Welcome!

FROM THE
VICE PRESIDENT OF STUDENT AFFAIRS

If you are a fully engaged student at Columbia who is taking advantage of all of the events, experiences, resources, and passionate faculty and staff available to you, then you will have a productive and, even exhilarating, academic and personal journey at Columbia College Chicago.

Columbia is also a large and complex institution. Therefore, we have created this student handbook to help you navigate the Columbia experience. This guide is a compilation of people, places, and activities. Let me also remind you of the 9 Principles for Student Success, which act as your compass. If you live the principles outlined below, you will reach your goals.

**Form Your Creative Posse**  
**Tap the Creative Energy Around You**  
**Embrace Diversity**  
**Explore**  
**Create Your Body of Work**  
**Live Intellectually**  
**Support Your Systems**  
**Be Informed**  
**Live What You Love**

Embrace the Principles. Use all of the resources available to you. Become a fully engaged student.

Sincerely,

Mark Kelly  
Vice President of Student Affairs
THE Basics
Registration
{oasis.colum.edu}
{studentoasis@colum.edu}
{312.369.7788}

Registration for continuing degree-seeking students typically begins in the middle of each semester for the subsequent semester. Registration is conducted online through Columbia’s Online Administrative Student Information System (OASIS).

To participate in registration, students may be required to meet with their faculty advisors for an advising clearance. Students should contact the department of their major for further information. Students must have no outstanding financial, academic, or immunization obligations to Columbia.

Campus Card
and Columbia Cash
{600 S. Michigan Ave.,}
{3rd floor next to Cashier}
{312.369.7300}
{colum.edu/campuscard}
{campuscard@colum.edu}

The Campus Card is your student ID. It also connects you to many services at Columbia such as:
- Library Services
- Columbia Cash
- Book Charge Program
- Vending Machines, Coffee Bars, On-Campus Cafes
- Xerox Document Center

New students get their Campus Card during orientation. Returning students should visit the Campus Card Office to replace lost or stolen cards. There is a fee for replacing lost cards.

For more details on how to take advantage of your Campus Card, visit {colum.edu/campuscard}.

U-Pass
{600 S. Michigan Ave.,}
{3rd floor next to Cashier}
{312.369.7300}
{colum.edu/upass}
{campuscard@colum.edu}

The U-Pass is a discounted transit fare card which offers full-time students unlimited rides aboard all Chicago Transit Authority buses and trains during the fall and spring semesters. The U-Pass does not require a transfer or surcharge and allows daily ridership, including weekends. Only full-time students are eligible for the U-Pass, and the card cost is included in full-time tuition. Visit {colum.edu/upass} for distribution information.

Returning students can visit the Campus Card Office to replace lost or stolen cards. There is a fee for replacing lost cards, so students must make sure not to lose or damage their card.
Updating Phone, Contact Information in OASIS
312.369.7788
oasis.colum.edu
studentoasis@colum.edu

Students’ official contact information (phone, local address, etc.) is stored by OASIS. If students need to update their information they should log in to OASIS, click the Students tab along the top navigation area, and locate the Address/Emergency Update link inside the Student Profile Portlet.

Text Messages
If students wish to receive text message alerts via the Student Loop, they should make sure the fields for cell number and text number are accurate, and then visit www.colum.edu/students to locate the Loop communication subscriptions form for an option to receive text alerts from Columbia.

To Update Contact Information
1. Log in to OASIS.
2. Click the *Students* tab along the top.
3. Click Address/Emergency Update inside the Student Profile Portlet.
4. Update the appropriate fields with current emergency contact information.

Emergency Communications
916 S. Wabash Ave.
312.369.3220
colum.edu/crisisresponse

Columbia uses an emergency response communications system, SendWordNow, to immediately inform the campus community of emergency situations as well as cancelations and closures caused by severe weather.

Students will receive text messages, phone calls, and/or e-mails immediately as news pertaining to any form of emergency situation is issued. In order to receive these updates, students must provide the college up-to-date emergency contact information to ensure they are notified.

When students enter Columbia, their emergency contact information will be inserted into the SendWordNow system with the contact information they provided to Columbia during the admissions process. They may choose to opt or change their contact information in the OASIS portal.

