

Spring Term 2009

Registration Information

for Teachers College/Columbia University

www.tc.edu/registrar

A

1. Academic
Calendar for
Teachers College
Registrants

B

1. Registration
Overview
2. Registration
Information and
Procedures
3. Special
Procedures for TC
Distance Learning
Courses
4. Health Service
and Medical
Insurance Plan
5. Registration
Services
Instructions
6. Registration
Worksheet

C

1. Where to
Secure Course
Permission
2. Form and
Instructions for
Special
Permission/
Course
Restriction
Overrides
3. Location of
Special Advisors

D

1. Key to
Teachers College
Course Numbers
2. Key to Days

Academic Calendar 2008-2009**AUTUMN TERM 2008 (September 3 - December 20)****May 2008**

12 Monday. Opening day of Registration for the Autumn Term for new and continuing doctoral students via web and touch-tone. Registration is a continuous process through the end of add/drop on September 16. Students should contact their departments for program specific procedures and timelines.

June 2008

10 Tuesday. Opening day of Registration for the Autumn Term for new and continuing master's and non-degree students via web and touch-tone. Registration is a continuous process through the end of add/drop on September 16. Master's students should contact their departments for program-specific procedures and timelines.

August 2008

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

29-2 Friday-Tuesday. New Student Experience Program (Orientation).

September 2008

1 Monday. Labor Day. University Holiday.

2 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.

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

Wednesday. Classes begin. Autumn Term 2008.

3-5 Wednesday-Friday. 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.

4 Thursday. Last day to file application for Doctoral Certification Examination (Ed.D./Ph.D.) to be given October 17 or October 24.

11 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 2008.

16 Tuesday. Last day to add and drop courses for the Autumn 2008 term, file a Certificate of Equivalency, and enroll in Student Health Service and Student Medical Insurance programs.

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

22 Monday. Last day to deposit Ed.D. dissertation and abstracts, which have been corrected in accordance with Dissertation Secretary's evaluation, and pay microfilm fee for the October 15 award of degree.

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

October 2008

10 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 15 award of degree.

15 Wednesday. Award of October degrees and certificates. No ceremony.

17 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.

22 Wednesday. Midterm date, Autumn Term 2008.

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 2008

3 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 17 upon payment of \$25 late fee.)

26 Wednesday. No Classes. Offices open.

27-30 Thursday - Sunday. Thanksgiving Holidays.

December 2008

1 Monday. Last day to submit, to the Registrar's Office, formal Master's essays for the February 2008 11 award of degree.

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

20 Saturday. Last Day of Classes. Autumn Term 2008 ends.

20 Saturday. Termination of occupancy in Teachers College residence halls for Autumn Term students not returning for Spring Term 2009.

SPRING TERM 2009 (January 21 - May 12)**January 2009**

18 Sunday. Beginning of occupancy in the Teachers College residence halls for the Spring Term.

19 Monday. Martin Luther King, Jr. Day Observed. University Holiday.

20 Tuesday. New Student Experience (Orientation).

20 Tuesday. In-person Registration for Spring Term 2009. Hours: 10:00a.m. to 7:00p.m.

21 Wednesday. Classes begin. Spring Term 2009.

21-23 Wednesday-Friday. Late registration and change period. Hours: Wednesday - Thursday 9:30a.m. to 6:00p.m.; Friday 9:30a.m. to 5:00p.m. Advisors available from 3:00p.m. to 5:00p.m.

22 Thursday. Last day to file application for Doctoral Certification Examination (Ed.D./Ph.D.) to be given February 20 or February 27.

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

30 Friday. Last day to deposit Ed.D. dissertation and abstracts, which have been corrected in accordance with Dissertation Secretary's evaluation, and to pay microfilm fee for February 11 award of degree.

February 2009

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

3 Tuesday. Last day to add and drop courses for Spring Term 2009, file a Certificate of Equivalency, and enroll in Student Health Service and Student Medical Insurance programs.

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

6 Friday. Last day to deposit Ph.D. dissertation with the Office of Doctoral Studies and the Graduate School of Arts and Sciences for the February 11 award of degree.

11 Wednesday. Award of February degrees and certificates. No ceremony.

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

20 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.

27 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.

March 2009

2 Monday. Last day to submit, to the Registrar's Office formal Master's essays for May 20 award of degree.

12 Thursday. Midterm date, Spring Term 2009.

15-22 Sunday - Sunday. Spring Holidays.

