**Islamic Studies**

**Master of Arts Program(ISMA)**

**Student Handbook**

**2019-2020**

**Graduate School of Arts and Sciences**

**Columbia University**

*This booklet is designed to supplement the Graduate School of Arts and Sciences Student Bulletin and related information at* [*http://gsas.columbia.edu/students*](http://gsas.columbia.edu/students) *as well as information found on the Middle East Institute’s website at* [*www.mei.columbia.edu*](http://www.mei.columbia.edu) *and other information on GSAS and Columbia University websites. Please use those sources to inform yourself of GSAS policies and procedures other than those contained in this booklet. While every effort has been made to ensure that this booklet is accurate and up to date, it may include inaccuracies or outdated information due to changes that have been implemented after publication. To verify any of the information contained in this booklet, please contact the Islamic Studies MA Program Coordinator at the Middle East Institute.*

***All MA students are responsible for familiarizing themselves with and complying with the regulations of the University, of the Graduate School, and of the Islamic Studies program. Please be aware that lack of knowledge about GSAS and/or departmental rules and policies cannot excuse students for failure to comply with these regulations****.*

The Islamic Studies MA program is administered by the Middle East Institute at Columbia.

**Middle East Institute**

303 Knox Hall Telephone: 212-854-2201

606 West 122nd Street

New York, NY 10027

http://www.mei.columbia.edu

The office is open from 9:30 AM to 5:30 PM Monday through Friday.

**Appointments:** For meetings at times other than those listed below and for meetings regarding complex matters, please contact the MEI office at least a day in advance to make an appointment.

**Staff**

Kathryn Spellman Poots

ISMA Academic Program Director (APD) [kp2692@columbia.edu](mailto:kp2692@columbia.edu)

Office hours: by appointment

Astrid Benedek

Associate Director, MEI

ISMA Program Coordinator [amb49@columbia.edu](mailto:amb49@columbia.edu)

301 Knox Hall 212-854-2201

**I. Academic Program**

1. **Degree Requirements**

The Islamic Studies Master of Arts (ISMA) program requires the completion of 30 graduate credits. In addition to registering for individual courses, students in the Graduate School of Arts and Sciences (GSAS) are required to register for an enrollment category. In MA programs, this is done by registering for Residence Units (RUs), which provide the basis for tuition charges.For the ISMA program, two full RUs are required for graduation. In a given semester, a student may register for a full RU (up to 20 credits), a half RU (up to three courses), or a quarter RU (one or two courses). If a student needs to register for additional courses to finish their degree after completing two RUs, they must register for Extended Residency. For more information, see: <https://gsas.columbia.edu/student-guide/policy-handbook/registration/residence-unit-and-other-registration-categories>

Note: For international students enrolled in free-standing Master of Arts programs, please note that student visas require full-time enrollment at Columbia. International students should accordingly register for a full RU every semester, until they have reached the number of RUs required for conferral of their degree.

The ISMA program begins with a required core course and ends with the submission of a thesis. Only graduate level courses, numbered 4000 or higher (with prefix GU or GR), will count towards the degree requirements. However with approval from the ISMA Academic Program Director (APD), students may take up to two 3000 level undergraduate classes by registering separately for a graduate level Independent Study class with the course instructor.

While the program encourages students to pursue language study and achieve proficiency, there is no language requirement. Only one language course (up to 5 credits) in a relevant language at the advanced level (3rd year and above) may be credited toward the ISMA program.

All students must complete the requirements for the degree within five years of entering the program.

**Course Requirements:**

1. **ISCS GR5000 Foundation to Islamic Studies and the Study of Muslim Societies** (4 credits)**.** A core course addressing key methodological and theoretical issues in the comparative study of the Muslim world;
2. **Three concentration courses** in subjects related to Islamic Studies and the Study of Muslim Societies (which may include independent studies), approved by the APD;
3. **Three elective courses**;
4. **Optional Language study**
5. Master's thesis completed in the final semester while taking either:  
   **ISCS G4990 MA Thesis Research Seminar**(4 credits) provides a class-like structure to the research and writing process of the thesis.   
   **OR  
   ISCS G4999 Supervised Individual Research**(4 credits), an independent study under the supervision of a faculty member (Thesis Supervisor) if ISCS G4990 is unavailable.
6. **Courses**

The list of Islamic Studies courses pre-approved for the MA program is compiled from graduate-level courses selected from GSAS departments in the humanities and social sciences and the professional schools. <http://www.mei.columbia.edu/ma-courses>. Independent study courses may be applied toward the MA degree only with permission from the APD.

