

Spring Term 2010

Registration Information

for Teachers College/Columbia University

www.tc.edu/registrar

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Academic Calendar 2009-2010
AUTUMN TERM 2009 (September 2 - December 21)

April 2009

27 Monday. Opening day of Registration for the Autumn Term for continuing students via web and touch-tone. Registration is a continuous process through the end of add/drop on September 15. Students should contact their departments for program specific procedures and timelines.

May 2009

18 Monday. Opening day of Registration for the Autumn Term for new students via web and touch-tone. Registration is a continuous process through the end of add/drop on September 15. Students should contact their departments for program specific procedures and timelines.

August 2009

27-28 Thursday-Friday. Beginning of occupancy in Teachers College residence halls for new students attending the Autumn Term. Actual move-in date is determined by housing assignment.

28-1 Friday-Tuesday. New Student Experience Program (Orientation).

September 2009

1 Tuesday. In-person Registration for Autumn Term. Hours: 10:00a.m. to 7:00p.m. Advisors available from 10:00a.m. to 12noon and 2p.m. to 7p.m.

1 Tuesday. Last day to submit, to the Registrar's Office, formal Master's essays for the October 15 award of degree.

2 **Wednesday. Classes begin. Autumn Term 2009.**

2-3 Wednesday-Thursday. Registration and add/drop period. Hours: 9:30a.m. to 6:00p.m. Wednesday and Thursday; 9:30a.m. to 5:00p.m. Friday. Advisors available from 3:00p.m. to 5:00p.m.

7 Monday. Labor Day. University Holiday.

10 Thursday. Last day to file application for Doctoral Certification Examination (Ed.D./Ph.D.) to be given October 16 or October 23.

15 Tuesday. Last day to add and drop courses for the Autumn 2009 term, file a **Certificate of Equivalency**, and enroll in Student Health Service and Student Medical Insurance programs.

16 Wednesday. Requests for late registration under exceptional circumstances on or after this date require Registrar's approval and payment of \$100 late registration fee.

17 Thursday. Last day to file notification in Office of Doctoral Studies of intention to defend Ed.D. and Ph.D. dissertation during the Autumn Term 2009.

29 Tuesday. Last day to change points in *variable point* courses.

October 2009

16 Friday. Last day to deposit Ed.D. dissertation with the Office of Doctoral Studies for the October 21 award of the degree

16 Friday. Last day to deposit Ph.D. dissertation with the Office of Doctoral Studies and the Graduate School of Arts and Sciences for the October 21 award of the degree.

16 Friday. Doctoral Certification Examination (Ed.D./Ph.D.) for students not majoring in an area of psychology, 9:00a.m. to 12 noon and 1:45p.m. to 4:45p.m.

October 2009 (cont.)

21 **Wednesday. Award of October degrees and certificates. No ceremony.**

21 Wednesday. Midterm date, Autumn Term 2009.

24 Friday. Doctoral Certification Examination (Ed.D./Ph.D.) for students majoring in an area of psychology, 9:00a.m. to 12 noon and 1:45p.m. to 4:45p.m.

November 2009

2 Monday. Last day to file or to renew an application, in the Registrar's Office, for Master's degrees and certificates to be awarded in February. (After this date, application may be filed only until November 16 upon payment of \$25 late fee.)

25 Wednesday. No Classes. Offices open.

26-29 Thursday - Sunday. Thanksgiving Holidays.

December 2009

1 Tuesday. Last day to submit, to the Registrar's Office, formal Master's essays for the February 10 award of degree.

7 Monday. Registration for the Spring Term for students via web and touch-tone registration begins.

21 **Monday. Last Day of Classes. Autumn Term 2009 ends.**

22 Tuesday. Termination of occupancy in Teachers College residence halls for Autumn Term students not returning for Spring Term 2010.

