ORIENTATION
FALL 2015 - SUMMER 2016

ADVISING & REGISTRATION

College Advising Center

Columbia

College Chicago
Important Fall 2015 Dates & Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, September 8</td>
<td>Fall semester begins</td>
</tr>
<tr>
<td>Monday, September 21</td>
<td>Add deadline</td>
</tr>
<tr>
<td>Monday, September 21</td>
<td>Drop deadline</td>
</tr>
<tr>
<td>Tuesday, September 22</td>
<td>Withdrawal period begins</td>
</tr>
<tr>
<td>Friday, October 2</td>
<td>Deadline to declare Pass/Fail</td>
</tr>
<tr>
<td>Monday, November 2</td>
<td>Withdrawal deadline</td>
</tr>
<tr>
<td>Monday, November 5</td>
<td>J-Session and Spring 2016 registration begins</td>
</tr>
<tr>
<td>Thursday, November 26</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>Saturday, November 28</td>
<td></td>
</tr>
<tr>
<td>Saturday, December 19</td>
<td></td>
</tr>
</tbody>
</table>

Important Spring 2016 Dates & Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 4</td>
<td>J-Session begins</td>
</tr>
<tr>
<td>Monday, January 18</td>
<td>Dr. Martin Luther King Jr. Holiday</td>
</tr>
<tr>
<td>Saturday, January 23</td>
<td>J-Session ends</td>
</tr>
<tr>
<td>Monday, January 25</td>
<td>Spring Semester begins</td>
</tr>
<tr>
<td>Saturday, January 30</td>
<td>Add deadline</td>
</tr>
<tr>
<td>Saturday, February 6</td>
<td>Drop deadline</td>
</tr>
<tr>
<td>Sunday, February 7</td>
<td>Withdrawal period begins</td>
</tr>
<tr>
<td>Friday, February 19</td>
<td>Deadline to declare Pass/Fail</td>
</tr>
<tr>
<td>Saturday, March 19</td>
<td>Withdrawal deadline</td>
</tr>
<tr>
<td>Monday, March 21 – Saturday, March 26</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Monday, April 4</td>
<td>Summer and Fall 2016 registration begins</td>
</tr>
<tr>
<td>Saturday, May 14</td>
<td>Semester ends</td>
</tr>
</tbody>
</table>

Important Summer 2016 Dates & Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, May 23</td>
<td>Summer semesters begin</td>
</tr>
<tr>
<td>Tuesday, May 24</td>
<td>Add deadline</td>
</tr>
<tr>
<td>Wednesday, May 25</td>
<td>Drop deadline</td>
</tr>
<tr>
<td>Friday, May 27</td>
<td>Deadline to declare Pass/Fail</td>
</tr>
<tr>
<td>Saturday, May 28</td>
<td>Drop deadline</td>
</tr>
<tr>
<td>Saturday, June 18</td>
<td>Withdrawal deadline</td>
</tr>
<tr>
<td>Saturday, June 25</td>
<td>5-week session ends</td>
</tr>
<tr>
<td>Monday, July 4</td>
<td>Fourth of July Holiday</td>
</tr>
<tr>
<td>Saturday, July 16</td>
<td>8-week session ends</td>
</tr>
<tr>
<td>Saturday, July 30</td>
<td>10-week session ends</td>
</tr>
<tr>
<td>Saturday, August 13</td>
<td>12-week session ends</td>
</tr>
<tr>
<td></td>
<td>Semester ends</td>
</tr>
</tbody>
</table>

Undergraduate Tuition & Fees

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Annual Tuition</th>
<th>Full-Time Students, Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Students</td>
<td>$23,040</td>
<td>$23,040</td>
</tr>
<tr>
<td>Part-Time Students</td>
<td>$11,820</td>
<td>$11,820</td>
</tr>
<tr>
<td>Withdrawal Students</td>
<td>$8,816</td>
<td>$8,816</td>
</tr>
<tr>
<td>Summer Session</td>
<td>$6,545</td>
<td>$6,545</td>
</tr>
</tbody>
</table>