April 2009

20 Monday. Registration for the Summer Term for continuing students via web and touch-tone registration begins.

27 Monday. Last day to hold the dissertation defense (Ed.D./Ph.D.) for May 20 award of degree.

May 2009

1 Friday. Last day to deposit Ed.D. dissertation and abstracts for May 20 award of degree.

12 Tuesday. Last Day of Classes. End of Spring Term 2009.

13 Wednesday. Termination of occupancy in Teachers College residence halls for Spring Term 2009 for students not remaining for Summer Session A. Extensions granted for students remaining for Commencement.

15 Friday. Last day to deposit Ph.D. dissertation with the Office of Doctoral Studies and the Graduate School of Arts and Sciences for the May 20 award of degree.

19 Tuesday. Teachers College Master's degrees Convocations.**20 Wednesday. Conferring of degrees, 10:30a.m.; Teachers College Doctoral degrees Convocation, 2:30p.m.**

22 Friday. Termination of occupancy in Teachers College residence halls for Spring 2009 for students not remaining for Summer Session, but who participated in Commencement.

B-1. Spring 2009 TERM REGISTRATION OVERVIEW

IMPORTANT REGISTRATION DATES

Registration Begins on TC-Web and Touch-Tone	December 8
In-Person Registration	January 20
Add/Drop Period	January 21 – February 3
End of Change of Program	February 3
Last Day to Change Points in Variable-Point Courses	February 17
Filing Deadline for May degrees	February 2

Check academic calendar (section A-1) for other important dates.

HOW TO REGISTER:

STEP 1: Review the on-line schedule of classes at:

<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.

RETURNING STUDENTS

Use your PIN number to register via the Student Information System on the web or the Touch-Tone System via the telephone.

Returning students are expected to use the online registration options. Those students cross-registering for non-TC courses, see section B-2.

STUDENTS NEW TO TC

You will need two PIN's to register: a basic PIN sent to you via e-mail after your acceptance letter and a registration PIN. Retrieve your basic PIN from your admission materials and use it to log on to the Student Information System or Touch-Tone Services. Obtain your registration PIN from your advisor after receiving academic advisement.

Limited in-person registration will be held
January 20, 2008 in 242 Horace Mann,
10:00 a.m.-7:00 p.m.

STEP 4: Enroll/submit waivers for the Health Service and Medical Insurance Plans (see section B-4), and make payment with the Office of Student Accounts (see section B-2).

SELF-SERVICE REGISTRATION OPTIONS

TC Touch-Tone Services

212-678-3200

Student Information System

<https://info.tc.columbia.edu>

Login using your TC Student ID Number (e.g., T12345678) and your six-digit PIN. Besides the basic login PIN, new students will also need a six-digit registration PIN. For touch-tone, enter only the eight digits following the "T." For the web, enter the entire number including the "T."

CLASSROOM ASSIGNMENTS: A complete list of classroom assignments will be available on the online schedule just before the start of spring classes. Classroom assignments will also be posted on the bulletin board on the first floor of the Zankel Building (near the main entrance).

ALL STUDENTS: Please read *all* policies and procedures carefully before registering.

B-2. REGISTRATION PROCEDURES AND POLICIES

Registration on the Student Information System

<https://info.tc.columbia.edu>

Students may register for classes online using their student ID number (beginning with the letter "T") and PIN to access the system. Web services include registration, up-to-date schedules of classes, student schedules, unofficial transcripts, and financial account transactions. Find the login prompt on TC-Web by clicking on "Resources for Students" followed by "Student Information System" on the menu, or enter the URL address above. From there, click on "Login" and enter your student ID and PIN to get started. Read instructions as you go on each web page. Continuing students may register on TC-Web beginning December 8, 2008. New students may register on the web beginning January 20, 2009.

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

Students may register using the Touch-Tone System by calling the number above and using their student ID number and six-digit PIN. Enter only the eight digits after the "T" when prompted for your ID. Please listen to instructions on the system carefully, and, after entering any registration activity (initial registration, adding courses, dropping courses), remember to CONFIRM your registration. Continuing students may register on touch-tone beginning December 8, 2008, and new students may register beginning January 20, 2009. 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 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.

Student ID Numbers

Teachers College does not use social security number as a student ID number. The new TC ID numbers begin with the letter "T" followed by eight digits. Continuing students who do not know their new ID number can obtain it in two ways: 1). Log on to the student information system using your old ID number and follow the link for new ID number or 2). Bring a photo ID to the Registrar's Office to get your new ID. New students should have received their TC ID number with their admissions acceptance materials. New students who misplace or forget an ID number should contact the Admission Office for assistance at (212) 678-3710.