B-1. SPRING 2010 TERM REGISTRATION OVERVIEW

Registration begins via web and touch-tone for continuing students	December 7
Registration begins via web and touch-tone for new students	January 19

Dates and Deadlines

In-Person Registration	January 19
Add/Drop Period	January 20 – February 2
Tuition/fee payment deadline	January 22
Deadline for first installment under deferred payment plan	January 22
End of Change of Program	February 2
Last Day to Change Points in Variable-Point Courses	February 16
Deadline for second installment under deferred payment plan	February 22
Deadline for third installment under deferred payment plan	March 22

Term Withdrawal Schedule

Withdrawal Dates	Percent Tuition Credit
Before February 3	100%
February 3-5	80%
February 6-12	75%
February 13-19	70%
February 20-26	65%
February 27 – March 5	55%
March 6-12	50%
March 13-19	40%
After March 19	0%

HOW TO REGISTER:

STEP 1: Review the online schedule of classes: <http://www.tc.columbia.edu/tc-schedule>

STEP 2: Obtain advisement and any special approvals or overrides required (see section C-1).

STEP 3: Register using the myTC Portal (<http://my.tc.columbia.edu>). You will need your UNI and your UNI password to access the Portal. Remember that your UNI is the part of your Columbia e-mail address that comes before the @ symbol, as in zxq1@columbia.edu.

In addition, new students will a registration PIN to register. You can obtain your registration PIN from your advisor after receiving academic advisement.

We have maintained Touch-Tone Registration at (212) 678-3200. However, we recommend that you use myTC to register. If you must register via touch-tone, you will need your TC ID number and a PIN number. If you've used Touch-Tone Services before, you can continue to use the same PIN. If you have misplaced your PIN or need a PIN, contact the Registrar's Office at (212) 678-4050 for information on how to get it.

STEP 4: Make payment through the myTC Portal, via Touch-Tone Services, or with the Office of Student Accounts (133 Thompson).

CLASSROOM ASSIGNMENTS: A complete list of classroom assignments will be available on the online schedule just before the start of summer classes. You can also visit the Students section of the TC web site and click on the link for "Course/Event Locations" to see where your classes meet on any given day.

B-2. Registration Information and Procedures

Registration through the myTC Portal

<http://my.tc.edu>

Students may register for classes online using their UNI and UNI password to access the system. Your UNI is the first part of your Columbia University e-mail, as in zxq1@columbia.edu. If you have not yet set up your UNI account or have forgotten your UNI or password, please go to <http://uni.columbia.edu> for assistance. Web services include registration, up-to-date schedules of classes, student schedules, unofficial transcripts, and financial account transactions. Find the login prompt for myTC on the main TC web site (<http://www.tc.edu>) in the upper right-hand corner of the screen. Once in the TC Portal, browse to the "TC Services" tab to access online enrollment services.

Registration on the Touch-Tone System (212) 678-3200 or x3200 at TC

We advise students to register through myTC. However, if you must use touch-tone, you will need your TC ID number (beginning with the letter T) and a six-digit PIN. If you have used touch-tone registration before, your old PIN will continue to work. If do not know your TC ID number and/or PIN, contact the Registrar's Office at (212) 678-4050. Please note that you should only enter the eight digits in your TC ID number that come after the letter T. Listen to instructions carefully, and, after entering any registration activity (initial registration, adding courses, dropping courses), remember to CONFIRM your registration. Service is normally available during registration periods from 8:00 a.m. through 11:00 p.m. every day.

Advising and Special Permission Courses

It is the responsibility of each student to obtain advising and approval for their course selections from their academic advisor prior to registering. Registering for classes that your advisor has not approved can seriously compromise your ability to fulfill degree requirements and may have unintended financial consequences. Students must also obtain permission from the course instructor for any course listed in the Schedule of Classes as requiring instructor approval.

Overrides for waivers of prerequisites, co-requisites, major restrictions, degree restrictions, or closed classes must be authorized in writing and recorded by either the academic department hosting a given class or by the Registrar's Office. The Special Permission/Override Form is in this bulletin (section C-2) and is available in the Registrar's Office. Please allow twenty-four hours once the course approval has been obtained for the department or the Registrar to complete the data entry of the form.

All approvals/overrides must be recorded before you can register via Touch-Tone Services or the Student Information System. Note that simply turning in the Special Permission/Override Form does not register you for the course. After submitting the form, you must use the online Student Information System or Touch-Tone Services to complete your registration.