Registration & Related Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Fee</td>
<td>$125</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$95</td>
</tr>
<tr>
<td>U-PASS (full-time students only)</td>
<td>$130</td>
</tr>
<tr>
<td>Health Center Fee</td>
<td>Full Time $70/Part Time $45</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>Full Time $100/Part Time $50</td>
</tr>
</tbody>
</table>

Tuition Refund Schedule

FALL AND SPRING

<table>
<thead>
<tr>
<th>Week</th>
<th>Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Week</td>
<td>100% Reduction</td>
</tr>
<tr>
<td>2nd Week</td>
<td>100% Reduction</td>
</tr>
<tr>
<td>3rd Week Until End of Term</td>
<td>Full Tuition Charged</td>
</tr>
</tbody>
</table>

SUMMER

<table>
<thead>
<tr>
<th>Week</th>
<th>Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Week</td>
<td>100% Reduction</td>
</tr>
<tr>
<td>2nd Week Until End of Term</td>
<td>Full Tuition Charged</td>
</tr>
</tbody>
</table>

Individual Class Fee: $50

Tuition Refund Schedule may not apply to short-term classes or workshops.

collegedates2016

College Advising

The College Advising Center (CAC) at Columbia provides advising and support to all undergraduate students at the college, especially during your first year. Through orientation advising, individual advising sessions, workshops, and outreach, the college advisors help you successfully develop and implement an academic and professional plan that incorporates your individual goals, skills, interests, and values.

Your college advisor is assigned based on your major or concentration. In your first year, we’ll help you navigate Columbia, understand your degree requirements, build a class schedule, declare a major, and consider your career options. We expect to meet with you at least once in person during your first year, but college advisors are a resource for you throughout your time at Columbia.

Whether you have general questions about your academic requirements, a personal concern, or just want to check in, we are here for you. If you get stuck and you’re not sure where to go, come see us.

collegedates2016

The First-Year Advising Expectation

All first-year students are expected to meet with their assigned college advisor at least once during their first year. Keep in mind appointments are on a first-come, first-serve basis and appointments during peak registration times become limited. Schedule an appointment early and get to know your college advisor.

Scheduling an Appointment

Scheduling an appointment is easy. Log on to Oasis and select the “Make Appointments” tab. Then, click on the “College Advising Center Appointments” link. Your assigned college advisor’s schedule will appear, and you can schedule your appointment. If you are considering changing majors or have trouble with the link, you can also call the CAC at (312) 369-7645 or come to the office in person.

We Accept Walk-Ins

If you need general assistance or if you have an urgent concern, come to our office without an appointment and the first available advisor will help you. We always have an advisor available during regular office hours to offer support and to point you in the right direction.

Satisfactory Academic Progress

All undergraduate students must meet the college’s standards for Satisfactory Academic Progress (SAP) for each semester in which they are enrolled. To maintain SAP at the college, students are required to earn a minimum cumulative grade point average of 2.0 and earn a minimum of 67% of their total attempted credits. Failure to meet the SAP requirements will result in academic warning or dismissal.

Adding, Dropping, and Withdrawing from Classes

Adding a Class: Students may add a class to their schedule or switch sections online through Oasis until the posted deadline.

Dropping a Class: Students may drop a class from their schedule online through Oasis until the posted deadline. Dropped classes do not appear on the academic record. Tuition and fees for the dropped credits do not apply.

Withdrawing from a Class: Students may withdraw from a course online through Oasis until the posted deadline. The class will remain on the academic record with a grade of “WF.” With a withdrawal, a student forfeits the opportunity to complete a course. Tuition and fees apply, and withdrawal from one, but not all courses, may or may not affect full-time student status. The withdrawn course will not be calculated in the student’s grade point average, although it will affect cumulative completion rate. For questions, contact a college advisor.

See your college advisor in your first year.

collegedates2016

facebook.com/columbiaCAC
# Advising at Columbia

At Columbia, advising is a shared responsibility. College advisors, faculty advisors, and students each play an important role. You will have one assigned college advisor at the CAC, and you’ll also have at least one faculty advisor in your academic department. As advisors, we will do our best to provide you with the information you need to succeed. Ultimately you decide how you will use that information and whether or not to seek assistance.

Here’s how you can count on your advisors:

## College Advisors

- Provide you with support and a safe space to discuss concerns and receive constructive feedback.
- Help you understand degree requirements, policies and deadlines, and advising resources.
- Discuss your personal goals and career interests.
- Refer you to campus resources.