To Update Emergency Information
1. Log in to OASIS.
2. Click the Students tab along the top.
3. Click Address/Emergency Update inside the Student Profile Portlet.
4. Update the appropriate fields with current emergency contact information.
5. If students are no longer interested in receiving emergency or severe weather updates from Columbia, they must click on the Change to No button.
Living On Campus
731 S. Plymouth Ct.
312.369.7803
colum.edu/housing
residencelife@colum.edu

The Residence Life Office currently offers Columbia students four on-campus living options:

1. **Plymouth Court Building**
   731 S. Plymouth Ct.

2. **University Center**
   525 S. State St.

3. **The Dwight**
   642 S. Clark St.

4. **2 East 8th**
   2 East 8th Street.

Visit [colum.edu/housing](http://colum.edu/housing) for detailed descriptions of each location, including building amenities, floorplans, and image galleries.

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Columbia’s on Facebook
600 S. Michigan Ave. Room 301
312.369.7130
colum.edu/facebook

Columbia’s on Facebook is a Facebook application available only to Columbia students, faculty, and staff. The app allows students to connect with members of the Columbia community, find out what they have in common, and friend people on Facebook. As a Facebook application, students have to add it to their existing Facebook account. To add the app, students simply need their Loopmail ([loop.colum.edu](http://loop.colum.edu)) or colum.edu address.

Visit [colum.edu/facebook](http://colum.edu/facebook) to add the app.

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ColumbiaWorks
623 S. Wabash Ave. Room 307
312.369.6844
colum.edu/columbiaworks
columbiaworks@colum.edu

ColumbiaWorks is an online tool that allows students to search full-time, part-time, internship, freelance, volunteer, and on-campus employment opportunities. Students can construct saved searches, smart searches, and job alerts to notify them when new opportunities are posted.

Visit [colum.edu/columbiaworks](http://colum.edu/columbiaworks) to activate an account and begin searching for career opportunities. Students can log in with their OASIS ID and password.

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Planning Events and Reserving Space On Campus
[colum.edu/space](http://colum.edu/space)

Students planning events, meetings, performances, or out-of-class work may reserve a variety of on-campus spaces. Priority is given to students planning college-related functions. Recognized student groups will begin the event-planning process with the Office of Student Engagement. Other students are encouraged to get approval or sponsorship from their major department. Availability and a space request form can be found at [colum.edu/space](http://colum.edu/space).
Course Catalog
catalog.colum.edu

The online course catalog includes academic year-specific information about requirements for admissions, majors and programs, course descriptions as well as academic policies, procedures, and regulations.

Directory
colum.edu/phonebook

The directory offers a complete list of current Columbia phone numbers searchable by office, department, or name.

Visit colum.edu/phonebook to use the online directory.

iTunes U
cast.colum.edu

In collaboration with iTunes, Columbia’s iTunes U account offers students, faculty, and staff a variety of podcasts, including messages from the administration and faculty, course specific content, student-made podcasts, and video and audio recordings of on-campus events.

Visit cast.colum.edu to review Columbia’s iTunes U collection. Log in with an OASIS ID and password.

Loopmail
312.369.7788
mail.loop.colum.edu
studentoasis@colum.edu

Loopmail is the official student email of Columbia. All official Columbia email communications will be delivered via Loopmail; so it is important that students check their account regularly or forward it to an account they will check regularly. Registration information, billing information, financial aid information, an all-student newsletter, and several targeted newsletters are available for students to receive each month. This information is all found in the Loopmail inbox. Check it.

Logging in to Loopmail

1. Visit the Loopmail login page. For a current student registered at Columbia, the default log in combo is Username: firstname.lastname.

2. Password: eight-digit birthday. So if your birthday is January 2, 1990, enter it in this format: 01021990. You can change your password after you successfully log in the first time.

Forwarding Loopmail to a Preferred Account

1. Log in to Loopmail.

2. Click the Settings link at the top right of the page.

3. In the Settings window, select the Forwarding and POP/IMAP tab.

4. In the Forwarding section, enter an email address to forward Loopmail. The option to keep, archive, or delete your Loopmail will be given once it is forwarded.
Moodle
moodle.colum.edu
Moodle stands for Modular Object Oriented Dynamic Learning Environment and is a learning management system used by Columbia faculty to manage their courses. Students log in to Moodle with their OASIS information. Depending on how each teacher uses Moodle, students can access syllabi, assignments, readings, resources, forums, wikis, course grades and other materials. Instructors will let their students know if they are using Moodle in a particular class.