The wide variety of courses on offer at Columbia enables students to define a program of study as broadly or narrowly as they like. Students can select an area of specialization or choose not to specialize at all. Select courses with an eye toward your requirements as well as your interests, and discuss your choices with the APD. The online directory of classes indicates whether permission is needed to register. Instructor permission is usually required when the class size is limited, or when the course requires a specialized background or advanced preparation.

1. **Transfer Credit**

MA students are not allowed to transfer any credit from another university. A maximum of 15 credits of graduate level, post-baccalaureate courses taken at Columbia as a non-matriculated student may be accepted in partial fulfillment of the requirements for the degree if the courses are applicable to the Islamic Studies program and if the courses have not been used to satisfy any other degree requirements. Transfer credit must be approved by the APD. Transfer credit may also partially fulfill the Residence Unit requirement. Once students are enrolled, they must complete all courses for the MA at Columbia. Students are encouraged to request possible transfer credit early in their studies so they may plan their program requirements and courses accordingly. Once students are enrolled, they must complete all courses at Columbia. For additional information please see <https://gsas.columbia.edu/degree-programs/admissions/transfer-credit>

**Special Courses for ISMA Students**

**ISCS GR5000: Foundation to Islamic Studies and Muslim Societies**(4 credits).

This course provides students with a foundation to the key concepts, theories and debates in the field of Islamic studies. Interdisciplinary in scope, the course will utilize major approaches in the classic areas of history, law and political economy as well as sociology, anthropology, media studies, and colonial and postcolonial studies. We will critically address theoretical questions and debates about culture and civilization, religion, secularization, law and authority, nation-states, globalization, minority rights and technology. While engaging with archetypal themes in Islamic studies, this course will also concentrate on gender and sexuality, cultural production and articulations, transnational movements, and modes of religious association and ritual in everyday life. We will examine the variety of ways that Islamic norms and practices are developed, reinterpreted, embodied and regulated in contemporary Muslim societies as well as among Muslims minorities in western contexts.

**ISCS G4999 Supervised Individual****Research** (4 credits) is the traditional method of writing the thesis as an independent study under the supervision of a faculty member (Thesis Advisor). The student must have one advisor. A second advisor is optional if the guidance and advice of a second supervisor is wanted or the thesis spans different academic disciplines. Supervised Individual Research is available in the fall, spring, and summer terms. This course may be taken only in the student’s final semester of study and is to be used only for writing the MA thesis.

**ISCS G4990 MA Thesis Research Seminar*(***4 credits) provides a class-like structure to the research and writing process of the thesis. Students must have two faculty supervisors. The first supervisor is the instructor of the seminar, and the second supervisor is a faculty member with expertise in the thesis subject. The thesis proposal for registration in the seminar must also be approved by the second supervisor.

1. **Thesis**

The final MA thesis is a work of substance and length (approximately 50 pages not counting bibliography and notes) requiring research that draws together ideas developed in the course of a candidate's interdisciplinary studies. Students should begin thinking about their topic early in the program and must find a faculty member who will supervise the thesis (Thesis Advisor). Students must be registered in **ISCS G4999 Supervised Individual Research** or **ISCS G4990 MA Thesis Research Seminar** when writing the thesis.

Before a student can register for either of the thesis writing courses, they must submit a written proposal to the advisor who must approve the topic and agree to serve as a thesis advisor. The proposal—about 1,000 words long—should contain a statement of the problem, the nature of the resources to be used, plans for analysis, a bibliography, and a timetable for the project's completion. Proposals may be altered as required during the process.

The student must submit the ***Thesis registration and Approval form***, signed by the faculty advisor, to the ISMA Program Coordinator at the Middle East Institute no later than the first week of the student’s last semester. The form can be found at <http://www.mei.columbia.edu/documents>

Once the thesis is completed and evaluated by the thesis advisor, a final printed and bound copy must be deposited with the ISMA Program Coordinator.

