

Columbia Dual Degree Student Handbook 2012-2013

Table of Contents

| | |
|-----------------------|----|
| Introduction | 2 |
| Admission | 2 |
| Degree Requirements | 3 |
| Degree Audit | 4 |
| Registration | 4 |
| Tuition | 5 |
| Financial Aid | 6 |
| Health Services | 7 |
| Housing | 9 |
| IT/Facilities | 10 |
| Career Services | 10 |
| Shuttle Services | 11 |
| Student Government | 11 |
| Student Organizations | 11 |
| Contacts | 13 |
| Appendix | 16 |

Degree Audit Forms – MIA and MPA

Introduction

Drawing on the resources of Columbia University to enable students to pursue studies in related fields, SIPA, along with other professional schools at the University, offers a number of combined or dual degree programs. These dual degree programs give SIPA students an opportunity to tap into the full resources of the University and to gain knowledge, skills, and perspectives in fields outside International and Public Affairs.

SIPA also participates in several dual degree and exchange programs with six international partner schools. However, this Handbook is for SIPA dual degree students studying at another Columbia professional school. Information on the *international dual degree program* is found at:

<http://www.sipa.columbia.edu/academics/gppn/index.html>

Each Columbia dual degree program leads to the award of two professional degrees. Under the dual degree arrangements, students can earn the two degrees in less time than if the two degrees were pursued separately. Candidates must apply and be admitted to each school separately; admission to one school has no bearing on the decision made by the other. Applicants may apply to both schools simultaneously **or** apply to the second program once they have matriculated at SIPA. In most cases, students may choose the sequence in which they fulfill residency requirements, but they should consult the dean's office at each school for advice in planning their individual programs. Your contact at SIPA is Dean Leah Gunn Barrett (geg41@columbia.edu) in the Office of Student Affairs.

SIPA currently has twelve dual degree programs with the Mailman School of Public Health, School of Law, School of Business, School of Journalism, School of Social Work, Graduate School of Arts and Sciences for QMSS, the Jewish Theological Seminary and the Graduate School of Architecture, Planning and Preservation. In cooperation with these professional schools, SIPA offers seven MIA and five MPA degrees in the following combinations:

- [M.I.A. and Master of Science in Urban Planning \(M.S.\)](#)
- [M.I.A. and Master of Business Administration \(M.B.A.\)](#)
- [M.I.A. and Master of Science in Journalism \(M.S.\)](#)
- [M.I.A. and Juris Doctor \(J.D.\)](#)
- [M.I.A. and Master of Public Health \(M.P.H.\)](#)
- [M.I.A. and Master in Quantitative Methods in the Social Sciences \(M.A.\)](#)
- [M.I.A. and Master of Science in Social Work \(M.S.S.W.\)](#)
- [M.P.A. and Juris Doctor \(J.D.\)](#)
- [M.P.A. and Master of Public Health \(M.P.H.\)](#)
- [M.P.A. and Master in Quantitative Methods in the Social Sciences \(M.A.\)](#)
- [M.P.A. and Master of Science in Social Work \(M.S.S.W.\)](#)
- [M.P.A. and Jewish Theological Seminary Master of Arts \(M.A.\)](#)

Students must complete a minimum of 30 credits in residence at SIPA while maintaining a minimum 3.0 GPA and fulfill all core requirements for the M.I.A. or M.P.A. The M.I.A. requires proficiency in a foreign language. The second professional degree can be accepted toward the M.I.A. or M.P.A. in lieu of a policy concentration.

Admission

How do I apply to be a dual degree student?

SIPA: <http://sipa.columbia.edu>

Columbia Dual Degree Programs: http://sipa.columbia.edu/academics/degree_programs/dual_degree/index.html

SIPA Registration: http://sipa.columbia.edu/academics/sipa_registration/ [Type text]

Prospective students must file applications for admission separately to each school as admissions decisions are made independently by each school.

Does it help my application to SIPA if I am already a student at another Columbia professional school or if I attended Columbia College or Barnard?

No. There is no special consideration for students applying to SIPA if they have already been admitted to or are attending another professional school or if they attended Columbia or Barnard as an undergraduate. Each school makes its admissions decisions independently. Students are considered dual-degree students only after being admitted into two separate schools with a recognized dual-degree program at Columbia University.

