informs teaching; teaching that enhances the practice of professions;

- Practical application that, in turn, reinforces scholarship.

Our Offerings

- Eighteen master's degrees, focusing on emerging market needs

- Eighteen certificate or certification programs

- Courses in over 100 subject areas

- Pre-college academic study for high school students with over 50 curricular options

- Access to Arts and Sciences courses through the Auditing and Lifelong Learning Programs

- Summer Sessions for Summer Sessions for Columbia University

II. Your To-Do List

Activate your columbia email account

In order to register online and to access Columbia's secure online applications, including Student Services Online (SSOL), Canvas, and online library resources, all students must activate a Columbia email account. Once you activate your Columbia email you are responsible for checking it regularly. Columbia and the School of Professional Studies use email as an official means of communication with students. Many important University communications, including notification of the Student Account Statement availability, are sent via email only. You are responsible for all official University communications sent to your Columbia email address. Please note, it may take 5-10 business days for your e-mail to be ready to be activated after admission into the program.

In order to create a Columbia email account you will need a University Network ID (UNI). Here's how to locate your UNI:

- Go to uni.columbia.edu
- Type in your name in the "Forgot UNI? (look up Your UNI by name)" yellow search box and then click "search"
- Your name will appear on the screen along with a Columbia email account – the letters and numbers that precede "@columbia.edu" make up your UNI

Once you have your UNI, go to uni.columbia.edu, click on the "Activate UNI or Email" link and follow the simple instructions for activating your Columbia email account.

Submit your immunization records
(all students born after January 1, 1957 must provide documentation)

New York state public health law and university policy requires that all students must provide documentation of immunity to Measles, Mumps, and Rubella (MMR) as well as document that they either have received the meningitis vaccine or have declined to receive it. You must complete the MMR form (http://health.columbia.edu/system/files/content/healthpdfs/Insurance/health_immunization_mmr_form_ 8.22.14.pdf) and submit to Columbia Health in person, by mail or fax 30 days prior to registration.

Completed forms may be submitted in one of the following ways:

In Person: Immunization Office, John Jay Hall, 3rd Floor, Monday–Friday, 9 a.m.–5 p.m.

By mail: Immunization Office, 519 West 114th Street, MC 3601, New York, NY 10027

By fax: (212) 854-5078

If you fax your documentation, please make sure to include your full name, date of birth, CUID, and the school you will be attending on the form. It cannot be processed without this information. We cannot verify receipt of individual documents so please keep a copy of your fax confirmation.

For questions or concerns regarding your immunization documentation, contact the Immunization Compliance

Office Location: John Jay Hall, 3rd Floor

Hours: Monday–Friday, 9 a.m.–5 p.m.

Phone: (212) 854-7210

Email: immunizationcompliance@columbia.edu

Website: health.columbia.edu/students/immunization-compliance-requirements/mmr

Record Your Meningococcal Meningitis Vaccination Decision Online Before Registering For Classes

New York State public health law requires that students receive information from their institutions about meningococcal meningitis and the vaccine that protects against most strains of the disease that can occur on university campuses. Columbia students must make an informed decision about being vaccinated and certify their decision online (ssol.columbia.edu/ssv/ crt/ menIntro.html).

Obtain Your Columbia Id Card

The University ID card grants you access to the libraries and secure campus locations, allows you to purchase services at campus cafes and the University bookstore and enables you to take advantage of cultural discount programs in New York City. Read more about the many University ID card features here: ssc.columbia.edu

There are two ways to get your Columbia University ID card:

1. In person in the ID center in 204 Kent Hall

2. Submit a photo online. The photo format should be passport-style and meet the following requirements:

- The photo should be a color, JPEG file
- The background should be uniform and light-colored
- You must be facing forward, with your head and shoulders clearly visible
- No photos with sunglasses or hats will be accepted
- The file cannot exceed 100k in size

To submit a photo, first make sure you have activated your UNI then log into the secure site (webphoto. columbia.edu/wps/) to submit your ID photo. Once the ID Center notifies you that your photo has been accepted, you can pick up your ID card from the ID Center once you are registered for classes.

Location: 204 Kent Hall

Hours: Monday–Friday, 9 a.m.–5 p.m.