Thesis guidelines, including proposal and final thesis deadlines and requirements, are available from the MEI office and on the ISMA website at <http://www.mei.columbia.edu/thesis-guidelines/>

Theses of previous ISMA graduates are also available in the MEI office, and students are encouraged to look through them for insight and inspiration on the thesis-writing process.

1. **Academic Progress and Special Marks**

Academic progress is determined by the successful completion of courses required for the degree. ISMA candidates must maintain an average of B (3.00) or better and make continual progress toward the completion of the degree to remain in good standing. Academic records are reviewed each term to determine whether candidates are making satisfactory progress.

Those who do not maintain a satisfactory average or continued academic progress may be placed on probation or dismissed from the program.

Students who receive a grade of Incomplete (IN) have six months to complete work in the course and receive a letter grade. After this period, the IN becomes an F.

For more details please consult <http://gsas.columbia.edu/content/grading-system>

1. **Academic Integrity and Responsible Research**

Students should be aware that academic dishonesty (for example, plagiarism, cheating on an examination, or dishonesty in dealing with a faculty member or other University official) or the threat of violence or harassment are serious offenses and will be dealt with severely (see <http://www.essential-policies.columbia.edu/university-regulations-including-rules-conduct>). Graduate students are expected to exhibit the high level of personal and academic integrity and honesty required of all members of an academic community as they engage in scholarly discourse and research.

Scholars draw inspiration from the work done by other scholars; they argue their claims with reference to others’ work; they extract evidence from the world or from earlier scholarly works. When a student engages in these activities, it is vital to credit properly the source of his or her claims or evidence. To fail to do so would violate one’s scholarly responsibility. In practical terms, students must not cheat on examinations, and deliberate plagiarism is prohibited. Plagiarism includes buying, stealing, borrowing, or otherwise obtaining all or part of a paper (including obtaining or posting papers online); hiring someone to write a paper or complete research; copying from or paraphrasing another source without proper citation or falsification of citations; and building on the ideas of another without citation. Students also should not submit the same paper to more than one class.

Students are responsible for proper citation and paraphrasing, and must take special care to avoid even accidental plagiarism. The best strategy is to use great caution in the handling of ideas and prose passages: take notes carefully and clearly mark words and ideas not your own. Failure to observe these rules of conduct will result in serious academic consequences, which can include dismissal from the university.

Students engaging in research must be aware of and follow university policies regarding intellectual and financial conflicts of interest, integrity and security in data collection and management, intellectual property rights and data ownership, and necessary institutional approval for research with human subjects and animals.

1. **Research with Human Subjects**

All proposals for research by graduate students that involve human subjects, including surveys and interviews, must be submitted for review to Columbia’s Institutional Review Board (IRB), whether or not the student believes that approval will be necessary. The IRB encourages consultation at all stages of the research process. For an appointment, please call 212-851-7040. For more information, visit the IRB website at <http://www.columbia.edu/cu/irb/>.

**III. Registration**

Registration for each term occurs within designated periods. Within these periods, you will be assigned specific registration appointment times. Your appointment times will be available on Student Services Online <https://ssol.columbia.edu>  about two weeks prior to the registration period.

For further information, please see <https://registrar.columbia.edu/content/registration-and-enrollment#registering> and at <https://gsas.columbia.edu/student-guide/policy-handbook/ma-registration>

To register for a course that requires instructor/department permission you will need to use the [Registration Adjustment Form](https://registrar.columbia.edu/sites/default/files/content/reg-adjustment.pdf). This form is primarily for course transactions that cannot be accomplished in SSOL.

**Change of Program period**: You may add or drop courses without penalty through the first two weeks of the semester, known as the Change of Program or Add/Drop period. For more information, see <https://registrar.columbia.edu/content/dropping-courses>. After the add/drop period, you will be charged full tuition for any course dropped.

**Getting ready to register**

* Find a course on the web

A list of pre-approved courses for the ISMA program is available on the program website at the beginning of each semester.