Registration PINs

In addition to UNI and UNI password, any student new to TC will need a registration PIN to register. Students will not receive registration PIN's until after they have received advisement. If, after receiving advisement, you misplace your registration PIN, contact your major program office.

Holds

Holds may be placed on your record which can block your registration. All holds must be removed by the originating office before you will be able to register. You may check if you have any holds on the Student Information System.

Changes of Registration

Students can make registration changes online, via touch-tone, in person in the Registrar's Office (324 Thorndike), or through the Registrar's fax (212-678-3005). If making a change in-person or via fax, please make certain to sign your registration change request. See below for specific deadlines and procedures:

Special-date Course: Defined as any course or workshop whose meeting dates do not coincide with the dates of the full academic term.

Adding/Dropping Courses: Students may continue to add or drop courses through the add/drop period. See section B-1 for specific dates. After these dates, students will only be able to add workshops or special-date courses starting later in the summer session, prior to the course's first meeting. *In addition, students must drop courses with special dates before the course begins to receive full tuition credit.* There is no reduction of tuition for special-date classes once the course begins. Failure to attend classes *does not* lead to an automatic dropping of courses.

Withdrawal: After the add/drop deadline has passed (see section B-1), students may only withdraw from courses. Students who withdraw may receive a pro-rated tuition credit based on the date that the Registrar receives the withdrawal request (see refund schedule further in this bulletin). No tuition refund or credit is granted for withdrawal from special-date courses after a course's first meeting date. Any course withdrawn after the add/drop deadline will appear on the student's record with a grade of "WD." Failure to attend classes does not lead to an automatic withdrawal.

Changes of Points in Variable-Point Courses: Students may add or drop points in variable-point courses through the deadlines shown in section B-1. Changes of points may be completed in person at the Office of the Registrar, via the Registrar's fax (212-678-3005), or on the myTC Portal.

Late Registration

Registrations are not permitted after the end of the add/drop period (see dates in section B-1) except under exceptional circumstances requiring special approval from the Registrar and payment of a \$100 late fee.

Attendance in a class without being registered will not entitle a student to register after the deadline.

Registration for Workshops and Special-Date Courses

Students may register for special-date courses and workshops after the end of the add/drop period (as noted in section B-1), but they must complete registration and pay course tuition prior to the start of the workshop or course. For credit registration, students may register through the TC Portal, Touch-Tone Services, the Registrar's fax (212-678-3005), or in person in the Office of the Registrar. Special-date courses and workshops available for graduate credit are listed in the Schedule of Classes. Students will not be permitted to change from credit registration to non-credit registration or from non-credit to credit after the start of the workshop or course.

Withdrawal From Workshops: Students must withdraw from a workshop or special-date course prior to the course start date. No tuition rebates will be granted for withdrawal after the course start date.

Changes in Grading Options

The following changes in grading options may be made in the Office of the Registrar by the deadlines indicated below. Forms to complete these changes are available in the Office of the Registrar or at <http://www.tc.columbia.edu/administration/registrar/forms.htm>

Pass-Fail or Letter Grading Option: Selection of either grading option in courses that offer this choice must be made before the close of the third class session.

Attendance ("R") Grade Option: Declaration of this option must be made before two-thirds of the class sessions have met. How "R" credit is applied to degree program requirements is explained on the application form.

Doctoral Pass ("DP") Grade Option: This grade option is available only to certified doctoral candidates in terms subsequent to the term in which the student has been certified by the appropriate doctoral committee. Declaration of this option must be made before two-thirds of the class sessions have met.

Cross-Registration

All TC students have the option of taking courses at Columbia University, Barnard College, Union Theological Seminary, and Jewish Theological Seminary. During fall and spring terms, doctoral students beyond their first year of study may register at participating institutions in the Interuniversity Doctoral Consortium (IUDC). Students may register for most Columbia courses online through the Student Information System by entering Columbia call numbers in place of CRN's. However, specific registration procedures can vary by school. Visit the Cross-Registration section of the Registrar's web page (<http://www.tc.edu/registrar>) for further details.