Should I apply simultaneously to two schools?

Yes, you can and it's preferable that you do, but it is not required.

Can I decide to apply to another school while at SIPA?

Yes, you may enroll in one school first, and then apply to another school at a later date. Students must, however, apply to the second school **prior to** completing half the course work of the first school. However, it is strongly recommended that students decide as early as possible, i.e., during their first semester, to apply to a second school.

If I am admitted to both schools and decide to pursue the dual degree, what should I do?

If you are admitted to both schools, you must request a deferment at one of the two schools. Admitted students who do not begin their combined program at SIPA should send the acceptance form (without the deposit) and a request for a deferral to the SIPA Admissions Office.

As soon as you know that you will be pursuing a dual degree, you must let the Admissions Offices of BOTH schools know of this decision. This is so that both schools can code you as a dual degree student and initiate communication with you on such issues as registration, financial aid and degree requirements. It is also important for you to meet with your dual degree academic advisor at each school to plan your course loads and register for classes. SIPA's dual degree advisor is Dean Leah Barrett (geg41@columbia.edu). Prior to beginning at SIPA, you will be required to attend the New Student Orientation held during the last week in August.

Degree Requirements

What is the minimum number of credits and semesters I need to complete for a SIPA degree?

Dual-degrees require that students complete a minimum number of Residency Credits and Academic Credits in both schools. Dual-degree candidates must complete a minimum of **30 credits** in residence at SIPA (additional SIPA credits may be completed while in residence at another school), maintain a minimum 3.0 GPA, and fulfill all MIA or MPA core requirements, including demonstrated proficiency in a foreign language for the MIA.

The number of required SIPA residency credits depends on the dual degree. For example, the MIA dual degree with Law, Journalism and Public Health requires 2 semesters in residence at SIPA, whereas the MIA with Business, Social Work and Urban Planning requires 3 semesters in residence at SIPA.

Do I need a policy concentration at SIPA if I am a dual degree student?

No, the second professional degree can be accepted toward the MIA or MPA in lieu of a policy concentration.

Degree Audit Forms

Does SIPA have a dual degree audit form so I can keep track of meeting my core requirements?

Yes, we have degree audit forms for both MIA and MPA dual degree students. The forms are not yet automated. Forms can be found at: http://sipa.columbia.edu/academics/degree_programs/dual_degree/index.html. They are also available in the Appendix of this handbook. Your advisor at your other school can give you the audit form for your other degree.

We advise you to meet as soon as you can with Dean Barrett to plan your semesters at SIPA. **Planning forms** for each Columbia dual degree program are available online - http://sipa.columbia.edu/academics/degree_programs/dual_degree/index.html - (to access the form, go to the webpage for each dual degree) and in the Office of Student Affairs.

Registration

All Columbia dual degree students must register for a 0-credit dual degree course, below, so that they may receive program updates from OSA and also communicate more easily with Dean Barrett and each other using the discussion board in Courseworks.

Fall 2011 School of International & Public Affairs U0040 SIPA DUAL DEGREE/INTERNAL

Section 001

COLUMBIA DUAL DEGREE

Call Number: 26288 **Points:** 0 [Textbook Information](#)

Enrollment: 87 students as of October 19, 2011

Instructor: Leah G Barrett

As a dual degree student, can I be registered at both schools at the same time?

No. Students can only be registered in one school per semester, paying the school's tuition and fees for that semester. Residency Credits are credits earned and registered in a particular school. Academic Credits are credits earned that fulfill the academic core or degree requirements. A student may be in residence at one school while fulfilling academic requirements of another.

Can I register myself for SIPA courses?

Yes, when you are in residence at SIPA, you may register for SIPA courses on-line during the registration period. However, you must follow cross-registration procedures for courses outside the school in which you are in residence. To make things easier, SIPA has provided dual degree students with an advisor, Dean Leah Barrett (geg41), who will register you for SIPA courses, including the dual degree course, when you are **not** in residence at SIPA. Please contact her as soon as you know which SIPA courses you plan to take.