OASIS
312.369.7788
oasis.colum.edu
studentoasis@colum.edu
Online Administrative Student Information System (OASIS) is the online tool students use to register for classes, pay tuition and fees, check their academic progress, and update their official address and contact information as well as their emergency contact information. Many faculty members use OASIS as a learning management system and an online space where they post materials, resources, and grades.

For OASIS support call 312.369.7788, Monday through Friday from 8 a.m. to 6 p.m., or email IT at clientservices@colum.edu any day, including the weekends. Visit oasis.colum.edu to log in to OASIS.

Scholarship Manager
600 S. Michigan Ave., Room 300
colum.edu/scholarships
All scholarships for current Columbia students can now be found using the Scholarship Manager inside OASIS. Simply log in to OASIS, look for the Scholarships tab, and search for scholarships and their eligibility requirements.

Student Loop
colum.edu/students
studentloop@colum.edu
The Student Loop is the online home of Columbia’s student community. The Loop consists of student news; a calendar of events; the online handbook; a subscriptions page that allows students to manage the e-mails and text alerts Columbia sends; and a number of interactive features that allow students to vote, share content, and submit images and videos to the community.

Lynda.com
lynda.com
Lynda.com is the premier online training resource for anyone seeking exceptional, current and relevant software training. Whether you choose it to supplement your own learning in the classroom, or to teach yourself an entire new skillset, lynda.com is a truly invaluable resource available to the Columbia student community. The premium membership (normally $375/
years—yours for free!) also includes downloadable exercise files with which you can follow along. Just log in to oasis.colum.edu/ics, click on the training tab, and follow the lynda.com link to get started.

Timetrade Appointment System
312.369.7788
oasis.colum.edu
studentoasis@colum.edu

Timetrade is an online appointment scheduling system that can be accessed through OASIS. Not every office at Columbia uses Timetrade to manage their appointments but among those who do are Student Financial Services, the College Advising Center, the Learning Studio, and a number of academic departments.

To make an appointment with Timetrade, log into OASIS, go to the Make Appointments tab, and select the appropriate Timetrade link (Departments, SFS, Advising, etc.).

Once inside, students will see the offices that take appointments and the days and times currently available.

Talent Pool
talent.colum.edu
students@colum.edu

Talent Pool is a networking and collaboration website for Columbia students. Through Talent Pool, students showcase their work, connect with professionals in their field and collaborate with each other. All current students are eligible to create a Talent Profile. To begin visit talent.colum.edu.

WebAgent
623 S. Wabash Ave., Room 307
312.369.7280
colum.edu/webagent
portfolio@colum.edu

WebAgent is an online tool Columbia students can use to build and host an online portfolio. The tool, managed by Columbia’s Portfolio Center, is free to students and eliminates the need to find and pay for web hosting.

Visit colum.edu/webagent to learn more and review existing online portfolios created with WebAgent.

Financial Aid
600 S. Michigan Ave., Suite 303
866.705.0200
colum.edu/sfs

Columbia makes significant efforts to help students seek out and obtain financial assistance in order to ensure that no student is deprived of educational opportunity for lack of funds. While Columbia makes significant efforts to help students meet educational expenses, financial responsibility ultimately rests with the student. The assistance of the Student Financial Services Office (SFS) is available to all students.

Visit colum.edu/sfs to read more about the financial support students can obtain.
Free Application for Federal Student Aid (FAFSA)
All students wishing to be considered for any federal or state financial aid programs must first complete a Free Application for Federal Student Aid, more commonly known as FAFSA. Students may complete this form online at [fafsa.gov](http://fafsa.gov). Applications are available anytime after January 1 each year. It is recommended that students complete their FAFSA no later than February 1 (commonly referred to as the “priority deadline”) every year because many types of assistance are time sensitive and limited in funding.

Students receiving financial aid must comply with all applicable regulations and be in compliance with the Columbia’s Satisfactory Academic Progress (SAP) policy. Primary sources of financial assistance available to Columbia students include federal programs; state programs; and other programs funded by Columbia and by other institutions, agencies, and organizations. Columbia administers the following federal financial aid programs:

- Federal Pell Grant
- Federal Work-Study Program
- Federal Supplemental Educational Opportunity Grant
- Federal Direct Stafford Subsidized and Unsubsidized Loan Program
- Federal Direct Parent PLUS Loan Program
- Veteran’s Benefits (GI Bill)
- Federal Direct Graduate PLUS Loan Program Visit [colum.edu/fundingsources](http://colum.edu/fundingsources) for more information.

