

Pre-college

**Academic Year Immersion**

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# **Student Handbook**

**COLUMBIA  
UNIVERSITY**

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**PROGRAMS FOR  
HIGH SCHOOL STUDENTS**

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2020–2021

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# Welcome to Columbia!

We are so thrilled that you have decided to join the Pre-College Academic Year Immersion Program during the 2020-2021 academic year.

Designed for high-achieving high school students, our Immersion Programs have a long, rich history at Columbia. Established in 1986, the program began with a single summer session cohort of just 80 commuter students. Over the course of 2020, we will have reached over 2,500 students from across the country and all over the world.

In addition to engaging in enriching coursework, we encourage you to take advantage of all that the program has to offer. Each weekend, students are invited to attend various co-curricular activities around the themes of collegebound, community building, designing your career, and student support. We thank you for your contribution to the program and are happy to welcome you to the Columbia family!

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# Table of Contents

School Overview..... 4

Student Checklist..... 6

Registration & Important Dates..... 7

Academic Year Immersion Policies..... 10

Virtual Classroom Resources & Instructions..... 13

Columbia and SPS Resources..... 15

Self-care and Wellness..... 17

Co-curricular Activities..... 19

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## School Overview

### About Columbia University

For more than 250 years, Columbia has been a leader in higher education across the nation and around the world. At the core of our wide range of academic inquiry is the commitment to attract and engage the best minds in pursuit of greater human understanding, pioneering new discoveries, and service to society. Our distinguished faculty, alumni and student body are expanding the boundaries of knowledge in medicine, sciences, the arts, humanities, and the professions. The University offers an outstanding and comprehensive array of academic programs. These include three undergraduate schools, thirteen graduate and professional schools, a world-renowned medical center, four affiliated colleges and seminaries, twenty-five libraries, and more than one hundred research centers and institutes. Columbia is both global and local in focus. As a vital part of New York, our research and teaching are enhanced by the vast resources of one of the world's greatest cities. We are an intellectual community of some 40,000 students, faculty and staff who work continually to expand our mission of teaching, research, patient care, and public service.

For additional historical background, please visit: [www.columbia.edu/content/history](http://www.columbia.edu/content/history)

### About the School of Professional Studies

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

## **Our Mission and Vision**

Our mission is to provide a rigorous education, informed by rapidly evolving global market needs, that supports the academic and professional aspirations of our student community. Our vision is to become the premier destination for professional education by generating interdisciplinary thought leadership, developing innovative pedagogy, and advancing globally competitive academic solutions for ambitious agents of change and impact.

## **Our Pillars**

SPS is...

### **Rigorous**

We elevate people and perspectives.

### **Relevant**

We open pathways to personal and professional growth.

### **Responsible**

We empower responsible leaders to make a real-world impact.

### **Responsive**

We move industries and communities forward.

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# School Checklist

## **Columbia LionMail Email Account**

SPS has established email as the official and primary means of communication with students. An official Columbia University email address is required for all students. Columbia University and the School of Professional Studies will send all official communications to the student Columbia University email address. New students activating their email account or continuing students who have forgotten their UNI and/or password should visit the CUIT website to access their accounts.

## **Pre-Orientation Modules**

All SPS students are expected to complete online pre-orientation requirements through the Orientation Canvas Course Page, prior to beginning their academic program. Failure to complete the designated required sections will result in a registration hold being applied on your student account which will prevent you from registering for classes. New students will receive an email with details on how to access and complete the tutorials.

## **Review Student Account Statement Online**

A student's E-bill statement will be available through Student Services Online (SSOL). Students will receive an alert at their Columbia email address indicating that it is available. Please visit the Student Financial Services website to find out more about financial aid and tuition payment options.

## **Register for Courses**

See the Registration guidelines in the following section.

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# Registration & Important Dates

## Registration

Students, who are admitted and have committed to the program, will register themselves for their approved courses. Registration into a student's approved courses is not guaranteed.

## How to Register for Courses

Students must attend a mandatory Registration Info-Session to learn the registration procedures. Students will be given a link in their Decision Letter to RSVP for a Registration Info-Session. After students attend a Registration Info-Session, they will be given access to register and will receive a follow-up email with step-by-step registration instructions. Students will register for courses on [Student Services Online \(SSOL\)](#) using their Columbia UNI and password. Once students are registered for class, they are responsible for tuition and fees.

## Course Registration Confirmation

Students will receive an email confirmation from the Admissions Office to confirm that they are registered in an approved course. Students can see their course registration reflected on SSOL by clicking "Schedule" under the "Academic Records" tab.

