Congratulations on your acceptance to Columbia Nursing! This guide was created to help prepare you for your upcoming arrival at Columbia Nursing, and will hopefully answer some questions that may be lingering in your mind. You’ll have opportunities to learn more at New Student Orientation.
What to expect at Orientation
Wednesday, June 1 – 9:00am (Required)
Alumni Auditorium in the William Black Building, 650 W. 168th Street, See CUMC Map

Thursday, June 2 & Friday, June 3
MDE Students also have mandatory program specific orientation

An overload of information! Just as we cannot transform you into a nurse practitioner in one day, we also cannot possibly tell you everything you will need to know about your education at Columbia Nursing. But we can give you information on the resources available to help you be successful. Orientation will provide you with general information on the various services available to you as a student, help you become familiar with the campus, and help you start making connections and friendships that will support you through your studies. The classmates you meet at orientation may well become your study partners or your co-workers after you graduate!

Advanced Standing (transfer credit & course exemption) for courses taken prior to enrolling at Columbia Nursing:
New students can submit a request for advanced standing to the Office of Academic Enrichment by e-mailing SON-OAE@cumc.columbia.edu. When coming to Orientation, please bring the syllabus for the course you took previously, along with an official transcript with the course grade (if your course grade was not posted on your transcript when you submitted your application). Please note that all requests for advanced standing must be submitted during your first semester at Nursing. Review Advanced Standing Eligibility

Preparation

Portfolio
Start keeping a central record now of documents you’ll need for your clinical courses. All students should keep important documents in a portfolio (suggested that you scan all documents and save electronically).

Documents can include:
- CPR Certification
- HIPAA Training Certificates
- Immunization Records
- RN License
- NYS Child Abuse Certification
- Infection Control Certification
- BLS Certification
- Course Syllabi for nursing courses

Mark your Calendars!

Get Involved starting with Orientation week. We’re happy to welcome you to Columbia Nursing, and have scheduled the below events to get to know you - and so you can get to know each other!

Wednesday
June 1
9:00am – 5:00pm
Required New Student Orientation (All New Nursing Students)
Orientation Registration

Thursday & Friday
June 2 & 3
Required MDE Program Orientation

Friday June 3
1:00pm: New Student Boat Cruise, sponsored by the Office of Student Services
Get to know your classmates and faculty aboard our New Student Boat Ride. It’s always a hit with our new students, so be sure to set sail with us!
Students must RSVP to attend here!

Saturday June 4
10am: Welcome Breakfast and visit to the Cloisters, sponsored by the Alumni Association
RSVP here

Friday June 10
1:00pm: New Student Social, sponsored by the Office of Student Engagement & the Center for Wellness
Tentative Location: Bard Hall, Lounge & Garden
Come join current students and staff in an afternoon of outdoor games, food and fun! Enjoy the weather and make new friends!
Your UNI (University Network ID) is the first part of your Columbia e-mail address and acts as your logon for a large variety of student resources. You’ll be asked for your UNI a lot while a student, since your UNI acts as a personal student identifier (instead of a social security number or CU PID).

The University’s official means of communication with students is via your Columbia E-mail account. All school communications will be sent to your Columbia e-mail account (and failure to receive or read University communications in a timely manner does not absolve you from knowing the content of communications). So, it’s important that you regularly check your Columbia e-mail account.

The University expects that all students will responsibly and ethically use electronic resources, including computers, networks, email, and online information resources. Downloaded music, movies or other files without permission from the copyright owner is illegal. Abuses of network privilege are a matter of student conduct and are taken seriously. Please review CU’s Information Technology Policies here and CUMC’s IT Policies here.

Your Columbia University Identification Card (CUID) will be your personal photo identification while on campus. You should keep your CUID visible at all times while on the CUMC campus. Your CUID card will give you entry into all CU buildings (including New York Presbyterian Hospital). Your CUID card will also act as your CU Library Card, give you access to CU’s free inter-campus shuttle buses, and verify your status as a student. You can get a discount at the bookstore and some local food establishments also offer a discount if you show your CUID. Get free admission to some NYC museums with it (check out the Arts Initiative for details).