Monetary Award Program (MAP)
The most comprehensive gift/aid program available to Illinois residents is the Monetary Award Program (MAP) of the Illinois Student Assistance Commission. Assistance is based upon a comprehensive review of the student’s financial situation and the specific costs of attending the student’s college of choice. Out-of-state students are encouraged to inquire about similar programs available through their home state.

Instructional Resources Fees
[colum.edu/calculateyourcosts](http://colum.edu/calculateyourcosts)
Instructional resource fees support a variety of educational expenses, assist in the maintenance of specialized facilities, and provide the instructional support required by Columbia’s curriculum.

Visit [colum.edu/calculateyourcosts](http://colum.edu/calculateyourcosts) to find the most current information about tuition and fees.

Payer Identity
[colum.edu/payeridentity](http://colum.edu/payeridentity)
A Payer Identity plan assists students in understanding and securing their finances while attending Columbia.

The plans are meant to be easy-to-follow guides for students and families when making decisions regarding how to pay for college. The plans also guide students on what steps need to be completed throughout the process.
The three Payer Identities are:

**Cash Payers:** Students who pay all expenses out of pocket

**Financial Aid Payers:** Students who primarily pay using financial aid (loans, grants, and scholarships)

**Third-party Payers:** Students who pay using the assistance of a third party (employer tuition plans, government agencies, 529 plans)

Visit [colum.edu/payeridentity](http://colum.edu/payeridentity) to learn more about Columbia’s payer identity plans.

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**Tuition Refund Schedule**

**866.705.0200**  
[colum.edu/sfs](http://colum.edu/sfs)

**Fall/Spring Schedule**

Students are allowed to drop courses up to the end of the second week of classes. Students who drop within the drop deadline will receive a 100 percent refund of tuition charges for dropped classes. Changes to a schedule after the second week of classes are considered withdrawals. Students who withdraw from classes are charged 100 percent of tuition for all courses withdrawn.

**Summer Schedule**

During the summer semester, students must drop a course by the end of the first week of classes in order to receive 100 percent refund of tuition charges for dropped courses.

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For questions about the tuition refund schedule, contact SFS at **866.705.0200** or visit [colum.edu/calculateyourcosts](http://colum.edu/calculateyourcosts).

**Tuition and Fees**

[colum.edu/calculateyourcosts](http://colum.edu/calculateyourcosts)

Tuition charges are based upon the number of credit hours for which a student enrolls each semester. A full-time student enrolls for a minimum of 12 credit hours. Full-time students who enroll for 12 to 16 credit hours are charged the flat semester tuition rate.

For any additional credit hours of enrollment beyond 16 credit hours, the student is charged a per-credit-hour rate.

A part-time student is one who enrolls for fewer than 12 credit hours in a semester. For part-time students who enroll in 1 to 11 credit hours, tuition is based upon a per-credit-hour rate.

In addition, Columbia charges students additional fees to provide various student services such as orientation, registration, student activities, health services, and student health insurance.

Visit [colum.edu/calculateyourcosts](http://colum.edu/calculateyourcosts) to view the most current tuition and fees information.
Your Community
Alumni Relations
600 S. Michigan Ave., Rm. 400A
312.369.7287
colum.edu/alumni
All graduating seniors and alumni are members of Columbia’s alumni community - the Columbia College Chicago Alumni Association & Network (CAAN).

Multicultural Affairs
618 S. Michigan Ave., 4th floor
312.369.7569
colum.edu/multiculturalaffairs
multiculturalaffairs@colum.edu
Multicultural Affairs serves the needs of Columbia’s diverse student communities through the offices of African American Cultural Affairs, Asian American Cultural Affairs, International Student Affairs, Latino Cultural Affairs, and LGBTQ Culture and Community.
Each of these offices supports student success in ways that are relevant and specific to the individual communities they serve. They also encourage cross-cultural exploration and appreciation through co-curricular programs, workshops, and activities that occur throughout the year.
Multicultural Affairs staff are committed to providing a safe and supportive environment for students as they explore cultural student involvement, seek additional college resources, and achieve student success.