Personal Identification Numbers (PINs)

Continuing Students: A personal identification number (PIN) and your TC ID are required to access the Touch-Tone and TC-Web services. PIN numbers consist of six digits and should be kept confidential. Continuing students who misplace or forget a PIN can obtain it from the Office of the Registrar by presenting a TC- or government-issued photo ID during normal business hours. You may also recreate your PIN online by entering your TC ID number and clicking the 'Forgot PIN' button on the login page. For security reasons, PINs may not be released over the telephone. If your PIN becomes disabled after three or more unsuccessful attempts to login, contact the Office of the Registrar at (212) 678-4050 to have your number reactivated.

New Students: Any student new to TC for Spring 2009 will need two PIN's to register: 1). a basic access PIN (as described above) to log on to the Student Information System or Touch-Tone Services and 2). a registration PIN. Basic PIN's are sent out to students via e-mail shortly after admissions acceptance letters. New students who misplace their basic access PIN should visit the Admissions Office with government-issued photo ID. 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.

In-Person Registration

In addition to online and touch-tone services, new students may register in-person for Spring 2009 courses on Tuesday, January 20, 10:00 a.m. to 7:00 p.m., in 242 Horace Mann. Students should only visit the registration center once they have had advisement. Returning students are generally expected to register online or via touch-tone. However, new and returning students interested in registering for courses at the C.U. Business School, C.U. School of Social Work, C.U. School of International & Public Affairs, C.U. School of Journalism, C.U. School of Law, U.T.S., and J.T.S. will need to register at in-person registration with the required permissions from those schools.

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 courses or drop them for full tuition credit through Tuesday, February 3. After this date, students will only be able to add workshops or special-date courses starting later in the semester, prior to the course's first session. *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: Students who withdraw from regular term courses after February 3 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 February 3 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 Tuesday, February 17. 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 Student Information System.

Late Registration

Registrations are not permitted after Tuesday, February 3 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 February 3, 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 Touch-Tone Services, the Student Information System, the Registrar's fax (212-678-3005), or in person in the Office of the Registrar. Students registering for non-credit workshops should contact the Center for Educational Outreach and Innovation (107 Zankel Building, 212-678-3987) for information. 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 indicated deadlines. 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.

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 Spring 2009 Term, the per-point tuition rate is \$1,085, and the college fee is \$358. Please see miscellaneous fees below. **Note that Spring 2009 tuition and fee charges will be due in full by Friday, January 23, 2009.**

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 January 23, 2009.)

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.

Fees for Noncredit Workshops and Special Events

Those registering for credit, even if for one point only, are required to pay the Admission Application Fee of \$65. A student registering only for workshops, conferences, or other special courses sponsored by the Center for Educational Outreach and Innovation is not required to pay the College Fee. Those registering for noncredit courses only are not required to pay either the Admission Application Fee or the College Fee. Fees for noncredit registration in workshops are noted in the workshop description in the Center for Educational Outreach and Innovation brochure. Noncredit courses vary in rate, usually depending on the minimum number of points for which the particular course is offered and the special services provided.

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 Student Information System at: <https://info.tc.columbia.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 Student Information System, which is available on the Web at: <https://info.tc.columbia.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 January 23, 2009 for the spring semester. A \$50 fee is required to participate in the plan and the first installment is due at the time the student signs the agreement. Installment dates are listed below:

Spring Semester

First Payment on or before Jan. 23, 2009

Second Payment February 23, 2009

Third Payment March 23, 2009

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 no later than February 3, 2009. 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. The student should be prepared to remit payment for these fees by January 23, 2009 to avoid late payment fees.

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 January 23, 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 from Teachers College or from individual classes, the tuition charges originally assessed may be reduced, based on the date of withdrawal. Failure to attend classes does not constitute an automatic withdrawal; students must request withdrawal through the Office of the Registrar or withdraw through either the Student Information System or the Touch-Tone System in a timely manner. The percentage of tuition reduction will be determined according to the following schedule:

**Spring Term 2009
Percentage Tuition Refund/Credit**

Withdrawal Dates	Percent Rebate
Before February 4.....	100%
February 4-6.....	80%
February 7-13.....	75%
February 14-20.....	70%
February 21-27.....	65%
February 28 – March 6.....	55%
March 7-13.....	50%
March 14-20.....	40%
After March 20.....	0%

Only charges for tuition, no other fees, may be subject to this reduction.