SIPA registration information is on the [SIPA Registration website](#). Students in residence at a school **other than SIPA** must follow the registration procedures of that school.

Can I take SIPA courses while registered at another school?

You may take SIPA courses while in residence at another school but must be registered by Dean Barrett in the Office of Student Affairs– you cannot register yourself.

Some schools have similar requirements. Is it ever possible for a course at one school to satisfy a requirement at SIPA?

Yes. For some dual degree programs similar courses are required. The Business School course, *B6013, Financial Accounting*, may be substituted for SIPA's Financial Management requirement.

Each dual degree webpage lists courses from other schools that satisfy SIPA core requirements. If you believe a particular course **should** satisfy a SIPA requirement but it is **not** listed, please provide Dean Barrett with a copy of the course syllabus and she will let you know if it will fulfill a SIPA requirement.

Do internships at other Columbia professional schools count for SIPA's internship requirement?

Yes, an internship obtained through another Columbia professional school will satisfy the SIPA requirement. You must submit a 'Waiver Request Form' to the Office of Career Services to verify the requirement has been met.

Tuition

As a dual degree student, do I get any breaks on tuition?

No, you must pay the tuition and fees of the schools in which you are registered each term. SIPA has a flat rate tuition schedule meaning students pay the same tuition to take the minimum 12 credits as they would to take the maximum 18 credits. The schedule of Tuition/Fees/Expenses can be found at: http://www.sipa.columbia.edu/resources_services/financial_aid/tuition_fees.html. However, you may save at least a year in tuition by doing the dual degree program since you will complete two graduate degrees in less time than if you pursued them separately.

Financial Aid/Assistantships

As a dual degree student, how does financial aid work for me? Is it easier or more difficult?

It is a bit trickier and requires good planning on your part and on the part of the financial aid offices at both Columbia schools. You are granted institutional financial aid by the school in which you are registered each term. You should treat the process of applying for aid as a separate process for each program each term and adhere to the financial aid deadlines and procedures in each school. SIPA strongly advises dual degree students to consult with the SIPA Financial Aid Office as soon as they arrive at Columbia, independent of the school at which they may be starting, and BEFORE registering for classes at either school so that they can optimize the financial benefit and minimize the financial burden during their course of study. During new student Orientation Week, Dual Degree students are encouraged to attend a special session conducted by the SIPA Office of Financial Aid to learn more about the relevant issues you should track.

What should I be aware of when applying for a Federal loan?

As a dual degree student, when you apply for a **Federal or Private Educational loan** in the summer, the loan is allocated for the full academic year, Fall and Spring, unless you state otherwise. If you decide to 'split' your year, spend the Fall at SIPA and the Spring at Social Work, for example, the Spring loan must then be cancelled for a loan specific to Social Work to then be added for your Spring semester. This is why it is important for you to talk with the SIPA Financial Aid Office as soon as you know you will be matriculating at SIPA so you can receive guidance when applying for loans and other financial aid.

If I am given a work/study award at one school, can it be transferred to another school during the same academic year?

If you are awarded work-study through SIPA, you cannot use it when enrolled in another school for the Spring semester.

Dual degree SIPA/Social Work students have a unique situation. Because Social Work students are required to conduct field work for 21 hours per week (300 hours per term) over four semesters, they are permitted to be compensated from work-study funds for these hours when registered at the School of Social Work. However, when dual degree Social Work students are completing their field work but are registered at SIPA, they may **not** use their work-study award for their fieldwork hours as Work-Study is an allocation of Institutionally Awarded aid and would require your enrollment at SIPA.

A dual degree Social Work student who obtains a TA or PA position at SIPA, entailing more hours of work each week in addition to their field work commitment, needs to plan their work week before they apply so they are not overcommitted.

Again, it is important to speak to SIPA's financial aid office as soon as you know you will be doing a dual degree to try to plan your semesters of study to avoid such problems.

When am I eligible to apply for SIPA Assistantships and Scholarships?

You are eligible to **apply** for merit-based SIPA Assistantships and Scholarships after completing at least one semester of study **at Columbia** but you cannot **receive** it until you have completed two semesters at Columbia. If you did not complete your second semester at SIPA, e.g., you may be in residence at another CU school during the Spring semester when the application is due, you are still eligible to apply. However, should you receive an award you must be in residence at SIPA during the semester(s) in which the award is given. For example, if you are awarded a Teaching Assistantship for the Fall semester, you must be in residence at SIPA during that semester. The same applies to all SIPA Scholarship awards.