These are only some of the courses available to you. Use the *Directory of Classes* (at <http://www.columbia.edu/cu/bulletin/uwb/>) to supplement this course list, to look for more options, and to check for last-minute changes.

* Note the call number(5 digits long) for each course for which you wish to register.
* Contact the APD to discuss your courses. Without prior approval from the

APD, you may not get credit toward the degree for a course.

* Obtain signatures on an add/drop form from the APD or the instructor for courses

that require permission. Students may also receive permission in writing via email.

* Find your appointment time to register online (not everyone registers at the same time) on

Student Services Online (SSOL).

1. **To register for a course online**

You need your UNI, UNI password, PIN, and 9-digit Columbia ID number to register. You can find your PIN at Student Services Online (<https://ssol.columbia.edu>).

During your appointment time, go online to Student Services Online (SSOL). If you go online before your appointment time, the system will remind you of your next appointment.

1. **Directory of Classes**

Much course information is available in the online Directory of Classes at <http://www.columbia.edu/cu/bulletin/uwb/>. The fields “Approvals Required” and “Note” tell you whether permission is required. To read a description of a course or for information on permissions, click on the link to the department and follow the listed instructions. Note that 4000-level courses may be listed on department websites under undergraduate courses, but they are open to graduate students as well as undergraduates and are considered graduate-level courses by the university.

**IV. Registration Policies and Procedures**

1. **Holds**

If you cannot register for a course, it may be that an office has placed a hold on your record that prevents you from registering. The reasons for holds vary; financial holds (non-payment of bills), library holds, and dean’s holds are most common. Once you have determined which office placed a hold on your record (listed on SSOL), go to that office to resolve the matter; only the office that placed the hold can remove it.

1. **Enrolling in a full course**

If a course is full, it is listed as such under “Enrollment” in the online Directory of Classes.Attending a course without officially registering, whether the course is full or not, even if the instructor has given you permission to attend, DOES NOT constitute enrollment. Without the department’s permission, the Registrar cannot register a student in a full class.

1. **Late registration and fees**

To avoid late registration fees you must be registered for at least one class prior to the first day of classes. As long as you have activated the term by registering for any class, you may add and drop throughout the Change-of-Program period without a fee.

1. **Dropping a course and deadlines for refunds**

Mentioning to the instructor that you are dropping the course or ceasing to attend class DOES NOT constitute officially dropping a course, and it will result in a failing grade in the course. Also, you will remain responsible for all tuition charges and any related late payment fees.

For the first two weeks of classes, you may drop a course with full tuition refund online or by using the add/drop form. After the add/drop period you will be charged full tuition for any course you drop.

**International Students dropping below 12 credit credits** will lose their student visaand will lose their right to apply for or remain in Columbia housing.

**Domestic students dropping below 12 credit credits** will lose their right to apply for or remain in Columbia housing. In addition, you must be registered in at least six credits each term to be eligible for most Federal student loans. If you plan on going to school part-time, be sure to contact a financial aid officer in 107 Low Library.

1. **R Credit and Pass/Fail**

The mark of R is a non-evaluative grade that confers credit for registration without designating an A-F letter grade. It appears on SSOL and on official transcripts. Students who elect to take a course for R credit are not required to take the final examination; however, they must meet all other course requirements, unless the instructor states otherwise in writing. Students should confer with the instructor of the course to obtain permission to take the course for R credit, and obtain written confirmation of the agreement.

Courses taken for R credit are applied toward the calculation of Residence Units for billing purposes in the same way as courses taken for a letter grade.

A few specific graduate-level courses are offered only on a Pass/Fail basis; typically these courses focus on the cultivation of professional or disciplinary skills. In these cases, the instructor notifies the students of the P/F grading scale and submits grades accordingly.

**Courses taken for R credit or with a grade of Pass/Fail do not count toward ISMA degree requirements.**

In the fall and spring semesters, students may request to take a course for Pass/Fail or R credit and reverse their decision on SSOL any time from the start of the semester until the eleventh week of classes. For students taking half-semester courses, the deadline to request Pass/Fail is the Friday of the fourth week of the course. See the [GSAS Academic Calendar](https://gsas.columbia.edu/academic-calendar) and the [University Academic Calendar](http://registrar.columbia.edu/event/academic-calendar) for the precise deadlines each semester.