## Faculty Advisors

- Provide you with major-specific information and industry expectations.
- Discuss internship and career options.
- Evaluate transfer credit in your major.
- Discuss prerequisites and sequencing for courses in the department.
- Provide faculty registration clearances.

## Degree Requirements

Columbia’s degree requirements are broken down into three categories: Liberal Arts & Sciences Core and College Requirements, Major Requirements, and College-Wide Electives. To graduate, you need to successfully complete every requirement in each category.

### What do you need to graduate?

#### Your degree type will determine how you fulfill your total credits and degree requirements.

- The Bachelor of Arts (BA) degree requires a total of 120 credits.
- The Bachelor of Fine Arts (BFA), Bachelor of Music (BMus), and Bachelor of Science (BS) degrees require a total of 128 credits.
- The 2nd Bachelor of Arts (2nd BA) degree requires completion of only the major requirements.

### Breakdown of Degree Requirements

#### Liberal Arts & Sciences Core & College Requirements

The Liberal Arts & Sciences Core (LAS) and College Requirements are common for all Columbia students. These requirements include courses in writing, literature, history, humanities, mathematics, and the sciences. They challenge you to think in critical, independent, and diverse ways. BA students must complete 42 credits of LAS, and BS students must complete 39 credits. BFA and BMus students must complete 36 credits of LAS. Second BA students are not required to complete the LAS Core.

#### Major Requirements

Your chosen major will specify what courses you need to complete your degree. Some majors offer or require a concentration, which will further focus your coursework. The number of credit hours required for this category will vary depending on your chosen major.

#### College-Wide Electives

Most students have space in their schedule to take College-Wide Electives. Elective credits may be used in any area of study and are intended to allow you to balance your coursework or explore other departments. Use your electives to complete a minor, learn a language, or learn more about a different industry.
Columbia’s Eight Degree Requirements

To graduate, you must complete eight degree requirements in specific content areas.

Every student must complete:

1. The minimum cumulative total credits required for your degree program.
   - Bachelor of Arts, 120 credits
   - Bachelor of Fine Arts, 128 credits
   - Bachelor of Music, 128 credits
   - Bachelor of Science, 128 credits

2. A minimum 2.0 cumulative grade point average (CGPA).
   - Transfer credit and courses with a grade of “P” (taken Pass/Fail) do not apply to the CGPA. Failure to maintain a minimum cumulative grade point average of 2.0 or higher will result in Academic Warning or Dismissal.

3. The minimum total credits from the Liberal Arts & Sciences (LAS) Core in the designated content areas for your degree program.
   - Bachelor of Arts, 42 credits
   - Bachelor of Fine Arts, 36 credits
   - Bachelor of Music, 36 credits
   - Bachelor of Science, 39 credits

4. A minimum of two 2000-level or higher courses from the LAS Core.
   - Courses designated with a 2000-level or higher course number are considered more rigorous. You are required to take at least two of your LAS Core courses at this level.

5. One course coded as a Global Awareness (GA) class.
   - This course will address the history, culture, or language of a country outside the United States.

6. One course coded as a United States Pluralism (PL) class.
   - This course will address a historically underrepresented group within the United States.

7. One course coded as a Writing Intensive class (WI).
   - This course will serve as your advanced writing course and must be taken at Columbia. Some majors may include a specific required Writing Intensive course.

8. Successful completion of a major.
   - To graduate you must complete each specific major requirement and complete the minimum total credits required in your declared major and concentration.

Advising Tools in Oasis

You have access to the same advising tools as college and faculty advisors. Use your online advising tools through Oasis to track your progress and develop an academic plan with feedback from your advisors. These tools can all be found on the “Students” tab of Oasis:

Academic Record Portlet

- Academic Record: Lists all of the details regarding your academic information and progress. Use it to review transfer credit along with past and present coursework.
- Advising Guide: Specifies all of your degree requirements and reflects your progress toward completing these requirements.
- Advising Guide: Will default to your currently declared major and concentration. Ultimately, your graduation audit will be based on this information.
- Other Tools: The Academic Record Portlet includes other helpful links, such as exam records, grades, and a GPA projection tool.