As a Columbia dual degree student you may wish to commence your study at SIPA in the Fall semester in order to take Core courses and then transfer in the Spring to your other school. This way, if you receive a **SIPA Assistantship or Scholarship** for the following year, you will be able to take advantage of the full year award.

The SIPA Assistantship and Scholarship applications are available on-line in January and applications are due at the end of February for the next academic year's awards.

When may I apply for the FLAS Fellowship?

Dual-degree students may apply for the **Foreign Language Area Studies Fellowship** after their first two semesters of study at Columbia. The FLAS Fellowship is for advanced training in modern foreign languages and is open to US citizens and permanent residents only. The FLAS application is available on-line in January and is due at the end of February for the next academic year's awards.

For information on SIPA Assistantships, SIPA Scholarships and other funding opportunities, please visit:

http://sipa.columbia.edu/resources_services/student_affairs/funding.html

Health Services

Is there anything I should be aware of with regard to my health insurance coverage when transferring between Columbia schools?

Not if you are a dual degree student at SIPA and with any of the following schools: Law, Business, Journalism, Social Work, Urban Planning, or GSAS for QMSS. You should not experience any disruption in your health coverage when transferring between these schools and SIPA each semester as the Student Health Services and Insurance are provided on the Morningside campus by Columbia Health.

If, however, you are a dual degree student at SIPA and the Mailman School of Public Health and are transferring campuses for the upcoming academic year, there is important Student Health Service and Student Health Insurance information that you should be aware of to avoid a gap in your insurance coverage.

Specifically, if you are moving from Columbia University Medical Center to the Morningside Campus for the Fall semester, **there is a gap between the two policy years**. The CUMC insurance plan terminates on August 16th, and

SIPA: <http://sipa.columbia.edu>

Columbia Dual Degree Programs: http://sipa.columbia.edu/academics/degree_programs/dual_degree/index.html

SIPA Registration: http://sipa.columbia.edu/academics/sipa_registration/ [Type text]

the Morningside plan does not begin until September 1st. **You must contact the CUMC SHS Insurance Office (212-342-3953 or email eec1@columbia.edu) as soon as you know you will be switching campuses so that we can extend your insurance plan until September 1st** (you will be billed a ½-month premium and SHS fee). To avoid having an **Immunization Hold** being placed on your account, preventing you from registering for classes, make sure you have submitted your immunization and any required medical records BEFORE the beginning of the new semester when moving from Morningside to CUMC or from CUMC to Morningside.

If you are moving from an initial enrollment at SIPA on the Morningside campus to Mailman on the CUMC campus, CUMC has **additional** immunization and physical requirements that you must meet in order to register. If you wait until you arrive at CUMC, your registration will be delayed and you will be charged a fee. Click here to review the registration requirements for non-clinical students.

<http://www.cumc.columbia.edu/student/health/pre-registration.pdf>

The following health information pertains to **all** SIPA dual degree students.

1. The campus where you register during the fall term determines which Student Health Service and Aetna Student Health Insurance Plan will cover you for the entire academic year (even if you take classes on a different campus during the spring term). If you are at CUMC in the fall, you will remain enrolled there for the spring. Students enrolled on the Morningside campus for the fall term will remain there for the spring term.
2. If you successfully waive the insurance for the fall term, the waiver also continues for the entire academic year, regardless of any change in campus. The Morningside Campus plan terminates on August 31st; CUMC on August 16th.
3. Even though the insurance plan coverage is annual, the premium (and required Health Program enrollment fee) is **assessed per semester**; this does not mean you can change plans mid-year! Check your bill to be sure the correct campus fees have been charged, and contact us if they have not.
4. If you are moving from CUMC to the Morningside Campus for the Fall semester, **there is a gap between the two policy years**. The CUMC insurance plan terminates on August 16th, and the Morningside plan does not begin until September 1st. **You must contact the CUMC SHS Insurance Office (212-342-3953 or email eec1@columbia.edu) as soon as you know you will be switching campuses so that we can extend your insurance plan until September 1st** (you will be billed a ½ month premium and SHS fee). To avoid having an **Immunization Hold** placed on your account and preventing you from registering for classes, make sure you have submitted your immunization and any required health records BEFORE the beginning of the new semester when moving from Morningside to CUMC or CUMC to Morningside.
5. The Columbia Morningside campus offers two levels of coverage for the student insurance plan. You may select whether to enroll in the **Basic** or the **Comprehensive** level. All students will receive an email during the summer. Please do not assume that you will automatically have insurance coverage without going online to make your selection. **All registered full-time students must go online to enter their choice** (<https://ssol.columbia.edu/insurance/welcome.do>) to confirm automatic enrollment in the **Basic** level of the Columbia Student Medical Insurance Plan (Columbia Plan), upgrade to the **Comprehensive** level, or