A course that has been taken for R credit or P/F may not be repeated for a letter grade.

1. **Leaves of Absence**

Many reasons may compel students to discontinue their studies temporarily. Students who intend to take a leave of absence must notify the ISMA Program Coordinator as well as GSAS by submitting the [Leave of Absence Form](https://gsas.columbia.edu/sites/default/files/inline-files/GSAS-leave-of-absence_1.pdf) to [gsas-studentaffairs@columbia.edu](mailto:gsas-studentaffairs@columbia.edu). Until students are informed by the Office of Student Affairs that the leave has been processed, they should assume that they are registered and will be expected to fulfill their academic and/or financial responsibilities, including completing coursework. Leaves of absence may be taken for one or two semesters; under unusual circumstances, students may apply for a third or fourth semester of leave. A student's total period of leave may not exceed two years (four semesters). Time on official leave does not count toward the five years allotted to complete the degree.

When planning to return to Columbia, students on official leave should notify the ISMA Program Coordinator at least six weeks in advance of the term in which they wish to re-enroll and submit a [Return from Leave of Absence Form](http://gsas.tfaforms.net/38) no later than July 15, if they plan to return for the fall semester, and no later than December 1, if they plan to return for the spring semester.

Students who have left without officially submitting leave of absence forms must apply for reinstatement.

Information on leave of absence and the corresponding form are available at <https://gsas.columbia.edu/student-guide/policy-handbook/leaves-absence-withdrawals-and-reinstatement/leaves-absence>.

1. **Withdrawal**

A student in good academic standing who is not subject to discipline will always be given an honorable discharge if he or she wishes to withdraw from the University. Withdrawal is defined as the dropping of one's entire program in a given term (so as to be enrolled in zero credit credits) as opposed to dropping a course or two. To do this, the student must submit a [Withdrawal Form](https://gsas.columbia.edu/sites/default/files/inline-files/GSAS-withdrawal-form_0.pdf) to [gsas-studentaffairs@columbia.edu](mailto:gsas-studentaffairs@columbia.edu). Withdrawal carries a $75 fee. Formal withdrawal is ordinarily allowed prior to the examination period only. Withdrawal means that courses and grades are not listed on the student's record and that the student does not receive any credit. . <https://gsas.columbia.edu/student-guide/policy-handbook/leaves-absence-withdrawals-and-reinstatement/withdrawals>.

The approval of the Associate Dean is required for all withdrawals. The student's responsibilities, academic and financial, continue in all courses for which the student has registered until the withdrawal has been approved and accepted. Tuition is refunded on a percentage basis depending on the week in which official withdrawal occurs (see <http://registrar.columbia.edu/content/refund-rate-withdrawals>). Application fees and late fees are not refundable. For refunds related to health services and health insurance, students should contact Health Services.

**V. MMR immunization and meningitis vaccination**

**All students are subject to two immunization requirements.**

See <http://health.columbia.edu/students/immunization-compliance-requirements/immunization-compliance-requirements> for details and information on how to comply.

**Measles, Mumps, and Rubella**

New York State requires that all college and university students enrolled for six or more credits be adequately protected against measles, mumps, and rubella (MMR). Students born on or after January 1, 1957 must provide documentation of immunity. Students born before January 1, 1957 are assumed to have had exposure and need not take further action. New students who cannot provide evidence of full compliance with this law at the beginning of the semester will be blocked from registering for their second semester until they comply.

**Meningococcal Meningitis**

By New York State public health law, all students registered for six or more credits must decide whether or not to be immunized against meningococcal meningitis and must provide formal certification of their decision. Proof of immunity is NOT required. For more information and to certify your decision, go to the Health Services meningitis website at <https://ssol.columbia.edu/ssv/crt/menIntro.html>.

After you have submitted your decision, you will be compliant with this public health law. As with MMR immunization, students who do not provide their meningitis vaccination decision certification at the beginning of the semester will be blocked from registering for their second semester until they comply.