Registration in Advanced Columbia University Undergraduate Courses

Students in degree programs may petition the Registrar to register for an advanced course offered at Columbia University. Visit

<http://www.tc.columbia.edu/administration/registrar/forms.htm>, print out and complete the "Undergrad Registration Form," review the policies shown on the form, and return it to the Registrar's Office in person or via fax (212-678-3005). Please note that there is a separate form available on the Registrar's web page to seek to count advanced undergraduate credit towards a Teachers College degree.

ID Cards

New students may receive a TC ID card once they have registered for classes. A valid TC ID card is needed for access to campus academic buildings and the residence halls at all times. If your TC ID card is lost or stolen, please report it immediately to the Office of Card Services. The replacement card fee is \$20. ID cards can be obtained in the Office of Card Services located in suite 1B Whittier Hall.

Tuition and Fees

Tuition and fee rates are set annually by the Board of Trustees. For the 2009-2010 academic year, the per-point tuition rate is \$1,127, and the college fee is \$368. Please see miscellaneous fees below.

Late and Miscellaneous Fees

For late registration	\$100
Late Payment Fee (flat fee)	\$50
Late Payment Fee	1-1/3%

(Late Payment flat fee is assessed once per term, in addition to late payment fee of 1-1/3% on any outstanding balance if payment is not received in full by term payment deadline.)

Deferred Payment Plan Fee	\$50
Student identification card replacement	\$20

Fees listed here and elsewhere in this schedule are reviewed periodically and subject to change without prior notice. Additional fees may be added.

Payment Options

Various forms of payment are accepted for tuition and fees and may be used individually or in combination. Teachers College accepts checks, money orders, most major credit cards, and cash. A deferred payment plan, a tuition pre-payment plan, tuition exemption, third-party billing agreements, and financial aid are also available to finance a Teachers College education. Some restrictions may apply.

Personal Checks, Cashier Checks, or Money Orders: Must be made payable to Teachers College. These types of payments can either be submitted in person, placed in the drop box, or mailed to the Office of Student Accounts; 525 West 120th Street, Box 305; New York, NY 10027. The drop off payment box is located at the door of the Office of Student Accounts, 133 Thompson Hall. Do not place cash in this box. Please indicate the student identification number and a valid daytime telephone number on the face of the check or money order. Online fee-free ACH (checking or savings account) payments are also accepted. Online payments can be made by accessing the myTC site at <https://my.tc.edu>. Returned checks are assessed a returned check fee and may be subject to collection fees, if necessary.

Cash Payments: Must be made in-person at the Office of Student Accounts, 133 Thompson Hall. During the academic year, the Office of Student Accounts staff is available Monday through Thursday 9:00 a.m. until 6:00 p.m. and Friday 9:00 a.m. until 5:00 p.m.

Credit Card Payments: Teachers College utilizes a third party processor, CASHNet SmartPay, to accept credit card payments. A convenience charge is assessed on all credit card payments. CASHNet SmartPay accepts American Express, MasterCard, and Discover credit cards. Students can make credit card payments through the myTC Portal, which is available on the Web at: <https://my.tc.edu> or by calling CASHNet at (866) 504-9286. The College (Office of Student Accounts) does not accept credit cards directly. These payments must be made through our processor.

Deferred Payment Plan: Students may choose to participate in the deferred payment plan during the fall and spring semesters. The deferred payment plan allows students to spread total tuition and fees, less any aid disbursed, over three equal installments during the semester. An agreement between the student and Teachers College must be completed with a representative of the Office of Student Accounts no later than the current term's payment deadline, as noted in section B-1. A \$50 fee is required to participate in the plan and the first installment is due at the time the student signs the agreement. Term installment deadlines are shown in section B-1.

Failure to remit payment, as scheduled, in the Deferred Payment Plan will result in the assessment of a late payment penalty of 1 1/3 percent on any unpaid balance.

Tuition Exemption: Students employed at the University may be eligible for tuition exemption. *Human Resources must authorize tuition exemption forms with a valid HR personnel signature.* Authorized tuition exemption forms must be submitted in person by the payment deadlines noted in section B-1. If a student registers late, payments including tuition exemption forms are due at the time of the late registration. Various fees including, but not limited to, course fees, college fees, health service fees, medical insurance, and late registration fees are not covered by tuition exemption.