request a **waiver** from automatic enrollment in the Columbia plan. **So please go online to make your selection!** If you make no selection by the enrollment deadline of September 30, you will be enrolled in the **Basic level** of the plan for the full academic year. But by not going online earlier, you will miss out on insurance coverage up until September 30, so go online to make your selection! For more detailed information on enrollment and benefits please visit www.health.columbia.edu.

6. **Referrals for medical conditions must be renewed each insurance year.** If you will be enrolling on the Morningside campus, please schedule an appointment with your assigned provider at Medical Services at Columbia Health to determine if a referral for continued care is indicated. Appointments may be scheduled online (<http://health.columbia.edu/appointments/overview>) or by telephone at 212-854-7426. When you change plans, referrals for mental health conditions will also need to be re-issued for continuing treatment by calling Counseling and Psychological Services at 212- 854-2878. To make an appointment at CUMC, either visit the Web Portal (<https://cuhs.studenthealthportal.com/PyramedPortal/Account/Logon?ReturnUrl=%2fPyramedPortal>) or call 212-305-3400, x 1.
7. The “preferred provider network” or vendors vary based on students’ campus location. If you will be moving to the Morningside campus, be sure to check which providers are preferred (for example, Westside Radiology for imaging services, and off campus mental health clinicians) to insure you receive maximum benefit under your insurance coverage.
8. If you believe that because of extenuating medical circumstances you should be exempt from this policy, please contact the insurance office to discuss.

Housing

Where can I find assistance with housing?

Finding affordable and convenient housing in New York can be a challenge. The SIPA website is a good starting place: http://sipa.columbia.edu/resources_services/student_affairs/housing.html. Priority for University housing is given to international students, students living abroad at the time of admission and to those living in the US based on geographic distance from NYC beginning on the west coast.

Other housing options include International House, an independent graduate student residence for both international and US citizens. Students may apply directly at: <http://www.ihouse-nyc.org/s/707/start.aspx>.

Columbia has an Off-Campus Housing Assistance Office (OCHA) that provides information and services to incoming students who can't be accommodated in University housing including online apartment listings for rentals and sublets: <http://facilities.columbia.edu/housing/intro-ocha-3>.

All admitted students are urged to review detailed housing information and to apply for University Apartment Housing (UAH): <http://facilities.columbia.edu/housing/>. Housing decisions are made in June and are communicated to students by UAH.

Housing options for students at the CUMC can be found at: <http://www.cumc.columbia.edu/facilities-management/housing/cumc-housing>.

IT/Facilities

When I am not in residence at SIPA, do I still have access to the computers and computer lab?

Yes, you do. Dual degree students are not charged a fee for using the computer lab when they are registered at another school. Every semester, the Office of Student Affairs will provide a list of dual-degree students who are not in residence at SIPA to SIPA IT so that they will have access to SIPA computing services. It is important that you let Dean Barrett (geg41@columbia.edu) know of your dual degree status as soon as possible so you will have access to SIPA computing.

Where can I get my computer ID?

All ID-related transactions are conducted in Room 510 during office hours: Monday–Friday, 9:00 a.m. to 5:00 p.m. Every effort is made to process all IDs within 3 business days.