Please note that we are closed on University Holidays hr.columbia.edu/wac/workplace/holidays

Phone: (212) 854-7225

Email: idcard@columbia.edu

Website: www.columbia.edu/cu/id

Know Your C-Number/PID

Your C-Number, also known as your Student ID number or PID, is a nine-digit identification number that is assigned to you upon admission to Columbia. The number, which is always preceded by the letter C, is used by the Registrar and other departments to keep track of enrollment and academic records. To find your C-Number, log into Student Services Online (ssol. columbia.edu) with your UNI and password, click on the "Academic Profile" link and then select "Show my name and personal data."

Keep an eye out for your e-bill (if applicable)

Columbia electronically bills students in the School of Professional Studies for tuition, fees, and other charges at the beginning of each term, usually two to three weeks after registration. Tuition is not due prior to the beginning of the semester. No tuition or fees are charged for semesters you do not enroll in.

When your Student Account Statement is generated, an email notification is sent directly to your Columbia University email account. Individuals authorized to view your Statements ("authorized payers") are also notified through email that a new statement is ready to view and/or pay online. No paper bills will be mailed by the University.

Your Student Account Statement will be available via the University's E-Billing system

(quikpayasp.com/columbia/tuition/authorized.do). You may pay your bill online, by mail, by wire, or in-person.

- To pay online by debit from a U.S. bank account, log into the E-Billing system and select "Make Payment"
- To pay by online check, by mail, or by wire, click here for instructions: www.columbia.edu/cu/sfs/docs/ billing/payment-options.html
- To pay in-person with check, or traveler's checks, visit 210 Kent Hall on the Morningside Campus

Through the E-Billing system, students may also designate another party as an authorized payer. This eliminates the need to forward balance information to anyone assisting in paying for your education. To authorize a payer, log into the E-Billing system and select "Authorize Payers."

Payment for charges must be received by the provided deadline. A late payment charge will be assessed to any account that is not paid in full.

Read more about the E-Billing system, tuition, fees and payment options here: www.columbia.edu/cu/sfs

Essential Policies for the Columbia Community

Essential Policies for the Columbia Community is a central resource for a broad range of topics at Columbia. Included are policies that govern attendance, alcohol and drugs, equal opportunity and nondiscrimination, sexual assault, event protocols, partisan political activity, and leaves of absence, as well as the Policy on Access to Student Records under the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. As a member of the Columbia University community, you are responsible for following the University's policies, as well as local, state and federal laws. These policies are in place so that all members of the Columbia community can safely and successfully focus on studies and take part in campus life. Essential Policies for the Columbia Community: www.essential-policies.columbia.edu
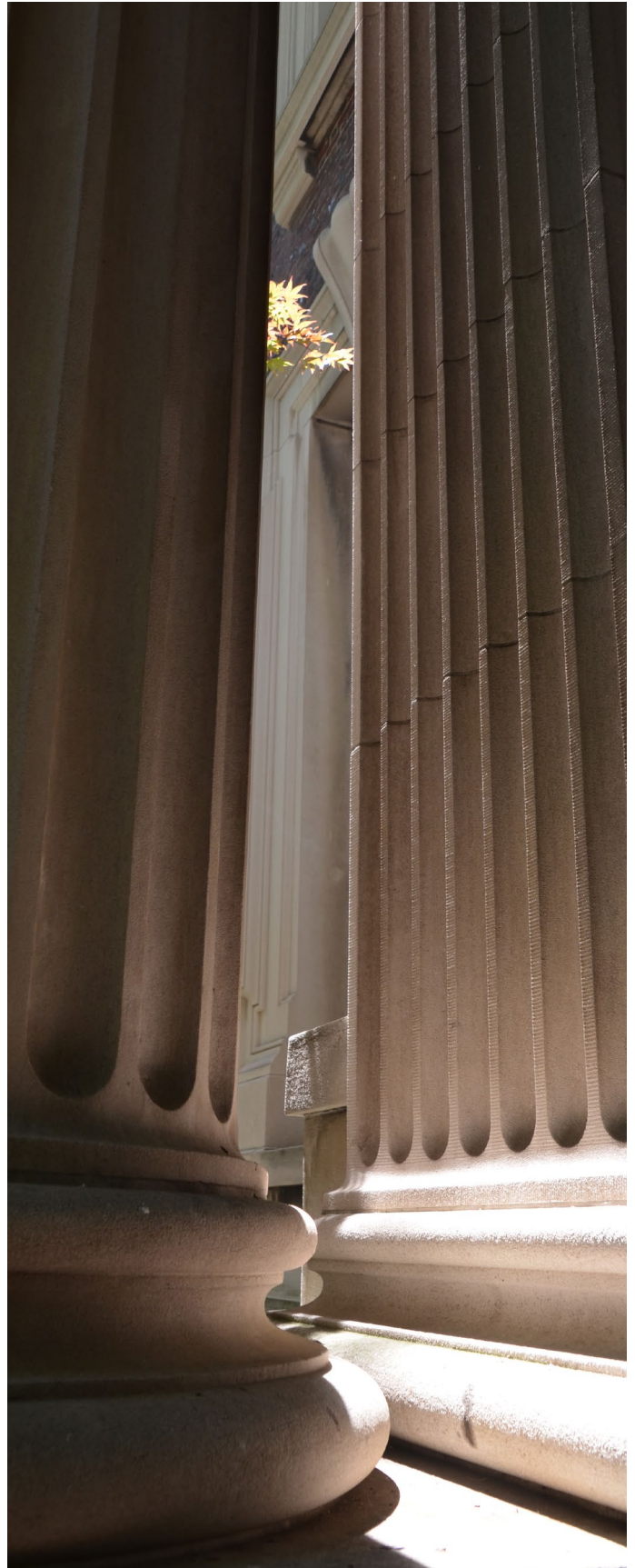
III. Your Good to Know List