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 2009 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 Autumn 2008 will remain in effect until August 31, 2009. Insurance selection can be completed online in the Student Information System: <https://info.tc.columbia.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 2009 students, the deadline to enroll in the insurance plan is **Tuesday, February 3, 2009.**

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 Student information System: <https://info.tc.columbia.edu>. Please visit the "Important Waiver Information" page on our web site for details: www.tc.edu/health. Insurance waivers submitted in Autumn 2008 will remain in effect until August 31, 2009. For new Spring 2009 students, the deadline to submit a waiver request is **Tuesday, February 3, 2009.**

Voluntary Participation: Any Teachers College student enrolled starting their degree-granting program in Spring 2009 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.aetna.com/columbiadirect.html

Health Service and Medical Insurance Fees Spring Term 2009

	Option 1 Waive Ins.	Option 2 Basic Ins.	Option 3 Comp
Health Service	\$ 387	\$ 387	\$ 387
Insurance	Waive	\$ 907	\$ 1,303
Term Total	\$ 387	\$ 1,294	\$ 1,690

IMMUNIZATION REQUIREMENTS

There are two immunization requirements that all new students must meet before the December 15, 2008 deadline:

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 Student Information System (<https://info.tc.columbia.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 (A&H)

Chair: Prof. Margaret Crocco
Dir of Academic Admin: Ravi Ahmad
Student Relations Associate: Jerry Mayfield
Department Secretary: Lisa Daehlin
Angela Allmond (Art Ed)
Rachel Schwartz (AL/TESOL)
Margaret Scanlon (English)
Tanzina Taher (Hist/Relig/Philos/Spanish)
Erin Weeks-Earp (Music)
Rebecca Solow (Social Studies)

BIOBEHAVIORAL SCIENCES (BBS)

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)

COUNSELING & CLINICAL PSYCHOLOGY (CCP)

Interim Co-Chairs: Prof. Elizabeth Midlarsky,
Prof. Marie Miville

Dir of Academic Admin: TBA
Secretary: Enrika Davis

Kimberly Bassalian (Clinical Psych.)
Aiysha Esquivel (Counseling Psych.)

CURRICULUM & TEACHING (C&T)

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

HEALTH & BEHAVIOR STUDIES (HBS)

Chair: Prof. John Allegrate
Dir of Academic Admin: Bob Tucker
Secretary: Marsha Streefer
TBA (App. Ed. Psy.)
Cynthia Green (Nutrition Ed., Nursing Ed)
Ashley Khwaja (Special Ed.)
Evelyn Quinones (Health Ed.)

HUMAN DEVELOPMENT (HUD)

Chair: Prof. John Black
Dir of Academic Admin.: Diane Katanik
Secretary: TBA

INTERNATIONAL & TRANSCULTURAL STUDIES (ITS)

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

MATHEMATICS, SCIENCE & TECHNOLOGY (MST)

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

ORGANIZATION & LEADERSHIP (ORL)

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

crocco@tc.columbia.edu
ahmad@tc.columbia.edu
mayfield@tc.columbia.edu
daehlin@tc.edu
allmond@tc.edu

scanlon@tc.edu
taher@tc.columbia.edu
weeks-earp@tc.columbia.edu
solow@tc.columbia.edu

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

em142@columbia.edu
m1m2106@columbia.edu
edd2001@columbia.edu
edd2001@columbia.edu
bassalian@tc.columbia.edu
esquivel@tc.columbia.edu

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

allegrate@tc.columbia.edu
rmt12@columbia.edu
mps27@columbia.edu

cgl180@columbia.edu
khwaja@tc.edu
quinones@columbia.edu

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

gcb1@columbia.edu
sadnytzky@tc.edu
mowen@tc.columbia.edu

ora@ldeo.columbia.edu
nienhusser@tc.columbia.edu
driver@tc.columbia.edu
hecker@tc.columbia.edu
matos@tc.columbia.edu
vincent@tc.columbia.edu

wwb3@columbia.edu
walden@tc.columbia.edu
ctaylor@tc.columbia.edu
hallmark@tc.columbia.edu
mosby@tc.columbia.edu
cabrera@tc.columbia.edu
cf2135@columbia.edu

(212) 678-3746

678-4082, 334L Horace Mann
678-3799, 334M Horace Mann
678-3157, 334H 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

(212) 678-3895

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

(212) 678-3257

678-3124, 328B Horace Mann
678-3343, 432A Horace Mann
678-8127, 328C Horace Mann
678-3257, 428 Horace Mann
678-3267, 328 Horace Mann
678-3397, 428 Horace Mann

(212) 678-3765

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

(212) 678-3964

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

(212) 678-3882

678-3310 453F Grace Dodge
678-3882 453 Grace Dodge

(212) 678-3947

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

(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 Main Hall

(212) 678-3258

678-3258, 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