When users pick up their ID in the SIPA lab, they will receive instructions for logging into the SIPA network. This information should not be shared with anyone. Also, users must log out of the system and observe all the lab rules. Failure to observe these rules can mean unauthorized access to user files and printing credit. Furthermore, we cannot fix any damage done to user files or reimburse you.

What is my printing allocation per semester?

All SIPA students will have a print credit for 1500 single-sided pages or 3000 double-sided pages of free black and white laser printing per semester during the academic year. Each dual degree student account is credited at the beginning of the term. Subsequent laser printing can be purchased in increments of 25 pages for \$1. The laser fee is \$0.04 a page. Color printing is \$0.40 a page. Laser IDs and diskettes can also be purchased in the lab during the office hours. Any unused printing balance at the end of each term is nonrefundable and does not carry forward.

Career Help/Advice

How do I get career development advice?

Career services are offered at the Office of Career Services (OCS, 4th floor, IAB) and can be used anytime during your years of study. OCS provides students and alumni with career counseling, career events, recruitment and employer outreach and the Alumni Career Advisory Program (ACAP).

All Columbia dual degree students, whether in residence at SIPA or their other school, should register for **SIPALink**, an online job posting and recruitment database that connects students and alumni with **full-time** and **internship** opportunities as well as on-campus events. To register, visit:

SIPA: <http://sipa.columbia.edu>

Columbia Dual Degree Programs: http://sipa.columbia.edu/academics/degree_programs/dual_degree/index.html

SIPA Registration: http://sipa.columbia.edu/academics/sipa_registration/ [Type text]

http://www.sipa.columbia.edu/resources_services/career_services/current_students/find_job.html. **SIPAlink** enables you to:

- Search and apply for opportunities online
- Manage multiple resumes, cover letters, and other employment related documents
- Schedule on-campus interviews
- Sign up for career events and employer information sessions
- Maintain an online personal calendar and a lot more!

OCS also offers a professional development course and manages the SIPA internship program, maintaining contact with over 1,300 organizations that consider SIPA students for internships and full-time positions. The office is open year round and is a valuable resource for SIPA students.

(http://www.sipa.columbia.edu/resources_services/career_services/contact.html)

Shuttle Service

Most Columbia schools, with the exception of the Mailman School of Public Health, are within walking distance of each other. However, it is advisable to take the distances between campuses into account when devising your class schedule. Shuttle service between the Morningside Campus and the Health Sciences Campus are available. Please see <http://www.columbia.edu/cu/transportation/docs/shuttles/intercampus.html> for updated shuttle services.

Student Government

The SIPA Student Association (SIPASA) represents the diverse interests of students on a school-wide basis. It serves as a liaison between the student body and administration and strives to enhance the quality of life of SIPA students through the promotion of social activities throughout the year. In addition, SIPASA promotes community outreach and represents the student body on curriculum issues on the Committee on Instruction, and holds semi-annual town meetings and open forums.

We are pleased that SIPASA now has an elected board position for a Dual Degree Student representative. For the 2012-2013 academic year, the Dual Degree representative is **Erum Jaffer**, MIA/MSW (esj2111@columbia.edu).

Student Organizations/Clubs

How can I find about what student clubs and organizations exist at SIPA?

SIPA students have exciting lives beyond the classroom. The resources at http://sipa.columbia.edu/resources_services/student_life/index.html will acquaint you with extracurricular activities and services that will enhance your life on campus. A vibrant array of over 45 student groups organize programming on a variety of issues in international and public affairs, along with social events and community service. Take time to learn about SIPA networking resources, publications, and campus services that will add value to your graduate school experience.

May I take part in student clubs and events even though I may not be in residence at SIPA in a given semester?

Absolutely! You may also wish to register for a particular concentration or specialization for 0 credits so that you will receive notifications of special events planned by the Directors. Please contact Dean Barrett if you have questions.