Student Services Online (SSOL)
ssol.columbia.edu

SSOL is the secure website students use to view their accounts, check registration appointment times, register online, pay tuition and fees, view holds*, update contact information, view grades, request transcripts, and much, much more. Bookmark this link; you will use it frequently to manage your day-to-day student life.

*HOLDS - Failure to meet deadlines and/or maintain satisfactory academic progress may result in a HOLD on your student account. A HOLD prohibits students from registering, changing programs, and obtaining a diploma or transcripts. Reasons for a HOLD include:

• Failing to submit required Health Services documents

• Failing to make payments on student account

Student Financial Services (SFS)
sfs.columbia.edu

Student Financial Services manages e-billing and student accounts, sponsored billing, tuition exemption and stipends. Visit the SFS website to find answers to billing and payment questions. For information regarding tuition and fees please visit your individual program's pages on the School of Professional Studies's website: sps.columbia.edu

Online Q&A tool: askus.columbia.edu

Location: 205 Kent Hall

Hours: 9 a.m.–5 p.m., Monday–Friday

Phone: (212) 854-4400

Email: sfs@columbia.edu

Mailing Address: 205 Kent Hall, Mail Code 9202 1140 Amsterdam Ave. New York, NY 10027

University Registrar
registrar.columbia.edu

The University Registrar is the epicenter of the Columbia Morningside campus's student services division. The registrar's office maintains student academic records. Visit the registrar's website to find information about Columbia's grading system and grade options and for instructions about how to request a transcript or academic certification. Students may also consult with their instructors for course-specific grading criteria.

Columbia's Academic Calendar (registrar.columbia.edu/event/academic-calendar) is listed on the registrar's site. The calendar lists all the important dates in a given semester.

The Academic Calendar also lists all University-wide holidays. Bookmark the Academic Calendar so you don't miss important dates.

Finally, the registrar's website has links to all of the forms associated with its office, including the registration adjustment forms, transcript requests, academic certification and name change affidavits, among others: registrar.columbia.edu/forms .

Online Q&A tool: askus.columbia.edu

Location: 205 Kent Hall

Hours: 9 a.m.–5 p.m., Monday–Friday

Phone: (212) 854-4400

Email: registrar@columbia.edu

Mailing Address: 205 Kent Hall, Mail Code 9202 1140 Amsterdam Ave. New York, NY 10027

Directory of Classes (online course bulletin)
www.columbia.edu/cu/bulletin/uwb

The Directory of Classes is Columbia's online course bulletin. Use it to locate courses' five-digit call numbers (which you'll need to register online), to find out when and where courses meet, who the professors are, to see if a course requires departmental or professor permission, to check enrollment numbers and to see if courses are lectures or seminars, among other things.

You can explore the offerings pre-approved for auditing students by clicking "A" next to Course Listings by Department and scrolling to where "Auditing" begins.