## Adding & Dropping Courses

The Admissions Office strongly recommends selecting courses carefully and not switching courses once registered. However, if a student has extenuating circumstances and needs to change or add courses, students may email their request to [hsp-ayi@columbia.edu](mailto:hsp-ayi@columbia.edu). Please specify in your request if you want to switch or add a course. If a course has several meeting times, please specify what day and time you wish to enroll. We will administratively make the switch for anyone requesting an approved course change. For additional courses, we will open a new registration appointment for you if there is space available and you meet the prerequisites. Course space will not be held upon request.

## Change of Program Period

If you have extenuating circumstances and need to change your course, please email [hsp-ayi@columbia.edu](mailto:hsp-ayi@columbia.edu) with your request. Students are allowed to change courses up to the second week of the program. Course changes are dependent on student eligibility and course availability.

## Withdrawal

For Spring 2021, students may withdraw from the program by Friday, January 8, 2021 for a full refund, minus the non-refundable deposit. Anyone who withdraws from the program after January 8, 2021 is responsible for full tuition for Spring. To withdraw from the program, please email [hsp-ayi@columbia.edu](mailto:hsp-ayi@columbia.edu) with a parent cc'd on the email.

## Billing and Payments

Columbia University bills students for tuition, fees, and other charges at the beginning of each term. When a new Student Account Statement is generated, an email notification is sent directly to the student's Columbia email account, and students can access their e-bill by logging into SSOL. The University does not mail paper bills, so it is important for students to check their Columbia email. Please visit the [Program Cost](#) page for information regarding per-course costs and per-term fees. Columbia University reserves the right to withhold the privilege of registration, or any other University privilege, from any person with unpaid debt to the University.



## Important Dates

### Fall Term 2020 Dates

- Withdrawal Deadline: October 9, 2020
- First Weekend of Classes: October 17-18, 2020
- Last Weekend of Classes: December 19-20, 2020

### Spring Term 2021 Dates

- Withdrawal Deadline: January 8, 2021
- First Weekend of Classes: January 16-17, 2021
- Last Weekend of Classes: March 20-21, 2021

## Columbia University Holidays

Most administrative offices will be closed with limited or no services available. Offices may have shorter open hours the day prior to a major holiday, please check with the specific office regarding updated hours of service.

- Labor Day: Monday, September 7, 2020
- Election Day: Tuesday, November 3, 2020
- Thanksgiving Day: Thursday, November 26, 2020
- University Designated Holiday: Friday, November 27, 2020
- University Designated Holiday: Thursday, December 24, 2020
- Christmas Day: Friday, December 25, 2020
- University Designated Holiday: Thursday, December 31, 2020
- New Year's Day: Friday, January 1, 2021
- Martin Luther King Jr.'s Birthday: Monday, January 18, 2021
- President's Day: Monday, February 15, 2021 (CUIMC Closed)
- Memorial Day: Monday, May 31, 2021
- Independence Day: Observed on Monday, July 5, 2021

The spring Academic Year Immersion Program runs every weekend from Saturday, January 16, 2021 through Sunday March 21, 2021. Attendance in class is mandatory and absences may affect your ability to earn a Certification of Participation from the program.

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# Academic Year Immersion Policies

## Academic Integrity

Columbia University takes matters of intellectual integrity very seriously. Plagiarism, a form of academic dishonesty, is not tolerated. Plagiarism includes, but is not limited to, submitting work done by another person or purchased from any source; failure to document ideas found in sources, whether print or electronic, with appropriate notes and bibliographical references; failure to enclose borrowed phrases or sentences within quotation marks; and turning in the same assignment for two courses without advance permission from both teachers. Plagiarism, whether intentional or unintentional, will result in dismissal from the program. Students who are unsure about the proper presentation of their work should consult their course instructor.

## Community Standards

Program participants are expected to function, both intellectually and in terms of maturity, at the level of University students. Program community standards can be found [here](#).

## Discrimination, Harassment or Gender Based Misconduct

Columbia University is committed to fostering an environment that is free from gender-based discrimination and harassment, including sexual assault and all other forms of gender-based misconduct. The University recognizes its responsibility to increase awareness of such misconduct, prevent its occurrence, diligently investigate reports of misconduct, support students and others who experience gender-based misconduct, and respond fairly and firmly when students violate University policy. The University is also committed to supporting students accused of gender-based misconduct who go through the disciplinary process. In addressing issues of gender-based misconduct, all members of the University must respect and care for one another in a manner consistent with our deeply held academic and community values.

Students who believe they have been subjected to gender-based discrimination or harassment are encouraged to report these incidents and should immediately call the Program Office or notify a program staff member. All University employees are obligated to report any event of misconduct, harassment or discrimination of which they become aware. Once the program receives a report of gender-based misconduct, the information will be provided to Columbia University Public Safety and Student Conduct and Community Standards. Additionally, the parents or guardians of all involved students will be contacted. Please see the full policy statement on the Program Policies page of our [website](#).