Contact Information

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| <p>School of International and Public Affairs www.sipa.columbia.edu</p> | |
| <p>Office of Admissions 408 IAB, 212-854-6216 www.sipa.columbia.edu/admissions/ Grace Han, Director, Admissions & Financial Aid gh2122@columbia.edu</p> | <p>Office of Computing 1513B IAB, 212-854-8347 www.sipa.columbia.edu/sipac/ Harpreet Mahajan, Director mahajan@columbia.edu</p> |
| <p>Office of Student Affairs 612 IAB, 212-854-8690 www.sipa.columbia.edu/prog/ Leah Gunn Barrett, Assistant Dean geg41@columbia.edu Claudio Vargas, Assistant Director, Financial Aid csv3@columbia.edu</p> | <p>Office of Career Services 420 IAB, 212-854-4613 www.sipa.columbia.edu/ocs/ Meg Heenehan, Director mh374@columbia.edu</p> |
| <p>Graduate School of Architecture, Planning, and Preservation 400 Avery Hall; www.arch.columbia.edu/</p> | |
| <p>Office of Admissions 400 Avery Hall, 212-854-3414 www.arch_admissions@columbia.edu</p> | <p>Dept. of Urban Planning 212-854-3080 Dr. Lance Freeman, Director of the Urban Planning Program urbanplanning@columbia</p> |
| <p>Business School Uris Hall; www4.gsb.columbia.edu/mba</p> | |
| <p>Office of Admissions 216 Uris Hall, 212-854-1961 www4.gsb.columbia.edu/mba/learnmore</p> | <p>Career Management Center 206 Uris Hall, 212-8545471 http://www4.gsb.columbia.edu/students/mba/mbaforlife/CareerMgtCenter</p> |
| <p>Office of Student Affairs Academics 105 Uris Hall, 212-854-5563 www4.gsb.columbia.edu/students/mba/inclass Matt Bolton, Associate Director 212-854-6089 mb2668@columbia.edu</p> | <p>Information Technology Group 202 Uris Hall, 212-854-3730 www4.gsb.columbia.edu/itg</p> |
| <p>Office of Student Affairs Financial Aid 111 Uris Hall, 212-854-4057 www4.gsb.columbia.edu/mba/learnmore/tuition Marilena Botoulas, Director mb2602@columbia.edu</p> | |

SIPA: Columbia Dual Degree Student Handbook 2012-2013

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| School of Journalism 2950 Broadway (at 116th Street) ; www.jrn.columbia.edu/ | |
| Office of Admissions and Financial Aid 212-854-8608 www.journalism.columbia.edu/admissions admissions@jrn.columbia.edu Journalism building, room 203 2950 Broadway (at 116th Street) | Student Affairs Office 212-854-3861 Melanie Huff, Assistant Dean mgh2@columbia.edu |
| Office of Career Services 212-854-4422 www.jrn.columbia.edu/careers/ careers@jrn.columbia.edu Journalism building, room 2M07 2950 Broadway (at 116th Street) | Technology and Support www.jrn.columbia.edu |

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| Columbia Law School Most Student Administrative Offices in William & June Warren Hall 1125 Amsterdam Ave. (115th St.) 5th Floor; www.law.columbia.edu | |
| Office of Admissions Suite 513, Wm & June Warren Hall Admissions@law.columbia.edu 212-854-2670 212-854-1109 (Fax) | Law School Financial Aid Suite 509, Wm & June Warren Hall Financial_Aid@law.columbia.edu 212-854-6522 |
| Student Services 5th Floor, Wm & June Warren Hall Student_Services@law.columbia.edu 212-854-2395 | Information Technology Department Jerome Greene Hall 731 or 216I helpdesk@law.columbia.edu 212-854-1370 |
| Registration Services Suite 500, Wm & June Warren Hall Registrar@law.columbia.edu 212-854-2668 | Office of Career Services Jerome Greene Annex (next to Faculty House) careerservices@law.columbia.edu 212-854-5672 |

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| School of Public Health; www.mailman.hs.columbia.edu/ | |
| Office of Admissions & Financial Aid 722 West 168th St. Suite 1030, 212-305-3927 Farah Burnett, Associate Director fb2173@columbia.edu | Office of Student Affairs 722 West 168 th St., 212-305-8690 Lillian Morales, Associate Director of Academic Rec and St. lm31@columbia.edu |
| Office of Career Services 722 West 168 th St. Suite 1029, 212-305-1548 Tanya Leslie , Director tcl1@columbia.edu | Population & Family Health 60 Haven Ave, 212-304-5703 Robin F. Mangini , Coordinator rfm2117@columbia.edu |

