School of Nursing

Important New Student Info:
Matriculation, Registration, CUID Cards, Student Status, Boat Cruise
Student Affairs Offices
Georgian Building, Suite 134
617 West 168th Street

Office Hours
Admissions: 10am-3pm, Monday–Friday*
Financial Aid: 9am-4pm, Monday–Wednesday*
Student Services: 9am-5pm, Monday, Tuesday, & Friday*
Student Engagement: 11am-2pm, Tuesday*
Career Development: Tuesday, Thursday, & Friday – By Appointment*

*Other times by appointment only
Nursing Administrative Offices  
Georgian Building  
617 West 168th Street

**Academic Affairs – Second/Third Floors**  
**MS/Certificate Program Support:** Room 203  
**MDE Program:** Room 319  
**Academic Enrichment** (Advanced Standing Requests, Academic Coaching, Licensure): Room 216
CUMC Exchange E-mail Accounts

Once your CUMC Exchange e-mail is setup, you must forward your email to UNI@cumc.columbia.edu. Forwarding is done through this link: http://cuit.columbia.edu/cuit/manage-my-uni.

– Detailed instructions (including screen shots) are here: http://www.cumc.columbia.edu/it/howto/email/forward.html

If you need assistance, contact the CUMC IT Service Desk (212-305-4357). Temporary CUMC IT Service Desk Location: HSC LL104

IMPORTANT: CUMC prohibits students to forward e-mail from the virtual yourUNI@columbia.edu address to a non-Columbia e-mail address such as Gmail, Hotmail or Yahoo due to information security concerns and to be in compliance with the security of Protected Health Information (PHI) data, HIPAA Regulations, and CUMC Information Security Office (ISO) policies and guidelines.
Matriculation

Students accepted pending admissions requirements must submit all official documentation to the Admissions office

– New students are permitted to register for summer courses as non-matriculated students
– Students not matriculated will receive a HOLD on their student account and will not be able to register for further terms until matriculated
ID Card Distribution

ID cards will be distributed starting Thursday to students who are **REGISTERED**
Students must bring an official photo ID to pick up CUID (i.e. drivers license or passport)

**MDE Students**
6/2: HSC LL108A/B – Pick up time depends on your group schedule

**MS/Certificate Students**
1) 6/2: Pick up in HSC LL108A/B between 2:00-5:00pm
2) Pick up next week in the Office of Student Affairs

**Exception:** If you have a NYPH or CU ID card already, bring your current ID to CUMC ID Center to get your card/access updated
ID Center

If you did not electronically submit your picture, stop by the ID Center to have your picture taken:

CUMC ID CENTER
P&S Building, Room 1-405
(630 West 168th St)

Registered students can get new stickers from the ID office each semester once registered for the term
Nursing Administrative Policies

OSS will process and/or facilitate requests for:

Leave of Absence or Withdrawal
  – Once you are registered for a semester, you can only withdraw from your courses by contacting OSS

Cross registration

Change of specialty

Student Status Certification Requests

Internal Doctoral Applications

Graduation applications
Academic Standards, Policies and Procedures

Essential Qualifications for Students

Policy and procedures are outlined in Student Handbook

Familiarize yourself with these procedures
Part-Time / Half-time / Full-time
Student Status

Students are required to enroll in at least 5 credits per term

MDE/MS/Certificate Students:
• Registration for 5 credits = Part-time status (PT)
• Registration for 6 to 11 credits = Half-time status (HT)
• Registration for 12 or more credits = Full-time status (FT)

Residency courses default to FT status

🌟 International Students — Must register FT throughout program! Int’l Stud contact OSSnursing@cumc.columbia.edu to a schedule meeting
Certification for MS Students: HT or FT Status

Students must request certification through the Office of Student Services

- Must be done each semester you would like to be certified
- Must request during the Change of Program Period
  - Students will not be certified after the Change of Program Period, and will not be retro-actively certified

Half-Time Certification – Students taking 5 credits with one or more credits in a clinical course can request to certify as HT

Full-Time Certification – Students taking at least 9 credits with one or more credits in a clinical course can request to certify as FT
  - FT Students are charged full time Student Health Service fees (Student Health Insurance Plan)
SSOL

View student status by term

View and update your address

- All students must have an address and phone number on file with the university
- Update your emergency contact info
- Sign up for text message alerts
- Sign up for Direct Deposit
- **FA note: Students eligible for Financial Aid MUST have a Permanent US Address posted on SSOL**

Register for your Summer courses
Registration

Register for Summer Classes on SSOL
  – MDE’s e-mailed course info last week
  – MS/Certificate students register according to specialty program plan (changes must be approved by Program Director prior to registration)

Once registered:
  – Online HIPAA training (due June 10)
  – E-Bill (Summer bill - due June 9)
  – Access CourseWorks

Detailed Info in the New Student Guide
Preparing for Clinicals & Annual Requirements

Required Drug Testing (as required)

Required HIPAA Training (each Spring)

Required CUMC Flu Vaccination (each Fall)

*Clinical Sites may require Background Checks, Child Protection Clearance, and Fingerprinting*

MS/Certificate Students: Current NYS RN License & Name Badges (in addition to CUMCID)
Nursing Emergency Plan

In case of extreme weather or other emergency situation in the New York City area

Columbia Nursing will provide emergency information in the following ways:

- Visiting Columbia Nursing’s website: www.nursing.columbia.edu
- Visiting CUMC website for emergency updates: http://cumc.columbia.edu/
- Calling the Office of Student Services at 212-305-5451 to hear a recorded message
- Also check for emails from your instructors
Requirements thru next week!

Required Forms by Fri, June 3
- Student Contract
- Essential Qualifications for Students
- Code of Ethics and Professional Behavior
- Emergency Contact Form

Required Drug Testing Complete by Thurs, June 9

Required Training Complete by Fri, June 10
- HIPAA Online Training (all three sections)

Pre-Orientation Tutorial (if not completed) – Fri, June 3
Columbia Nursing
New Student Boat Ride
Friday June 3 – Be on Boat by 1:00pm

Spirit Cruises
Chelsea Piers off the C/E train at 23rd Street
Boat Ride 1:30-4:30pm

TO BOARD BOAT – Students must wear Nursing Orientation Name Badges to check-in at pier for a ticket

TRAVEL TO BOAT – Peer Mentors and OSA Staff will meet students in Alumni Auditorium Lobby at 11:30am to travel on the subway to the boat ride. Students must be aboard the boat by 1:00pm
Welcome to Columbia Nursing

Questions???

OSSnursing@cumc.columbia.edu