## Protection of Minors

If a program staff member has a reasonable suspicion that a minor is being abused or maltreated by a legal caregiver, they are obligated to call the New York State Child Abuse and Maltreatment Hotline. Program staff is obligated to report all events, even if the abuse or maltreatment happened in the distant past or in a foreign country.

## Attendance

Because learning in our courses is largely based on what takes place in class meetings, it is important that students attend all class sessions. A student who misses multiple class sessions may not receive a Certification of Participation, even if those absences are excused. Unexcused absences can lead to dismissal from the program. Attendance is carefully monitored.

Attendance is taken at each class session. Parents/legal guardians should notify the Pre-College Programs Office of their child's absences by sending a note in advance via email to [hsp-office@columbia.edu](mailto:hsp-office@columbia.edu), or by telephoning the Pre-College Programs Office at 212-634-2799. The Pre-College Programs Office will contact the designated parent or legal guardian if any student is absent without prior notification. The Pre-College Programs Staff will make every effort to keep parents informed; however, it is the responsibility of the parents and students to ensure attendance in class.

## Course Requirements

Students are expected to meet all course requirements, as specified by the instructor and within the guidelines of academic integrity adhered to by Columbia University (see Statement on Academic Integrity). Each course instructor will provide a syllabus on the first day of class that will describe the content of the course and identify assignments as well as provide students with a list of required texts and supplies.

## Certifications of Participation and Written Evaluations

Upon successful completion of the Pre-College Academic Year Immersion Program for High School Students, students receive official Columbia University Certifications of Participation and a written evaluations from their instructor. Successful participation is determined by the instructors in consultation with program administration. Successful participation is based on attendance, class participation, satisfactory completion of assignments, and adherence to the program's community standards.

### **General Information, Questions, and Advising**

The Student Services Office serves enrolled students and their parents/legal guardians. The Office serves as a resource for answering general program questions, the processing of absence notices, providing information regarding program resources, and other helpful services.

#### **Columbia University**

[hsp-office@columbia.edu](mailto:hsp-office@columbia.edu)

212-634-2799

Saturday and Sunday, 9:00 a.m. – 4:00 p.m. EDT

### **In Case of An Emergency**

If you are feeling unwell and need to leave class, please inform your Instructor or the Course Facilitator before leaving. Our Student Services Office will then contact your parents or legal guardians to check in on you.

In the event that you depart from class unannounced, our Student Services staff will contact your parents/legal guardians to ensure they are aware of a potential emergency situation.

In the case of an emergency, please contact emergency services in your location immediately.

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# Virtual Classroom Resources & Instructions

## Uni & Email

All students receive a UNI (University Network ID) that they will utilize throughout their time at Columbia. Your UNI allows for access to various University resources and will serve as your official University email address and username for online access portals, including Canvas and Zoom. All University email addresses are formatted as UNI@columbia.edu and are executed through Gmail, but commonly referred to as 'LionMail'. Your LionMail address should be used for all program-related communications with your teacher and fellow students. It is also where you will receive various program updates and announcements throughout the summer. All students are required to activate their UNI and LionMail prior to the start of the program. To do so, click [here](#) and select, 'Activate my UNI or LionMail Account' and follow the instructions provided.

## Canvas

[Canvas](#) is Columbia University's learning management system and is the virtual home for your online classroom. Canvas is not only where you will find classroom announcements, assignments, and class materials, it is also how you will access your daily live sessions with your teacher and classmates. To access your course, navigate to [Canvas](#) and log in using your UNI and password. Once you are signed in, your course will appear on your dashboard. Simply click your course and use the left-hand navigation to explore your virtual classroom.

Canvas is also home to our Co-Curricular, Digital Storytelling Lab and Student Life centers where you can further engage with your peers outside of the classroom. Just as your course will appear on your Canvas dashboard, so will your access to Co-Curricular, Digital Storytelling Lab and Student Life programming.

## Zoom

All live class sessions are held via Zoom, an HD video conferencing platform that enables instructors and students to meet in real-time. For ease of use, Zoom meetings are integrated into each course's Canvas site. Students are expected to have functioning webcams, headsets, and microphones in order to effectively engage in Zoom sessions. We recommend that students test their technology equipment prior to the start of the program to ensure everything is in working order. To access your live class sessions via Zoom, log in to your [Canvas](#) account and select your course page from the dashboard. Navigate to the left-hand menu bar and select, 'Zoom Class Sessions'. Locate the correct meeting date and time and click 'Join' to begin your online class session.

## Accessing Your Classroom

To access your virtual classroom, log in to [Canvas](#) using your UNI and password. Then navigate to your course page via your home dashboard. From there, use the left-hand navigation bar to locate your live 'Zoom Class Sessions' or the other various menu items that house your course related materials and announcements.