Enrollment Portlet

- Register for Classes: Use this link to add, drop, and withdraw from courses during your assigned registration period.
- Prior registration in future semesters you should use this link to verify your registration date and registration restrictions/holds.
- Course Catalog: View present and past course offerings and prerequisites, and look for courses that meet specific LAS Core and College requirements.

Liberal Arts & Sciences Core Requirements by Degree

<table>
<thead>
<tr>
<th></th>
<th>Bachelor of Arts</th>
<th>Bachelor of Fine Arts</th>
<th>Bachelor of Music</th>
<th>Bachelor of Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester Experience (FE)</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>English (EN)</td>
<td>6 credits</td>
<td>6 credits</td>
<td>6 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>Oral Communication (SP)</td>
<td>3 credits</td>
<td>0 credits</td>
<td>0 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>History (HI)</td>
<td>6 credits</td>
<td>6 credits</td>
<td>6 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>Sciences &amp; Science Lab (SC/SL)</td>
<td>One course must have SL code</td>
<td>6 credits</td>
<td>6 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>College Mathematics (MA)</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>Social Sciences (SS)</td>
<td>6 credits</td>
<td>3 credits</td>
<td>3 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>Humanities Literature (HL)</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>Humanities (HU)</td>
<td>6 credits</td>
<td>3 credits</td>
<td>3 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>LAS Electives</td>
<td>0 credits</td>
<td>3 credits</td>
<td>3 credits</td>
<td>0 credits</td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td>42 credits</td>
<td>36 credits</td>
<td>36 credits</td>
<td>39 credits</td>
</tr>
</tbody>
</table>
Weekly Planning Grid

Use this page to plan/block out classes, work, and study schedules.

Monday | Tuesday | Wednesday | Thursday | Friday | Saturday
--- | --- | --- | --- | --- | ---
7:00–8:00 am | | | | | |
8:00–9:00 am | | | | | |
9:00–10:00 am | | | | | |
10:00–11:00 am | | | | | |
11:00–12:00 pm | | | | | |
12:00–1:00 pm | | | | | |
1:00–2:00 pm | | | | | |
2:00–3:00 pm | | | | | |
3:00–4:00 pm | | | | | |
4:00–5:00 pm | | | | | |
5:00–6:00 pm | | | | | |
6:00–7:00 pm | | | | | |
7:00–8:00 pm | | | | | |

Questions to Consider:

» Did you allow enough time to commute?
» Did you allow enough time to get from one building to another and up and down the elevators or stairs?
» Do you work? Do you have other responsibilities?
» Did you give yourself enough time to eat?
» When will you study and work on projects? Consider that for every one hour you are in class, you will likely have one to two hours of out-of-class work.
Register for Courses

Using Oasis to Register for Courses

1. Open your website: oasis.colum.edu
   - User Name: ________________ (Your Oasis ID #)
   - Original Password: ________________ (Your date of birth MMDYY)
   - New Password: ________________
   - Click on the “Students” tab to open all of your Oasis options.

2. Register for courses:
   - Select “Register for Classes.”
   - Update and verify your contact information.
   - You are required to add an emergency contact.
   - Read the terms of Financial Responsibility. You must agree to these terms to register.
   - Enter your course numbers (e.g., 52-1151) and section numbers (e.g., 01).
   - Click the “Add” button to register for the course.
   - You will receive one of these messages:
     - Successful - “You have successfully added this course.”
     - Unsuccessful - “There are no seats available in this course.”
     - Unsuccessful - “This course conflicts with another course on your schedule.”
     - Unsuccessful - “You have not met the requisites for this course.”

3. Search for open classes and requirements:
   - Use the “Search Criteria” button to search for classes by day, time, requirement, instructor, status (open/closed) or by academic department.
   - To search for courses in the LAS Core or College requirement categories, use the “Search Criteria” option and view the various requirements (bottom search options).
   - To search for courses in your major, use the “Search Criteria” option and view classes in the specific academic department of your major.
   - To view options/sections for a particular course, type in the course number, key the section number space blank and select the question mark on the far right.
   - Remember to check the requisites for each class to verify you are eligible for the course.
   - Click on the “View” button in the “Reqs” (requisites) column when viewing courses.