Canvas
courseworks2.columbia.edu

The Canvas learning management system provides state-of-the-art online learning and information sharing tools, while creating a highly immersive and interactive educational experience. Canvas puts the user front and center and makes it easy for instructors and students to connect in a user-friendly, intuitive environment. Its ease of use allows users to access and manage course materials quickly and efficiently. Users can configure notifications to receive updates regarding feedback, grading alerts, due date changes, etc. via email, text or social media services. The built-in collaboration and multimedia tools allow for powerful integration and provide the ability to easily create and deliver rich content.

Furthermore, it was built for the mobile generation, and therefore runs wonderfully well on all modern mobile web browsers.

Faculty, students and administrators log into canvas using their UNI login. Find information about support by clicking Help on the top right hand corner from anywhere in Canvas.
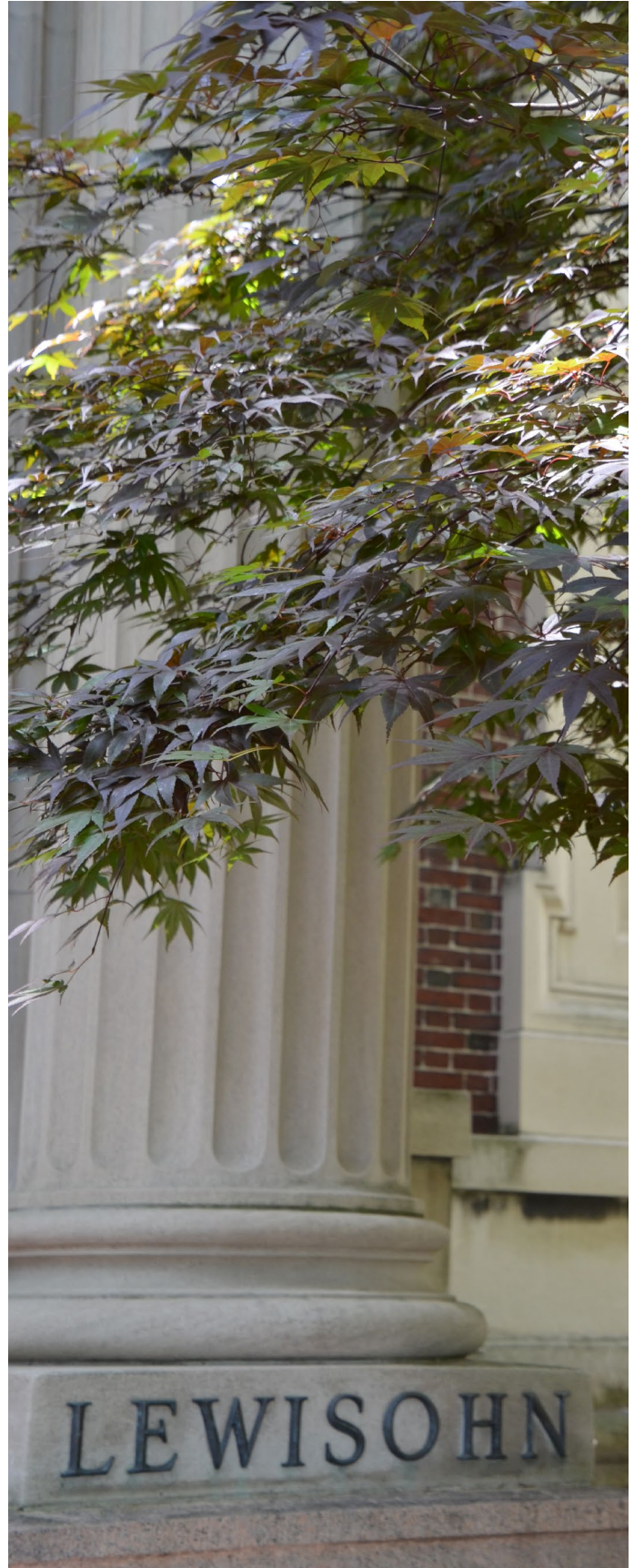
IV. Academic Resources

Libraries

The Libraries are wonderful gathering places to pursue scholarly research, to learn about and use information technology, to write, to study, and to draw on our rich collection of print and electronic resources.