Multicultural Affairs
Reception Desk
312.369.7569

African American Cultural Affairs
312.369.7994

Asian American Cultural Affairs
312.769.8664

International Student Affairs
312.369.7458

Latino Cultural Affairs
312.369.7812

LGBTQ Culture and Community
312.369.8594

Student Media & Publications
columbiachronicle.com
624 S. Michigan Ave.
The Columbia Chronicle is Columbia’s award-winning, student-run newspaper that publishes a weekly edition and online.

Echo Magazine
echomagonline.com
Echo Magazine is the Journalism Department’s award-winning magazine focused on the arts and media in Chicago. The magazine is written, edited, and designed by current students.
Frequency TV
频率TV
frequencytv.com

Frequency TV (FTV) is the canvas of work produced by students of the Television Department. Staffed by advanced level students, FTV produces original programs and assists with several television courses in the production of dramas, news pieces, talk shows, reality shows, and beyond.

Hair Trigger

Hair Trigger features work by visiting artists to the Fiction Writing Department as well as the best student fiction submitted to the anthology. Hair Trigger is edited and produced by students in the Fiction Writing Department and features award-winning graduate and undergraduate work. Issues are available for purchase in the Columbia bookstore.

WCRX

WCRX 88.1 FM is Columbia’s student-run educational radio station dedicated to embodying professional, ethical, and legal standards while promoting a leadership experience for its students and providing broadcasting services to the Columbia campus and surrounding communities in Cook County.

Student Activities and Leadership (SAL)

916 S. Wabash Ave., 4th floor
312.369.6924
colum.edu/studentactivities
engagement@colum.edu

The Office of Student Activities and Leadership (SAL) oversees the operations of student organizations at Columbia, which include professional, social, political, cultural, athletic, curriculum-based, and special interest undergraduate and graduate groups. SAL provides support to these organizations in the form of recognition, funding, training, and professional development opportunities while also housing the Student Organizations Council, the Student Government Association, the Fitness, Athletics, and Recreation Board, the Residence Hall Association, and the Student Programming Board.

In addition, SAL manages the operations of the Fitness Center and provides an array of recreational activities, which include intramurals, tournaments, and excursions.

The Loft, located on the fourth floor of 916 S. Wabash Ave., is the centralized location and meeting space for all student organizations and club sports.
The Workroom
916 S. Wabash Ave., 3rd floor
Room 301
312.369.7877
colum.edu/engagement

The Workroom is a multi-purpose space that students can use to design and fabricate props, decorations and costumes. The Workroom is open to the entire Columbia community. Students can meet with Workroom staff to receive creative advice, logistical support and construction space.

Fitness, Athletics and Recreation (FAR)
312.369.6920
colum.edu/fitness
fitness@colum.edu

Fitness, Athletics and Recreation (FAR) provide students an opportunity to develop their physical, social and emotional wellbeing. FAR supervisees the Columbia College Student Fitness Center located at 731 S. Plymouth Ct. and the gymnasium at the South Loop Elementary School located at 1212 S. Plymouth Ct. FAR offer various fitness classes; self-defense; social events and excursions throughout the year.

The Student Athletic Association
312.369.6917
colum.edu/athletics
athletics@colum.edu

The Student Athletics Association, also known as the Renegades, provide opportunities for Columbia students to develop their physical, social, organizational, emotional, and competitive skills.

The Renegades sponsor Columbia’s club sports teams, intramurals, and a series of athletic events that take place throughout the year.

Student Alumni Alliance (SAA)
312.369.6987
colum.edu/saa
saa@colum.edu

The Student Alumni Alliance provides opportunities for current students to learn from and interact with alumni as well as support the Office of Alumni Relations in pursuit of its mission to serve and unite all of Columbia’s alumni.

Student Government Association (SGA)
The Loft | 916 S. Wabash Ave., 4th floor
312.369.6924
colum.edu/sga
sga@colum.edu

The Student Government Association (SGA) is an elected body of student representatives. The SGA advocates for Columbia students’ collective interests with the Columbia’s administration.
The Student Organization Council (SOC)
The Loft | 916 S. Wabash Ave., 4th floor
312.369.6656
colum.edu/soc
soc@colum.edu

The Student Organization Council (SOC) is the umbrella organization for all student organizations at Columbia. The SOC is committed to building a stronger campus community and providing students with opportunities to grow personally, professionally, and artistically. The SOC offers various leadership workshops, provides funding for student organizations, encourages communication and collaboration among student organizations, and develops partnerships with various campus departments.