If you did not submit your picture electronically, when you get on campus you can stop by the ID Center to have your picture taken:

**ID CENTER**
P&S Building, 630 West 168th Street, Room 1-405C

Registered students can get new stickers from the ID office each semester (to verify that you are currently enrolled). CUID cards can only be distributed to students who are registered in courses. CUID cards will begin being distributed to registered students on Thursday, June 2. Students will need to bring an official photo ID to pick up their CUID (such as a driver’s license or passport).

**SSOL (Student Services Online)**
By now, you’ve all set up your UNI and Columbia e-mail account. Once you have activated your UNI and set up a password, you’re able to access to SSOL. SSOL is the online student portal used to manage your personal and academic information. Information found on SSOL:

- CU PID Number (needed when logging into the Financial Aid system, NetPartner)
- Order your transcript – no fee
- View your Academic profile
- Register for Courses
- View Schedule and Grades
- View any HOLDS on your account
- E-bill and student account information
- Enroll in Direct Deposit for account Refunds
- View and change your address - Students are responsible for updating address changes. All students must have an address and phone number on file with the university. **Financial Aid note:** Students eligible for Financial Aid MUST have a Permanent US Address posted on SSOL.

Logon to SSOL now to view and update your address, phone number, and emergency contact information: https://ssol.columbia.edu/

**Student Mail Files**
Located: 2nd Floor of Georgian building, across from room 202

Mail files are created at end of the Change of Program Period for all registered students. Students should check their file regularly.
### ADVISEMENT & REGISTRATION IN CLASSES

All students are assigned a faculty advisor. Your faculty advisor provides academic and professional guidance during your studies. For students in a Master’s program, your advisor is your Program Director (PD).

The **Division of Academic Affairs** provides support to our MS Programs and Program Director's. Academic Program Support can help master’s and certificate students arrange a meeting with a Program Director or answer general program questions. Students with questions on course scheduling can also contact the Division of Academic Affairs at **SON-OCAS@cumc.columbia.edu**.

All Masters Direct Entry (MDE) students will be e-mailed information on which courses to register for this Summer 2016.

#### Program Directors & Faculty Directory

All master’s and doctoral students will follow their **specialty Program Plan**. Your Program Plan is an agreement between you and your advisor for coursework throughout your program. Questions on program plans can be sent to **SON-OCAS@cumc.columbia.edu**. Students that wish to make changes to their Program Plan must consult with their advisor before deviating from their program plan (failure to do so could jeopardize your graduation date!)

**Registration for Nursing Courses** is done online through **SSOL**. Please note that registration can only be done during your assigned appointment times (check your days/times on SSOL). Check for HOLDS to your account on SSOL – HOLDS will prevent you from registering!

#### To register, you’ll need:
- List of courses approved by your advisor (with amount of credits to register for)
- 5 digit call numbers related to your courses (found on the **CU Directory of Classes**)
- Students can select that they “have instructor permission” for the course AS LONG AS YOUR ADVISOR HAS APPROVED OF THE COURSE
- Student must register for all Columbia Nursing courses as “Letter Grading”

**Note:** Changes to your registration will appear on SSOL the following business day – please check your registration the next day to confirm you are registered correctly.

**A few days after registration**, you’ll have access to course information on **CourseWorks**. **CourseWorks** is CU’s course management system. Many instructors post course information here such as the course syllabus, assignments, and deadlines.