At your disposal is a fully integrated research library. Columbia's Libraries, with over 10 million volumes, over 100,000 current journals and serials, and an extensive collection of electronic resources, manuscripts, rare books, microforms, and other nonprint formats, rank as one of the top five academic library systems in the nation. We hope you will explore one or more of the 22 libraries at Columbia and its affiliated institutions to access the rich array of both traditional and electronic information services. For more information, visit: library.columbia.edu

Computer Labs

A number of different types of computing facilities are available to students of the university. These facilities range from simple informational kiosks, to high-end workstations, to walk-in consulting centers. Access requirements and schedules are provided in the detailed description for each location. Please visit the website:cuit.columbia.edu

Your Campus Resources

Columbia University campuses provide a wealth of resources too great to detail all in this handbook. What follows is a selected list of some of the Campus's considerable resources. We encourage you to take advantage of as many of Columbia's resources as possible.

Columbia University Events Calendar
www.columbia.edu/events/today.html

For up to the minute information on lectures, concerts, and sports events taking place on the Morningside, Medical and Lamont-Doherty campuses and at the Baker Field Athletics Complex, please visit the Columbia University Events Calendar.

Alfred Lerner Hall Student Center

The architecturally renowned Alfred Lerner Hall Student Center (known to students as 'Lerner') opened its doors in 1999. Its predecessor, Ferris Booth Hall, served as the center of student activity for nearly forty years.

You will find many study spaces and lounges here, including Café 212, Café East, and Ferris Booth Commons. It is also the home of the CU Arts Initiative, where you can purchase discount tickets to many NYC attractions, as well as the Columbia University Bookstore, where you can purchase your textbooks.

2920 Broadway
(located on 115th Street) New York, NY 10027

Hours: See website for information. Tel:(212) 854-9067

Email: welcomedesk@columbia.edu

Website: lernerhall.columbia.edu

CU Bookstore: columbia.bncollege.com

Miller Theatre

Hours: See website for information. Tel:(212) 854-1493

Website: www.columbia.edu/cu/earl

Miller Theatre at Columbia University is the leading presenter of new music in New York City and one of the most vital forces nationwide for innovative programming. In partnership with Columbia University School of the Arts, Miller is dedicated to producing and presenting unique events in dance, contemporary and early music, jazz, opera, and performance. For information on upcoming events and tickets, visit:

Miller Theatre Box Office
2960 Broadway (at 116th Street) New York, NY 10025

CU Arts Initiative

Hours: See website for information.

Tel: (212) 854-7799

Fax: (212) 854-7740

Email: miller-arts@columbia.edu

Website: www.millertheater.com

The Arts Initiative at Columbia University is President Lee C. Bollinger's pioneering venture to make arts and culture a meaningful part of every Columbian's experience. Founded in 2004, its diverse programs encourage students, faculty, and alumni in all fields to generate, study, and engage the creative life of the campus, the city, and the wider world. For more information, visit the Alfred Lerner Hall Student Center (see above) and: www.cuarts.com

Dodge Physical Fitness Center
perec.columbia.edu

The Marcellus Hartley Dodge Physical Fitness Center at Columbia University includes an indoor running track, 25-yard swimming pool, Scandinavian Sauna, multi-sport gymnasia, and a tri-level fitness center with the latest cardiovascular and strength training equipment. Members can also sign up for voluntary fitness classes.

Gym membership is not included in the tuition and fees for auditing students. To access these facilities, auditors must sign up for membership and pay a membership fee. For more information, visit:

Dodge Physical Fitness Center

Membership Office (4th Floor of the Lobby)
3030 Broadway, Mail Code 1928
New York, NY 10027

Hours: See website for information .

Tel: (212) 854-2546, (212) 854-2547

Email: al2346@columbia.edu

Intercampus Shuttle Bus Network

Columbia University provides several shuttle bus routes among the Morningside campus, Lamont, Studebaker, the Medical Center, Harlem Hospital, and the George Washington Bridge Bus Terminal. These shuttle services are available to all Columbia University affiliates with a valid University ID, free of charge. For more information, visit: transportation.columbia.edu

V. Campus Safety

Emergency Numbers:

Calls to the emergency numbers listed below are answered 24 hours a day, 7 days a week.