The Student Programming Board (SPB)
The Loft | 916 S. Wabash Ave., 4th floor
312.369.7838
colum.edu/spb
spb@colum.edu

The Student Programming Board (SPB) works to enhance and unify Columbia’s community by planning diverse, quality entertainment, including social, cultural, and educational events. SPB works with other student organizations, faculty, staff, and alumni in coordinating special events and activities for the Columbia community.

Residence Life
312.369.7803
colum.edu/residencelife
residencelife@colum.edu

The Residence Life Office provides and operates the official on-campus housing options available to Columbia students.

On-campus housing options currently exist at four unique South Loop properties. Apartments and suites are fully furnished, and all facilities are located within walking distance from all campus buildings and are near public transportation. Each residence hall provides an engaged on-campus living experience, replete with educational and social programs and facilities that provide students dining, fitness, and social options.

In addition, students will have a resident assistant who will partner with them and their fellow floormates to provide a powerful support structure and a sense of community while they’re at Columbia.
Columbia’s Policies & Procedures
Academic Policies
catalog.colum.edu

Academic policies (for example: class standing, grading system, repeating courses, and academic grievance procedures) are published in the online Course Catalog at catalog.colum.edu.

Academic Integrity
colum.edu/integrity

Students at Columbia enjoy significant freedom of artistic expression and are encouraged to stretch their scholarly and artistic boundaries. However, Columbia prohibits all forms of academic dishonesty. Academic dishonesty is understood as the appropriation and representation of another’s work as one’s own, whether such appropriation includes all or part of the other’s work or whether it consists of all or part of what is represented as one’s own work (plagiarism). Appropriate citation prevents this form of dishonesty. In addition, academic dishonesty includes cheating in any form, the falsification of academic documents, or the falsification of works or references for use in class or other academic circumstances. When such dishonesty is discovered, the consequences to the student can be severe.

Copyright Policy
colum.edu/copyright

Columbia is committed to providing a comprehensive educational opportunity in the arts, communication, and public information within the context of enlightened education. Columbia recognizes its obligation to protect the rights of artists, writers, and other makers of creative expression when providing access to copyrighted materials in the course of teaching and all other business conducted at Columbia. Therefore, Columbia requires its members to comply with all applicable laws concerning copyright. Those who willfully violate copyright law assume sole responsibility for their infringement.

Visit colum.edu/copyright to download a PDF copy of the Columbia copyright policy.

Dropping | Adding | Withdrawing from classes
colum.edu/Administrative_offices/Records/Registration/Undergraduate_Registration_Fall.php

Students have one week to Add courses/revise their schedules and two weeks to drop courses. Please visit www.colum.edu/records for deadlines. Students may make changes to their class schedules (i.e., add or drop classes) at any time prior to the end of the official revision period. No classes may be added after the first week of classes, but students may drop classes through the second week of the semester and may withdraw through
the eighth week during the fall and spring semesters. (Refer to the Summer Semester Schedule for guidelines on dropping or withdrawing from summer classes.) If a student drops a course before the end of the second week, the course will not appear on the student’s academic record. Withdrawals between the third and eighth week will appear on the record as W (withdrawal), which may affect compliance with Satisfactory Academic Progress. Students are advised to consult with a college advisor in the College Advising Center before deciding to withdraw from a class. Failure to attend a class does not equal withdrawal.

**Late Withdrawals**
Columbia College Chicago recognizes there may be extenuating and mitigating circumstances affecting students (death of a relative, significant change in personal circumstances, etc.). A student may petition for a TOTAL administrative withdrawal from ALL classes after the end of the official withdrawal period by submitting a petition supported by appropriate documentation. An administrative withdrawal after the end of the semester will not be permitted if the petition is submitted later than two consecutive semesters (including the summer semester) following the semester in question. Petitions for administrative withdrawals are evaluated and approved or denied by the College Advising Center and Student Financial Services.

Students may appeal a denial of petition to the assistant dean of Student Development, whose decision will be final.

**Leaving the College**
Students are strongly advised to see their college advisor in the College Advising Center before deciding to leave Columbia. This is a decision that involves a loss of time, effort, tuition, and credit and should be considered carefully in consultation with a college advisor.

In the event that a student decides to no longer attend Columbia, he or she must return all school property and make necessary financial arrangements with Student Financial Services prior to his or her departure. The deadline for withdrawals is stated in the calendar for each semester.