## Technology Support

For students experiencing technical issues, we have a variety of resources available. If you are experiencing issues while logged into your Canvas site, you can click the 'Help' button located in the top right corner of the site. Alternatively, you can contact your Online Course Facilitator for assistance. Students will be introduced to their Online Course Facilitator during the first class session and will be able to email them directly via Canvas or LionMail. If you aren't able to access your Canvas site or if you do not yet know who your Online Course Facilitator is, our Student Services Office is happy to assist. For weekend programming, please feel free to email the Student Services Office and we will respond within 24 hours. Our tech support is available.

## Student Services Office

Saturday and Sundays, 9:00 a.m. – 4:00 p.m. EDT

[hsp-office@columbia.edu](mailto:hsp-office@columbia.edu)

212-634-2799

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# Columbia and SPS Resources

## SPS Admissions

Admissions officers can assist with registration and choosing courses based on curricular and career interests. To contact Admissions, email [hsp-ayi@columbia.edu](mailto:hsp-ayi@columbia.edu).

## SPS Student Support

The SPS Office of Student Support can assist in referring students to additional Columbia resources. To contact Student Support, email [sps-studentservice@columbia.edu](mailto:sps-studentservice@columbia.edu).

## Columbia University Libraries

[Columbia University Libraries](#) is a top-tier academic research library system serving one of the world's most important centers of research and learning. Pre-College Program students have access to the University's online catalogue (CLIO) and the 'Ask a Librarian' chat feature on the libraries website. Access to the digital catalogue requires your UNI and password. Visit Columbia's [website](#) for libraries information.

## Public Safety

Columbia University's Public Safety (<https://publicsafety.columbia.edu/>) is committed to making the campus and its surrounding environments as safe and secure as they can possibly be. Public Safety operates 24/7 to ensure the safety of Columbia's three campuses: Morningside Heights, Manhattanville, and Medical Center. Public Safety offers services such as a campus Safety Escorts, a Shuttle Bus Service, and a volunteer EMS team to support the Columbia community.

- Public Safety Morningside Heights: 212-854-2797
- Public Safety Manhattanville: 212-853-3301
- Public Safety Medical Center: 212-305-8100
- Emergency Response: 911

## **CUIT**

Columbia University Information Technology office works to assist students, faculty, staff, and alumni with various IT needs. Whether a student needs support using different academic systems or accessing a Columbia email account, requests can be submitted for their office's services via [askcuit@columbia.edu](mailto:askcuit@columbia.edu).

## **Columbia Health**

Columbia Health provides services to the Morningside campus with select services also provided on the Medical Center campus. The team has more than 150 individuals, including medical providers, therapists, psychiatrists, disability specialists, health promotion specialists, nutritionists, peer counselors, support staff, and administrative professionals. For more information, visit the Columbia Health website: <https://health.columbia.edu/>.



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# Self-care and Wellness

## Self-care Strategies

While we encourage all participants to make the most out of their experience with Columbia, neglecting your health can limit your ability to enjoy the program. We encourage our students to take time for self-care and to learn more about wellness opportunities and how you can incorporate them into your daily or weekly routine.

## Sleep

Sleep is an important component in making sure you get the most out of your experience. Shoot for 8 hours nightly. Avoid Netflix at bedtime. Designate two weeknights each week as 'go-to-bed-early nights'. Plan ahead and make sure not to overextend yourself.

## Eat Well

Eating well is a top strategy to performing well at school. Having a healthy breakfast and lunch will be an important part of a productive day. Remember, students cannot eat meals during class, so make sure you take time to eat before class and during lunch to maintain your focus and energy throughout the day.

## Hydrate

Always make sure to stay hydrated. While it's easy to become distracted by the events of each day, drinking plenty of water and avoiding sugary drinks will keep you in the best state of mind to conquer the day.

## **Downtime/Realistic Scheduling**

Balancing your normal routine with your time at Columbia is a challenging task. Be sure to give yourself a mental break every now and then by taking a few minutes to yourself. Engage in a favorite activity to take a break and recharge before diving back into your weekly commitments.

## **Keep Doing What You Do**

Keeping up with your daily routine is important. Don't compromise the things you love because you feel like there's not enough time in the day to do it all. If you like going to the gym, keep going. If reading is enjoyable to you, pick up your favorite book and get lost in the words for a little while. Your favorite activities will help you decompress and sustain your physical and mental energy.

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## Co-curricular Activities

The Academic Year Immersion program offers a plethora of co-curricular activities to help you prepare for college, support your academic development, design your career, and build your community. We encourage you to participate in all of our engaging offerings. Each week you will receive an email from our Student Life team announcing all our carefully curated activities occurring each weekend.