Third-Party Agreements: Students enrolling under a third-party agreement must submit an authorization form to the College for approval. A third party is usually an outside agency (not an individual) that agrees to pay all or part of the charges incurred by a particular student. The authorization form must include the student's name, relevant semester(s), and the total amount of tuition and fee charges that the third party is willing to pay. The form must be signed by an official of the third-party agency. A third-party agreement between the College and the agency must be completed annually before the start of the academic year (or in some cases before the beginning of every semester)

Financial Aid: If all required applications and documentation have been filed with the Office of Financial Aid by the required deadline, financial aid awards should be available at the time of registration. Late application filing and anticipated financial aid do not constitute a deferment. Since all tuition and fees are due at the time of in-person registration, late payment penalties will be assessed on any outstanding balance as described under the "Late Payment Penalties" section of this document. For further information about financial aid, consult the current Academic Catalog.

Registration Changes After Payment Due Date

If you register or add points to your schedule after the payment deadline for the term, you must remit payment to the Students Accounts Office immediately or face a late payment charge. Refunds of tuition resulting from courses dropped during the add/drop period or from withdrawals are usually processed by the Office of Student Accounts within one week.

You may review your schedule and bill on TC-Web. If you are on campus, you may request a printed schedule/bill from the Office of the Registrar. You should review your schedule and bill often to ensure that you are registered for the correct courses and that your account is settled.

Late Payment Penalties

Failure to clear all account balances may result in two late payment penalties. An initial late payment fee of \$50 will be charged on any outstanding balance during the first billing period, and a 1-1/3 percent monthly late payment penalty (16 percent annually) will be assessed on any outstanding balance past due thereafter. In addition, failure to make timely payment of housing charges and fees violates the dormitory agreement and may result in eviction. Unpaid accounts may be referred to a collection agency.

Withdrawal From Classes

By registering for classes, a student has entered into a legal and binding contract to pay all tuition, fees, and penalties charged by Teachers College. When a student withdraws completely from all Summer Term or Summer Session courses after the add/drop period, the tuition charges originally assessed may be reduced, based on the date of withdrawal. There is no rebate for withdrawal from individual classes. Failure to attend classes does not constitute an automatic withdrawal; students must submit a written request for withdrawal to the Office of the Registrar.

The percentage of tuition rebates for withdrawals will be determined according to the schedules shown in section B-1. Only charges for tuition, no other fees, may be subject to rebate.

B-3. SPECIAL PROCEDURES FOR TEACHERS COLLEGE DISTANCE LEARNING COURSES

The following web site provides basic student information on online courses and on technical support for these courses. Students will also receive all necessary course site access information through their Columbia University e-mail accounts. For additional information, please contact either the course instructor or the academic department.

http://library.tc.columbia.edu/course_students.php

B-4. SPRING TERM 2010 HEALTH SERVICES AND STUDENT MEDICAL INSURANCE PLANS

Health Service Fee: All students living in campus housing and all students registered for twelve or more credits residing temporarily or permanently in New York City are required to pay the Health Service Fee. The fee covers primary care, counseling and psychological services, health education, advocacy and services for students with disabilities, support for survivors of sexual assault, as well as the public health services the department provides to the university community. This fee **cannot** be waived, regardless of insurance coverage. Please make sure to update your local address with the Office of the Registrar upon relocation (if applicable).

Mandatory Health Insurance: All students living in campus housing and all students registered for twelve or more credits residing temporarily or permanently in New York City are required to enroll in the Columbia Student Medical Insurance Plan or carry alternate, comparable insurance coverage.