**Family Educational Rights & Privacy Annual Notice to Students (FERPA)**
[ferpa.columbia.edu](ferpa.columbia.edu)

Columbia complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, by publishing an annual notice to students explaining their rights under the act in Columbia’s catalog and Student Handbook.

I. Upon written request, students may inspect and review their educational records by submitting their request to the Registrar. Columbia will endeavor to provide the student an opportunity to inspect and review his or her educational records within a reasonable time after receiving the request, not exceeding 45 days from the receipt of the request. Students’
educational records are maintained under the supervision of the Registrar in the Records Office, Room 611, 600 S. Michigan Avenue, Chicago, Illinois 60605.

II. It is Columbia’s policy that no personally identifiable information from educational records will be released without prior written consent from the student, except for that information designated in this policy as directory information, and such personally identifiable information which may be disclosed under the circumstances allowed under the act and regulations passed pursuant to the act. The following personnel are granted access to educational records without prior written consent of the student as a matter of routine and for legitimate educational purposes: the Registrar, Student Financial Services directors, Student Financial Services or any of the agents of the above, and the advisors. In addition, access without prior written consent by the student is given to the President of Columbia, Provost, the Deans, and the Chairs of the academic departments and any of their agents. Student educational records are made available to the above designated persons in furtherance of the legitimate educational purposes of record maintenance, evaluation and advising, financial aid evaluation, review for disciplinary and academic action, and billing.

III. As required by the act and regulations, Columbia maintains a record of written requests for personally identifiable information whether or not such requests are granted. Each student has the right to inspect and review the record of written requests for disclosures of personally identifiable information which is maintained in his or her permanent record.

IV. Columbia designates the following information as directory information: the student’s name; information on whether or not a student is registered at Columbia during the term in which the information is requested; dates of attendance; information concerning the student’s graduation status, including whether or not he or she has graduated from Columbia, the date of any degree awarded, and the type of degree awarded; major field of study; awards received; and participation in officially recognized activities, sports, and organizations. Students have the right to withhold disclosure of the above information by notifying the Registrar in writing. The proper form for refusal of disclosure is available in the Records Office.

V. A student has the right to request amendment of his or her educational records to ensure that the educational record information is not inaccurate, misleading, or in violation of the student’s rights. The procedure to seek amendment of a student’s educational records is as follows:

1. A written request must be submitted to the registrar stating the reason a student seeks to amend his or her educational record and attaching any supporting documentation to the request.
2. Within a reasonable time after receiving the request, but in no event longer than 45 days, the Registrar will issue a decision in response to the student’s request. If the decision is unfavorable, the student has the right to a hearing before a panel of Associate Deans on the request to amend. The student has the right to be represented by counsel at the hearing. The decision of the Academic Standards Review Committee is final.

3. In the event of an unfavorable decision by the Academic Standards Review Committee, the student has the right to include a written statement setting forth his or her reasons for disagreeing with the committee on the matters presented in the request to amend the records.

4. Each student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Columbia to comply with the requirements of the act and the regulations passed pursuant thereto.

The application should be submitted one academic year before the expected graduation date. (For example, if a student intends to graduate at the close of the spring 2013 semester, he or she should submit his or her graduation application in the spring 2012 semester.)

Once the application is received, the Office of Degree Evaluation will send an initial graduation audit. When all degree requirements are satisfied, a final audit will be completed and the degree will be posted. Once the degree is posted, the transcript of a student’s academic record at Columbia will not be changed. Attendance at the commencement ceremony does not constitute degree completion or graduation. The diploma and official transcript cannot be issued until all financial obligations to Columbia are settled.

Graduation Audit and Posting of Degrees
623 S. Wabash Ave., Suite 300
colum.edu/graduationaudit

Students must complete an online application for graduation from the Graduate Application link on the Students tab in OASIS.

Satisfactory Academic Progress (SAP)
colum.edu/sap

Columbia will evaluate the satisfactory academic progress (SAP) all undergraduate students at the conclusion of the grading period each semester. Columbia will determine a student’s cumulative grade point average (GPA); cumulative completion rate (total credits attempted divided by total credits earned); and the student’s total credits attempted to date, including transfer credits.

An undergraduate student is considered to be meeting SAP if the student:
• Has earned a cumulative GPA of 2.0 or better; and
• Has a cumulative completion rate of 67% or better; and
• Has attempted less than 170 credit hours.