Morningside & Manhattanville Campuses

212-854-5555
Campus phones: 4-5555

Medical Center Campus

212-305-7979
Campus phones: 5-7979

Department of Public Safety:

Morningside & Manhattanville Campuses

111 Low Library, Mail Code 4301
535 West 116th Street
New York, NY 10027

Tel: 212-854-2797

Fax: 212-932-0798

Medical Center Campus

109 Black Building
650 West 168th Street
New York, NY 10032

Tel: 212-305-8100

Fax: 212-305-5434

Email: publicsafety@columbia.edu

Web: www.columbia.edu/cu/publicsafety

You may also want to review the following services offered by Public Safety:

Blue Light Phones – Emergency Call Boxes

The University has also installed emergency two-way Call Boxes (Blue Light phones) around all three campuses and their vicinities for use during emergencies. By pressing the red button on the stations, users are immediately connected with the appropriate Department of Public Safety Operations Center.

Maps of the Morningside and Manhattanville Call Box locations can be found on the website.

The Columbia University Bookstore

2922 Broadway
New York, NY 10027-7004
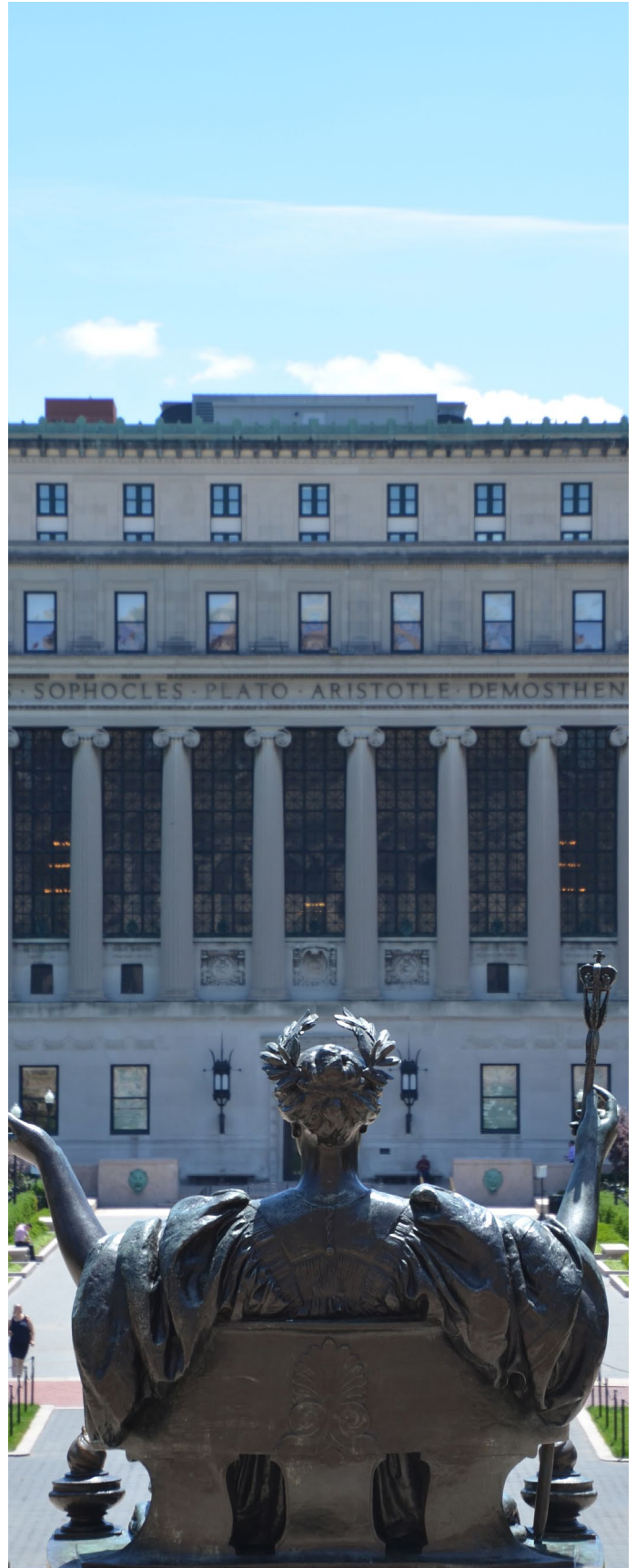
VI. How To Register

Search for Courses

The courses available to auditors are typically posted a week prior to the start of the term. To view the courses open to auditors, please go to the Directory of Classes, Columbia's online course bulletin. You can search for auditing courses by clicking "A" in the "Course Listings by Department" box and scrolling down to where the Auditing Department is listed.

Registration

Online - You can register for courses using Student Services Online during your assigned registration appointment time. Your login information for SSOL is not the same as your application. You will login using your UNI and password (completed prior to registration).