Insurance Selection: Selection of the Basic or Comprehensive level of the Columbia Student Medical Insurance Plan made in Spring 2010 will remain in effect until August 31, 2010. Insurance selection can be completed online in the myTC Portal: <https://my.tc.edu> but not through Touch-Tone Services. The insurance plan is an annual plan and an annual process. Students must re-enroll every fall semester. For new Spring 2010 students, the deadline to enroll in the insurance plan is **Tuesday, February 2, 2010.**

Insurance Waivers: Teachers College students may request to waive the Columbia Student Medical Insurance Plan if they carry alternate, comparable insurance coverage that meets Columbia University's six waiver criteria. Waiver requests can be completed online in the myTC Portal: <https://my.tc.edu>. Please visit the "Important Waiver Information" page on our web site for details: www.tc.edu/health. Insurance waivers submitted in Spring 2010 will remain in effect until August 31, 2010. For new Spring 2010 students, the deadline to submit a waiver request is **Tuesday, February 2, 2010.**

Voluntary Participation: Any Teachers College student enrolled starting their degree-granting program in Spring 2010 may voluntarily enroll in the Health Services Program and the Columbia Student Medical Insurance Plan.

Dependent coverage is available for lawful spouse/same-sex partner residing with the student and for the student's unmarried children (including stepchildren and foster children) under the age of 19. Students must enroll their dependents directly through Aetna Student Insurance, our insurance plan administrators. Please visit their web site for more information:
www.aetnastudenthealth.com/columbiadirect.html

Health Service and Medical Insurance Fees Spring Term 2010

	Option 1	Option 2	Option 3
Health Svc	Waive	Basic	Comp
Insurance	\$ 387	\$ 387	\$ 387
Term Total	Waive	\$ 992	\$ 1,422
	\$ 387	\$ 1,379	\$ 1,809

IMMUNIZATION REQUIREMENTS

There are two immunization requirements that all new students must meet:

Documentation of Immunity to Measles, Mumps, and Rubella

All students born after January 1, 1957 are required to provide documentation of immunity to measles, mumps, and rubella. There are several ways to document immunity:

- Provide exact dates of vaccination – 2 doses of measles, 1 dose of mumps, and 1 dose of rubella
- Provide lab results of a positive blood (titer) test for all three diseases
- For measles and mumps only – Provide date of physician's diagnosis of disease.

Meningococcal Meningitis Vaccination Decision

New York State public health law requires that college and university 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 (see immunization form). Teachers College students are required to make an informed decision about being vaccinated and must formally certify their decision either online in the myTC Portal (<https://my.tc.edu>) – on the Student Records page - or by using the immunization form found in your admissions acceptance folder.

C-1. WHERE TO SECURE COURSE PERMISSION

Listed below are the names, telephone numbers, and e-mail addresses for department contacts. Please read section B-2 in this bulletin for information about special permissions and overrides. Special Permission/Override Forms are in Section C-2 of this bulletin.

ART AND HUMANITIES

Chair: Prof. Margaret Crocco
Dir of Academic Admin: Ravi Ahmad
Department Secretary: Lisa Daehlin
Angela Allmond (Art Ed)
Roy Mateus (AL/TESOL)
Margaret Scanlon (English)
Tanzina Taher (Hist/Relig/Philos/Spanish)
Amy Morrison (Music)
Rebecca Solow (Social Studies)

crocco@tc.columbia.edu
ahmad@tc.columbia.edu
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allmond@tc.edu
mateus@tc.edu
scanlon@tc.edu
taher@tc.columbia.edu
morrison@tc.edu
solow@tc.columbia.edu

(212) 678-3746

678-4082, 334L Horace Mann
678-3799, 334M Horace Mann
678-3746, 334B Horace Mann
678-3419, 446 Macy
678-3795, 316 Zankel Building
678-3070, 327 Horace Mann
678-4138, 334 Horace Mann
678-3285, 520A Horace Mann
678-4083, 420 Zankel Building

BIOBEHAVIORAL SCIENCES

Chair: Prof. John Saxman
Dir of Academic Admin: Maria Lamadrid
Secretary: Yvonne Wallace (Speech/Lang Pathology)
Ebonye Gussine (Movement Sciences& Neurosciences)
Jacqueline Deas (E.D. Mysak Clinic)

saxman@tc.columbia.edu
lamadrid@tc.columbia.edu
ywallace@tc.columbia.edu
gussine@tc.columbia.edu
deas@tc.columbia.edu