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### Academic Calendar

*Posted on the Columbia Nursing website. Note that term start/end dates are scheduled by program/degree. Some clinical courses may start at different times. Once in clinical coursework, you can check with your program director regarding your clinical start dates.*

### Class Schedules

*Posted on the Columbia Nursing website every semester. Each year, Columbia Nursing also posts a Core/Shared Science class schedule for the entire academic year. Generally, the days/times of these courses remain the same each year.*

### Academic Policies

Please review and familiarize yourself with the services, procedures, and policies of Columbia Nursing, found in the Columbia Nursing **Student Handbook**. The Student Handbook can be found on the **Student Policies and Procedures** webpage.

All Columbia Nursing policies are used in conjunction with other school materials, such as:
- **Columbia Nursing Bulletin**
- **Essential Policies for the Columbia Community**

### Student Enrollment Status

Student status (full-time, half-time, or part-time) is determined by the amount of credits a student registers for in a given term. Find details on credit requirements and student status in the Columbia Nursing Student Handbook.

**FINANCIAL AID NOTE:** Students must be registered as half-time or full-time students to be eligible for federal financial aid.

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**Turnitin** is software used by Columbia Nursing as a Plagiarism Detector & Learning Tool. There is a **Columbia Nursing writing workshop** set up for students to preview Turnitin reports. Students will be e-mailed the login information the first week of school.
## Office of Financial Aid

**Walk-In Office Hours:** 9am-4pm Monday, Tuesday, and Wednesday

The Office of Financial Aid endeavors to ensure that students have sufficient funds to pursue and complete their nursing education. Please visit the [Financial Aid website](#) for information.

## Office of Student Services

**Walk-In Office Hours:** 9am-5pm Monday, Tuesday, and Friday

Student Services assists students navigate school procedures and policies such as course registration, cross-registration, specialty changes, articulation, graduation, and much more! Contact the [Office of Student Services (OSS)](#) for more info.

## Office of Student Engagement

**Walk-In Office Hours:** 11am-2pm Tuesdays

Student Engagement works to create a comprehensive and viable student life experience for Columbia Nursing students. The Office of Student Engagement manages and develops events and programs that correlate with the academic and social needs of students. Learn more at the [Student Engagement](#) website!

## Office of Career Development

**Office Hours:** Tuesdays, Thursdays, and Fridays by appointment only

Career Development provides resources to assist students with their professional development and leadership skills. Services managed and provided by this office include one-on-one counseling, events, workshops, and job opportunities for students. Visit the [Career Development](#) webpage for details.

## Office of Academic Enrichment

The Office of Academic Enrichment handles Advanced Standing Requests (including transfer credit, course exemption, and Credit by Exam). This office also has an [Academic Coaching Program](#), which provides peer tutoring in some courses, and can assist students with time management, organization, and study management skills.

## Office of Diversity and Cultural Affairs

Our [Office of Diversity and Cultural Affairs](#) supports a wide range of activities and programs for faculty and students from different cultural, geographic, ethnic, and racial backgrounds; religious affiliations; and sexual orientations.
Learn about Campus

STUDENT LOCKERS – 2 OPTIONS

CUMC Central Lockers
Located in HSC Building

Limited lockers are available to all CUMC students via an online request form. These lockers are located in the HSC Building, and students often prefer these since most classes take place in HSC. These lockers are distributed on a first come, first served basis. Students must be registered in order to request a locker. For the Summer term, locker sign-up will be available in mid-June. Find details on the central CUMC locker request system here.

Columbia Nursing Lockers - Located in Georgian Building

We also have limited lockers available to Full-time status Columbia Nursing students in the Georgian Building. These are also distributed on a first come, first served basis. Please note that students that reside in university housing are not eligible for a locker. Students must use the locks provided by the Office of Student Services for these lockers. Due to the limited number of lockers, lockers are shared (2 students per locker). Locker occupancy is until May - upon the end of the Spring semester, the locker should be vacated.