In Person - You may also enroll in person with your Advisor on the morning of registration for each term. Details regarding this opportunity will be shared by your Advisor a week or so prior to registration.

Lastly, you may also submit a Registration Adjustment Form . The form must be signed by the instructor and given to your Advisor either via e-mail or in person.

Please note, acceptance into this program does not guarantee enrollment in a course.

Registration: Late

Students who are unable to register during the regular registration period may register during the Late Registration period for a late registration fee of $100.00. After the Late Registration period is over, students who were still unable to register will require permission of the course instructor and Student Affairs and must pay the fee. Permission to register after the late registration period is given only under exceptional circumstances. This fee will not be applied to those in the Manhattanville auditing program.

Readmission

Auditors do not need to reapply if they take a gap between semesters.

Adding and Dropping Courses

Students must register for the courses they wish to attend, and they may not attend courses for which they are not registered. Students should consult the Academic Calendar for exact dates of the change of program period and other deadlines. For more information about the registration process, visit the Registrar's website at (registrar.columbia.edu).

During the change of program period

Students may add and/or drop courses through SSOL, without penalty, during the Change of Program period (i.e., the first two weeks of classes for the fall and spring semesters). Students are not charged tuition for courses dropped during this time.

Dropping Individual Classes

The Change of Program period is a window of opportunity during which you may drop individual courses from your schedule without financial penalty. You may drop an individual course online on Student Services Online.

Adding Classes

Students may add courses through the Change of Program period. Please see Registration for more information.

Billing and Payment

Columbia bills students for tuition, fees, and other charges at the beginning of each term. When a new Student Account Statement is generated, an email notification is sent directly to student's Columbia email account and they can access their e-bill by logging into SSOL. The University does not mail paper bills so it's important for students to check their Columbia e-mail.

Email Communication

SPS has established email as an official means of communication with students. An official Columbia University email address is required for all students. The University has the right to send official communications to the University email address.

Every student is expected to read email on a frequent and consistent basis. A student's failure to receive and read University communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

Students may elect to redirect (auto-forward) email sent to their University email address. Students who redirect email from their official University email address to another address do so at their own risk. If email is lost as a result of forwarding, it does not absolve the student from the responsibilities associated with communication sent to their official University email address.

Auditing Policies:

The Auditing Programs provide adults the opportunity to attend selected lectures drawn from the University's offerings, mostly in the Arts and Sciences departments during the fall and spring semesters. The Lifelong Learners Program provides an opportunity for students of 65 to audit courses. The Auditing Programs are not available during the Summer Sessions. Auditors must attend class and keep up with the reading. No examinations or papers are required, no grade is assigned, and no credit is granted for course completion. Auditors are silent participants in class and may join in discussions through instructors written approval to the auditing advisor or Non-Degree Program Director. Auditors may only enroll in one class per given term. Enrolling in more than one class may result in additional fees, and may be subject to being dropped without the student's consent.

Class Offerings

Classes available to audit will be released up to one week before classes begin during the Fall and Spring term. There are no classes available to audit over summer, even if given instructor permission. All classes available to audit will be at the undergraduate level. We are unable to allow students to audit graduate level classes (4000 level or above). Under no circumstances may seminars, workshops, foreign language courses, literature courses, or limited enrollments classes be audited. Classes offered through the Business School, Law School, and School of Social work are also not able to be audited. Auditors may not concurrently enroll in courses for credit and courses may not be repeated for credit.

Auditors are prohibited from seeking faculty approval to audit these courses and if discovered, may be suspended fromthe auditing program.

The auditing section of a course may be cancelled at any point in a given semester even if a student has already enrolled. It is possible that a student may not be able to choose a different course once this happens. Enrollment in a course is never guaranteed in a given term.

Conduct

SPS Auditing students are expected to conduct themselves in a manner that will show respect for the University Community, Department, and themselves well. By registering, auditors agree to act in a respectful way to other students and Columbia University staff and faculty. Failure to do so will result in permanent dismissal from the program. Each student, by registering, assumes the responsibility to become familiar with and abide by these general regulations and rules of conduct. Essential Policies

About the School of Professional Studies

The School of Professional Studies at Columbia University spans the educational continuum, from pre-college through graduate, and executive through lifelong learning, with innovative and industry-driven offerings at the highest levels of academic excellence.

24-SPS034–8/08