(212) 678-3895

678-3892, 1159 Thorndike
678-3894, 1161 Thorndike
678-3895, 1152B Thorndike
678-3325, 1056B Thorndike
678-3409, 169 Macy

COUNSELING & CLINICAL PSYCHOLOGY

Chair: Prof. George Bonanno
Dir of Academic Admin: Enrika Davis
Secretary: Carol Pitter
Rebecca Shulevitz (Clinical Psych.)
Aiysha Esquivel (Counseling Psych.)

gab38@columbia.edu
edd2001@columbia.edu
pitter@tc.edu
shulevitz@tc.edu
esquivel@tc.columbia.edu

(212) 678-3257

678-3468, 426B Horace Mann
678-8127, 328C Horace Mann
678-3257, 428 Horace Mann
678-3267, 328 Horace Mann
678-3397, 428 Horace Mann

CURRICULUM & TEACHING

Chair: Prof. Celia Genishi
Dir of Academic Admin.: Sherene Alexander
Secretary: Felicia-Smart-Williams

genishi@tc.columbia.edu
tsa2002@columbia.edu
smart-williams@tc.columbia.edu

(212) 678-3765

678-3079, 306E Zankel Building
678-3169, 306C Zankel Building
678-3765, 306 Zankel Building

HEALTH & BEHAVIOR STUDIES

Chair: Prof. John Allegrante
Dir of Academic Admin: Bob Tucker
Secretary: Marsha Streeter
Maeve O'Grady (App. Ed. Psy.)
Cynthia Green (Nutrition Ed., Nursing Ed)
Ashley Khwaja (Special Ed.)
Evelyn Quinones (Health Ed.)

allegrante@tc.columbia.edu
rmt12@columbia.edu
mps27@columbia.edu
ogrady@tc.edu
cg180@columbia.edu
khwaja@tc.edu
quinones@columbia.edu

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678-3960, 531A Thorndike
678-3130, 529K Thorndike
678-3964, 531 Thorndike
678-3942, 528 Thorndike
678-3950, 530C Thorndike
678-3880, 528 Thorndike
678-6607, 532D Thorndike

HUMAN DEVELOPMENT

Chair: Prof. John Black
Dir of Academic Admin.: Diane Katanik
Secretary: TBA
Althea Jack (Cognitive Studies; Developmental Psych.)
Ling Lin (Meas., Eval. & Stat; Sociology)

black@tc.columbia.edu
katanik@tc.columbia.edu

(212) 678-3882

678-4007, 551B Grace Dodge
678-3310, 453F Grace Dodge
678-3882, 453 Grace Dodge
678-4190, 453 Grace Dodge
678-4150, 453 Grace Dodge

INTERNATIONAL & TRANSCULTURAL STUDIES

Chair: Prof. George Bond
Dir of Academic Admin.: Dianne Sadnytzky
Secretary: Mark Owen

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mowen@tc.columbia.edu

(212) 678-3947

678-3311 378 Grace Dodge
678-3388 357B Grace Dodge
678-3947 357 Grace Dodge

MATHEMATICS, SCIENCE & TECHNOLOGY

Chair: Prof. O. Roger Anderson
Dir of Academic Admin: Kenny Nienhusser
Secretary: Betty Ann Driver
Krystle Hecker (Mathematics)
Chaney Matos (Comm., Computing & Tech)
TBA (Science)

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matos@tc.columbia.edu
tcscience@tc.columbia.edu

(212) 678-3405

678-3405, 321 Thompson
678-3405, 321 Thompson
678-3405, 321 Thompson
678-3381, 323 Thompson
678-3344, 322 Thompson
678-8174, 412 Zankel Building

ORGANIZATION & LEADERSHIP

Chair: Prof. Warner Burke
Dir of Academic Admin: Deborah Walden
Dept. Secretary: Chrissandra Taylor
Lynda Hallmark (Soc-Org Psychology)
Kenya Mosby (Ed. Leadership & Politics & Ed.)
Awilda Cabrera (Adult Learn. & Higher Ed.)
Gibran Majdalany (Exec. Program for Nurses)

wwb3@columbia.edu
walden@tc.columbia.edu
ctaylor@tc.columbia.edu
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(212) 678-3258

678-3831, 220 Zankel Building
678-8232, 213A Zankel Building
678-3390, 213 Zankel Building
678-3273, 222 Zankel Building
678-3984, 213 B Zankel Building
678-3946, 209 Zankel Building
678-3812, 201 Zankel Building

C-2. INSTRUCTIONS FOR USING THE SPECIAL PERMISSION/COURSE RESTRICTION OVERRIDE FORM

Please use only one form per course.