4. Print your schedule:
   - After you finish registering, go to the “Student Financial Services” tab and select the “Student Account Summary.” This page will provide your course schedule with billing information. Print this page.

5. Log Off the system:
   - When you finish registering for courses and print your Student Account Summary, log off Oasis before another student uses the computer.

6. Review and Revise your schedule:
   - When you leave Orientation, review your schedule and revise it if necessary. You can access your Oasis account online and revise your schedule until the posted deadlines at the beginning of the semester. If you have questions, contact a college advisor.

New Student Registration Checklist

- Verify your placement exam scores. Most Columbia students must complete the COMPASS placement exams or forward ACT/SAT scores to the college for placement in their English and math courses. Students transferring in accepted college-level English and/or math credits are not required to provide placement exam scores. Verify if you have scores on file by clicking on the “Exams” link on the “Students” tab of Oasis. If your exam records are not on file, make arrangements to take the COMPASS test or forward your ACT/SAT scores. For details, go to colum.edu/placement.
- Determine if you need to register for a full- or part-time course load. (Fall and Spring Semesters only) Part-time students take 1-11 credits, and full-time students take 12-16 credits. Consider the following:
  - Part-time students pay per credit and full-time students pay a flat rate for tuition. Because there is a flat rate for full-time tuition, it is beneficial to attempt more credits if you believe you can successfully complete those credits.
  - Part-time versus full-time student status may affect financial aid.
  - Students living in the residence halls are required to register as full-time students.
  - Only full-time students are eligible for the CTA U-PASS.
- Review your credits. Is your course load manageable, depending on your other responsibilities? Consider that for every one hour you are in class, you will likely have one to two hours of out-of-class work. As you review your credits, be cognizant of the college’s repeat policy. Students may retake a course to improve their grade no more than once (total of two attempts).
- Balance your schedule. Do you have a mix of different types of classes? Ideally, half of your coursework should consist of LAS courses and half of your coursework should consist of major or elective courses. Do the times and days leave enough time for you to eat and commute?
- Confirm, revise, or change your major. Check your academic record on Oasis to verify it reflects your intended major and/or concentration. If your noticed your listed major and/or concentration is incorrect, visit the Office of Degree Evaluation via colum.edu/DDE.
- Review your advising guide and academic record on the “Students” tab of Oasis. Your advising guide gives you an overview of degree requirements for every major at the college and can show you how your coursework fits into those requirements. Your academic record reflects your information, as it is declared at the college (degree, major, concentration, college advisor) and lists all of your coursework and grades.
- Review and revise your schedule, if necessary. You can add and drop classes on your own, through Oasis, within the posted deadlines. Classes may open and close, which may present you with more options. Remember that after the add/drop/withdraw deadlines pass, your schedule cannot be changed.
- Review your transfer credits on your academic record on Oasis. Transfer credit may include Advanced Placement (AP), CLEP, Military, or college-level credit from another institution. Your academic record and advising guide on Oasis will reflect your transfer credit and show how it applies toward your requirements. If you have questions, contact the Office of Degree Evaluation via colum.edu/DDE.
- Activate your Columbia Loop email account. You will receive important information only at your Loop email account. Check it regularly, or arrange to have it forwarded to your personal email account so you don’t miss out on important information including future registration dates and times.
- Schedule an appointment with your college advisor in your first semester. All first-year students are expected to meet with their college advisor at least once during their first year. Appointments and group advising sessions are on a first-come, first-serve basis and appointments become limited later in the semester.

For ACT/SAT scores: Visit place.colum.edu for more information.

Transfer credit may include Advanced Placement (AP), CLEP, Military, or college-level credit from another institution. Do you believe you can successfully complete those credits?
Colum.edu/advising
Facebook.com/columbiaCAC

College Advising Center
T: (312) 369-7645
F: (312) 369-8020
E: collegeadvising@colum.edu
623 S. Wabash, Suite 300

Office Hours
Monday – Thursday: 9 a.m. to 6 p.m.
Friday: 9 a.m. to 5 p.m.

Semester Break & Summer Hours
Monday – Friday: 9 a.m. to 5 p.m.