**VI. Financial Aid**

**Foreign Language and Area Studies (FLAS) Fellowships:** MA students who will study a language relevant to the Islamic World as part of their program may be eligible to apply for a Foreign Language and Area Studies (FLAS) fellowship. FLAS awards can be for Academic Year study at Columbia, or for intensive summer language study in the U.S. or abroad. MEI is authorized to award FLAS for the study of Arabic, Persian, Hebrew and Turkish. ISMA students who are studying languages spoken in South Asia can apply for FLAS through the South Asia Institute. Academic Year awards consist of $18,000 tuition and a stipend of $15,000. Summer awards cover tuition up to $5,000 and a stipend of $2,500. All Academic Year fellows must enroll in one language class and one area studies class in both the fall and spring semesters. You must be a U.S. citizen or permanent resident in order to apply for FLAS. For information and general guidelines, please see the full announcement guidelines on the MEI website <http://www.mei.columbia.edu/foreign-language-and-area-studies-flas-fellowships>. All applicants must apply on-line, via the GSAS Internal Fellowship application pages. Applicants must submit the FAFSA to be eligible for FLAS.

**Federal Work-Study, Loans, and on-campus employment:** Students applying to the MA program may be eligible for both federal work-study and loan programs. Please visit the Graduate Financial Aid page on the [Student Financial Services page](http://www.columbia.edu/cu/sfs/docs/Grad_Fin_Aid/index.html) for detailed information about eligibility, direct loans, work-study, etc. Work-study, and non-work study positions are available at the Middle East Institute and across the entire Columbia campus. Work-study policies and Job listings for campus employment can be found [here](http://www.columbia.edu/cu/sfs/docs/Federal_Work-Study_Student_Employment/index.html).   
  
**Other scholarships and funding:**

A small number of highly qualified incoming MA students receive partial tuition scholarships that are funded by MEI and the Graduate School of Arts and Sciences Applicants will automatically be considered for these competitive awards; there is no separate application process.

**Funds for conference travel:** Students may apply to the Graduate Student Advisory Council for up to $500 for individual travel grants to defray the costs associated with presenting their work at academic conferences and workshops. More information on this competitive award can be found at <https://gsas.columbia.edu/student-guide/professional-development/gsas-conference-matching-travel-fund>;

In addition, the Middle East Institute also provides up to $350 in travel funds for conference travel to students who are presenting a paper at an academic conference.

**VII. Student Life**

**MEI Seminar series**: The Middle East Institute hosts a lecture series and other events during the academic year. MA students are expected to attend the MEI lectures and are encouraged to participate in other activities and conferences hosted by the Institute. Be sure to check the MEI website <https://www.mei.columbia.edu/> under “Upcoming events” often!

**Center for the Study of Muslim Societies (CSMS)** https://csms.columbia.edu**:** CSMS is a collective for new research, integrated programming, innovative teaching and public outreach on the study of Muslim societies worldwide. It addresses majority and minority Muslim societies, and their intersections with other religions, cultures and secular outlooks. CSMS was founded in 2018 at Columbia University with the aim of bringing together scholars across disciplines, area specializations and schools to create a collaborative venue for faculty and students.

### **The Earl Hall Center**

The mission of the Earl Hall Center is to foster learning through spiritual, ethical, religious and cultural exchange, and to promote service to the University and its surrounding New York City communities. The Center includes the Office of the University Chaplain <http://ouc.columbia.edu/> as well as Religious Life Advisors, including the Coordinator of Muslim Life, Amina Darwish [ad3522@columbia.edu](mailto:ad3522@columbia.edu).

**The Graduate School of Arts and Sciences**

In addition to providing a set of rules and regulations for MA students, the web pages of the Graduate School of Arts and Sciences include links to valuable information regarding various aspects of life at Columbia. Check them for information on everything from housing to late-night shuttle bus service on Morningside Heights.

Although many students spend only a few hours each week on campus, all are members of the Columbia University community and are encouraged to participate in University organizations and activities. We urge you to become involved in campus activities, and especially to help your Islamic Studies MA colleagues plan panel discussions, cultural events, off-campus trips, and other social activities. Be sure to frequent the graduate student lounge in Philosophy 301 and meet other graduate students. <https://gsas.columbia.edu/graduate-life/graduate-student-center>.