Sign-up for Columbia Nursing Lockers:
Monday, June 6 - Friday, June 10
9:30am - 4:30pm
Office of Student Affairs
First floor, Georgian building, Suite 134
*You and your locker mate must register for the locker together*

CUMC Study Spaces

Columbia Nursing has a Student Nurses’ Lounge (SNL) in the Georgian Building, open only to Nursing students. Students swipe in with their CUID. Features of SNL include 4 computers with printers, flat screen TV, and comfy chairs to relax in. The back room which houses the computers is considered the “quiet” room, while the front room can be used for group meetings or socializing.

There is also plenty of space to study around campus, look into these CUMC Study Spaces.

CUMC IT Service Desk

Columbia University and the Medical Center have purchased a number of site licenses for software programs, allowing them to be used on student computers for free. Visit the CUMC IT Services site for details on software, e-mail, wireless, printing, computer labs, and IT Policies. On campus and have an IT question? Visit the CUMC IT service desk on the 2nd Floor in the HSC Library. You can also call for assistance, 212-305-HELP, Option 5.

Wireless Connection

There are two wireless networks you can access on campus:
- Athens is the supported secured wireless network on campus. A UNI login and special configuration on your computer is required.
- The Wireless Guest Network (broadcast as guest-net) is not secured. Only basic services such as web browsing and email are allowed.

How to Connect to Wireless

Student Print Allocation

Per semester quotas of unlimited black and white pages and 200 color pages are automatically given to actively enrolled students. After you have registered for your courses, if you have a problem with your print quota contact the CUMC IT Service Desk.

For more information, click here.
Parking on Campus and Shuttle Transportation
Currently, parking is not available in university lots for students, however there are many parking lots in the area. Visit [here](#) for parking info.

Columbia University has a network of **intercampus shuttle buses** throughout the Morningside campus, Lamont, Manhattanville, the Medical Center, and Harlem Hospital. Shuttle service is available to all Columbia University affiliates with a valid CU ID, free of charge. During the Fall and Spring terms, the CUMC shuttle pick-up stop is located on the NW corner of 168th Street and Broadway. **However, during the summer months (beginning May 23rd) the shuttle stops at the SW corner of 166th Street and Broadway.** Visit the [Transportation](#) website for information, shuttle schedules, and shuttle maps.

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<thead>
<tr>
<th>Student Health Services</th>
<th>Bard Athletic Center</th>
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<tr>
<td><strong>2 Major Student Services:</strong></td>
<td><strong>Situated on the Northern-most tip of Manhattan, this community is home to some of New York City’s “hidden treasures.”</strong></td>
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<tr>
<td>1) Aetna Student Health Insurance Plan (SHIP)</td>
<td>Interested in learning more? Check out the <a href="#">Discovering Northern Manhattan</a> booklet.</td>
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<tr>
<td>2) Student Health Service (SHS)</td>
<td></td>
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<tr>
<td><strong>Summer Coverage period</strong></td>
<td><strong>All enrolled students have free access to the Bard Athletic Center (BAC), located in Bard Hall (students must register and obtain a BAC validation sticker from the Housing office). The Center includes aerobics machines, squash courts, and a swimming pool. Students can also take fitness classes, such as yoga and spinning, for an extra fee. A locker room with showers is on site.</strong></td>
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<tr>
<td>6/1- 8/14/16</td>
<td><strong>Academic Year Coverage Period</strong></td>
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<td><strong>Academic Year Coverage Period</strong></td>
<td>8/15/16 - 8/14/17</td>
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<tr>
<td>6/1-8/14/16</td>
<td>All students in clinical schools at CUMC are automatically enrolled in SHS. All Full-time students are automatically enrolled in SHIP ( waivers accepted for comparable coverage).</td>
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Welcome to Washington Heights!

Looking for other info??
This guide has info on frequently asked questions from new students, but it is by no means your only source of information! Check out the Columbia Nursing Student Handbook for more info, and the Columbia Nursing Students webpage for links to important resources.
E-mail [OSS](#) if you’d like to schedule a meeting with a staff member.