STUDENTS:

This form may be used to:

1. Obtain special permission for a course. (Special Permissions can be entered into the TC system by the department)
2. Obtain an override for a class whose enrollment has reached or exceeded the maximum designated by the department.

Have your instructor complete this form by initialing either item #1 or #2 on this form and signing the bottom. Either the academic department or the Registrar can enter override #1 for you. Only the Registrar's Office can enter override #2.

You must register via TC-Web or the Touch-Tone System once your permission/override has been processed.

INSTRUCTORS:

Please remember that your initials next to line #1 will override any academic restriction on the course, including prerequisite, co-requisite, degree, and/or major restrictions. However, an override on line #1 will not allow a student to register in a full course section; you must specify that you will allow enrollment beyond your course's enrollment cap by initialing next to line #2. Sign the form in the space at the bottom when complete.

Special Approval/Course Restriction Override Form

Student Name

TC ID Number

Course # (e.g. A&HA 4000)

CRN (5-digit number, e.g. 00000)

Term

Note to Student: You must register via TC-Web or Touch-tone once the permission/override is processed. Please use only one form per course.

Note to Instructor: Please read this form carefully; granting special approval will allow the student to register, overriding of any academic restrictions. Use your initials as indicated. **No form with check marks or "X" marks will be processed.**

1. _____ **Special Approval:** The student has my approval to register for the above-named course. I understand that
Initials Only the student may not have taken prerequisite courses, may not be enrolled in the standard co-requisite courses, and/or may not be in the major program or degree level for which this course is intended. By granting approval, I override any prerequisite, co-requisite, major, and/or degree restriction.* (This permission may be entered into the system by the departmental contact person.)
2. _____ **Closed Class Override:** The student may register for the above-named course, which has reached or
Initials Only exceeded its enrollment limit as designated by the academic department.

* Prerequisite restriction: Enrollment in course requires previous successful completion of another course.

* Co-requisite restriction: Enrollment in course requires concurrent registration for another course.

* Major/degree restriction: Enrollment in course requires that students be in a certain major program and/or degree level.

Instructor's Signature

Date

C-3. LOCATION OF SPECIAL ADVISORS

Admission Office	301 TR	Program in Excess of 18 Points (Registrar)	324 TR
Doctoral Studies	324 TR	State Teacher Certification	4th Floor, Russell Hall
International Services Office	163 TR	Teacher Education School-Based Support Services	4th Floor, Russell Hall

D-1. KEY TO TEACHERS COLLEGE COURSE NUMBERS

The *prefix* indicates the department:

A&H Arts & Humanities
BBS Biobehavioral Studies
CCP Counseling & Clinical Psychology
C&T Curriculum & Teaching
HBS Health & Behavioral Studies
HUD Human Development
IND Interdepartmental
ITS International & Transcultural Studies
MST Mathematics, Science & Technology
ORL Organization & Leadership

The *first digit* indicates the level of the course, as follows:

4 initial graduate
5 intermediate graduate
6 advanced graduate
7 dissertation seminar
8 dissertation advisement
9 postdoctoral

The *second digit* indicates types of offering, as follows:

0 lecture	6 colloquium
1 lecture	7 student teaching
2 field work	8 workshop, work conference, or institute
3 practicum	9 independent study and research
4 internship	
5 seminar	

The *third and fourth digits* indicate internal program and course identifications.

The letter **z** following a course number indicates that the course must be taken for two consecutive terms before credit is given.

D-2. KEY TO DAYS

The following abbreviations are used to denote days of the week in the Schedule of Classes:

M Monday
T Tuesday
W Wednesday
R Thursday

F Friday
S Saturday
U Sunday