SIPA: Columbia Dual Degree Student Handbook 2012-2013

Sociomedical Sciences
 722 West 168th St. 9th floor, 212-305-1561
 Andrea Constancio, Coordinator
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QMSS – Graduate School of Arts & Sciences; <http://www.columbia.edu/cu/gsas/>

Sharyn O'Halloran
 Professor, SIPA
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Christopher Weiss
 Director, Quantitative Methods in the Social Sciences MA Program
 811 IAB, 212-854-7559
cw2036@columbia.edu

School of Social Work
 1255 Amsterdam Avenue; www.socialwork.columbia.edu

Office of Admissions
 514-H CUSSW, 212-851-2400
www.columbia.edu/cu/ssw/admissions/
cussw-admit@columbia.edu

Office of Enrollment and Student Services
 Room 523, CUSSW, 212-851-2364
www.columbia.edu/cu/ssw/students/
 Karma Lowe, Director, Offices of Student Services and Financial Aid
kn13@columbia.edu

Office of Financial Aid
 514-E CUSSW
www.columbia.edu/cu/ssw/finaid/
swfinaid@columbia.edu

Office of Computing
 105 CUSSW, 212-851-2342
www.columbia.edu/cu/ssw/ocit/complab/
swhelp@columbia.edu

Office of Career Development
 529 CUSSW, 212-851-2320
www.columbia.edu/cu/ssw/careers/
swcareer@columbia.edu

Jewish Theological Seminary
 (212) 678-8000
www.jtsa.edu/

Office of Admissions
www.jtsa.edu/graduate/admissions/

Office of Financial Aid
www.jtsa.edu/campus/finaid/

Abby Eisenberg, Director of Admissions
 The Graduate School - JTS
 3080 Broadway
 New York, New York 10027
 (212) 678-8022
abeisenberg@jtsa.edu

APPENDIX – Degree Audit forms – MIA and MPA

**School of International and Public Affairs
Core Requirement Audit for MIA for
Columbia Dual Degree Students**

Last name, First name: _____ CUID/UNI#: _____

Start date (Term/Year): _____ Date: _____

| Category | Course Number | Course Name | Semester Taken | Grade |
|--|---------------|--|----------------|-------|
| Politics | U6800 | Conceptual Foundations | | |
| Interstate Relations | | | | |
| Economics for International & Public Affairs I | | | | |
| Economics for International & Public Affairs II | | | | |
| Quantitative Analysis for International & Public Affairs | | | | |
| Management for International & Public Affairs | | | | |
| Financial Management | | | | |
| Professional Development | U4040/41 | Professional Development in International and Public Affairs | | |
| Internship | U9013 | | | |
| Capstone Workshop | | | | |

Foreign Language Requirement (check if requirement complete)

International student (native tongue): _____ Foreign language: _____

Residency Units completed: _____

Dual Degree: MIA/_____

Credits completed: 1st semester: _____ Advanced Standing: _____

2nd semester: _____

3rd semester: _____

G.P.A. _____

4th semester: _____

Other: _____

Total: _____

Graduation approved: _____

Graduation denied: _____

School of International and Public Affairs

Core Requirement Audit for MPA for

Columbia Dual Degree Students

Last name, First name: _____ CUID/UNI#: _____

Start date (Term/Year): _____ Date: _____

| Category | Course Number | Course Name | Semester Taken | Grade |
|--|---------------|---|----------------|-------|
| Politics of Policymaking I | | | | |
| Economics for International & Public Affairs I | | | | |
| Economics for International & Public Affairs II | | | | |
| Quantitative Analysis for International & Public Affairs | | | | |
| Management for International & Public Affairs | | | | |
| Financial Management | | | | |
| Professional Development | U4040/41 | Professional Development in International Affairs | | |
| Internship | U9013 | | | |
| Capstone Workshop | | | | |

Residency Units completed: _____

Dual Degree: MPA/ _____

Credits completed: 1st semester: _____ Advanced Standing: _____

2nd semester: _____

3rd semester: _____ G.P.A. _____

4th semester: _____

Other: _____

Total: _____

Graduation approved: _____

Graduation denied: _____