**The Graduate Student Advisory Council (GSAC)** is a student government organization at Columbia University. Council membership consists of student-elected departmental representatives from the PhD and free-standing MA programs of the Graduate School of Arts and Sciences. For more information, please visit <http://www.columbia.edu/cu/gsac/>. Arts and Science Graduate Council (ASGC) is committed to improving the quality of life for Columbia graduate students join the graduate School of Arts of Science. An ISMA student is elected yearly by MEI to serve on the Council. ISMA students are eligible to apply for ASGC grants such as the Student Initiative Grants:  <https://council.gsas.columbia.edu/content/student-initiative-grant>.

**VIII. Email and Student Services Online**

1. **E-mail**

All students must create a Columbia e-mail account*.* Columbia e-mail policy specifies that Columbia sends official communication by email and that students should therefore read e-mail on a frequent and consistent basis. Please note that a student’s failure to receive and read University communications in a timely manner does not absolve that student from knowing and complying with the content of such communications (see <http://www.essential-policies.columbia.edu/student-email-communication-policy>).

Your Columbia e-mail address is linked to your University Network ID (UNI) and password, which you will use often for a wide range of Columbia University digital services.

For your convenience, your Columbia e-mail can be configured to auto-forward to another email address. Visit “Manage my UNI” at <http://cuit.columbia.edu/cuit/manage-my-uni>.

Please familiarize yourself with Columbia’s IT policies available at <http://www.columbia.edu/cu/policy/>. Unauthorized attempts to gain access to any account or system not belonging to you on any University system or on any system outside the University network are not permitted. No University system or network may be used for any purpose or in a manner that violates University statutes or policies or federal, state or local law.

1. **SSOL – Student Services On-Line**

[**https://ssol.columbia.edu/**](https://ssol.columbia.edu/)

The Student Services On-Line system (SSOL) is a helpful information center for Columbia students. From the SSOL main menu, you can navigate to screens that allow you to view your grades, your schedule, your billing information, your registration appointments, and holds on your record. You may also register for courses, pay your account, and change your contact information on SSOL.

**IX. Important office and contact information**

Columbia University

Information Technology (CUIT)

202 Philosophy Hall

[askcuit@columbia.edu](mailto:askcuit@columbia.edu)

(212) 854-1919

Career Education Center

Lower Level, East Campus

[cce@columbia.edu](mailto:cce@columbia.edu)

(212) 854-5609

GSAS Financial Aid

107 Low Memorial Library

[scp3@columbia.edu](mailto:scp3@columbia.edu)

(212) 854-6725

Health Services

John Jay Hall and Wien Hall

[health@columbia.edu](mailto:health@columbia.edu)

(212) 854-2284 (general questions)

(212) 854-3286 (insurance)

Disability Services

Lerner Hall, 7th Floor

212-854-2388

[www.health.columbia.edu](http://www.health.columbia.edu)

Dodge Fitness Center

212-854-7149

[www.gocolumbialions.com](http://www.gocolumbialions.com)

The Columbia Card Center

204 Kent Hall

[idcard@columbia.edu](mailto:idcard@columbia.edu)

(212) 854-5883

International Students and Scholars

Office (ISSO)

525 Riverside Drive

[isso@columbia.edu](mailto:isso@columbia.edu)

(212) 854-3587

Student Services Center

205 Kent Hall

http://askus.columbia.edu

(212) 854-4400

Libraries

212-854-7309

[www.columbia.edu/cu/lweb](http://www.columbia.edu/cu/lweb)

LGBT Resources

http://gendersexualityhealth.org/LGBT/ColumbiaLGBTGuide.html

See the Columbia University online directory and the GSAS web pages for additional offices and contact information.

**The material in this handbook, which does not include all regulations and procedures pertinent to MA students, should be read in conjunction with:**

*Graduate School of Arts and Sciences Student Bulletin:*

http://www.columbia.edu/cu/gsas/sub/bulletin/site/map/index.html

*Essential Policies for the Columbia Community:*

<http://facets.columbia.edu/>

<http://www.mei.columbia.edu/ma-program>

*And any other information on GSAS and Columbia University websites.*