At the end of each grading period, students who are not meeting the above SAP requirements will be placed on Warning for their next semester of attendance.

While on Warning, students must meet with the College Advising Center but are not restricted from taking coursework or receiving financial aid.

If a student on Warning does not meet SAP at the end of the warning semester, he or she will be Dismissed*. In order to register for a future semester, a student must meet with the College Advising Center.

Some students may be eligible to appeal their SAP status if they have experienced one of the following that hindered their academic performance:

• Death of a relative; and/or
• Physical or mental health illness or injury; and/or
• Extraordinary and unusual change in personal circumstances.

Appeals must be submitted on or before the established deadline for the appropriate term and is subject to approval by the Exception Committee. Students who do not submit an appeal or whose appeal is denied are not eligible to register for future terms of enrollment at Columbia and must follow the Readmission after Dismissal policy.

If an Appeal is approved, the student will be placed on Probation*. While on Probation*, the student must meet the terms and conditions of their academic plan and are eligible to continue receiving financial aid. Students must meet the SAP requirements after their Probationary term in order to continue their enrollment. In some cases, a student may be eligible for a Probation Continuance* if they are unable to meet the SAP requirements after their probationary semester but were meeting their academic plan. These students must meet with the College Advising Center.

Students who do not meet the SAP requirements after a semester on Probation Continuance are Dismissed from Columbia and are not eligible to register for future terms until they follow the conditions outlined in the Readmission after Dismissal policy.

This Satisfactory Academic Progress* (SAP) policy for undergraduate students is effective July 1, 2011. All previous SAP policies students may have in their possession are no longer valid and students may not be “grandfathered” under old policies.

For complete information and a definition of the terms used, visit colum.edu/sap.
Anti-discrimination and Harassment
623 S. Wabash Ave., Room 301
312.369.7221
colum.edu/employeerelations

Section I. Statement of Policy
Columbia is committed to maintaining an environment that respects the dignity of all individuals. Accordingly, Columbia will not tolerate harassment or discrimination based on religion, race, sex, sexual orientation, gender identity or expression, national origin, age, disability or ethnicity by or of its students, faculty, or staff. This conduct may also be illegal under state, local, and federal law. To the extent practicable, Columbia will attempt to protect the Columbia community from harassment and/or discrimination by vendors, consultants, and other third parties who interact with the Columbia community. Columbia is promulgating this policy to reaffirm its opposition to harassment and discrimination and to emphasize that learning opportunities and employment opportunities must not be interfered with by such behavior.

No member of the Columbia community shall engage in discrimination or harassment in any program, activity, or place over which Columbia exercises control. It is expected that every member of our community will take responsibility for refraining from any form of discrimination or harassment, reporting any incident that is made known, cooperating in preventing such behavior, and assisting with corrective measures when, despite Columbia’s serious commitment, these acts occur.

Recipients of discrimination or harassment often fear reprisals for reporting such conduct. To address this concern, Columbia will investigate any allegation of retaliation for reporting or assisting in the investigation of a complaint of any form of discrimination or harassment. Columbia will discipline those found to have engaged in retaliation.

The purpose of this policy is to:
• Prevent harassment and discrimination
• Prohibit harassment and discrimination
• Encourage good faith complaints if such conduct has occurred
• Provide multiple options for addressing and resolving complaints of harassment or discrimination.

Columbia will attempt to take prompt corrective action against any harassment or discrimination by or of its students, faculty, or staff. This policy is designed to encourage persons who believe that they have been harmed by discrimination or harassment to bring the conduct to the attention of appropriate individuals within Columbia so that the College can take prompt corrective action. All managers/supervisors are directed to implement the procedures outlined in this policy.

All complaints will be taken seriously, and no one reporting harassment or discrimination will suffer retaliation or reprisal. Complaints or harassment and/or discrimination will be treated in confidence to the extent feasible, given the need to conduct a thorough
investigation and to take corrective action. If it is determined through an appropriate and prompt investigation that harassment or discrimination has occurred, effective corrective action will be taken to stop the conduct and to attempt to ensure that it does not reoccur. Depending on the circumstances and the severity of the conduct, corrective action could range from an oral/written warning to dismissal or expulsion.

**Section II. Responsibilities of Community Membership**

It is the responsibility of each Columbia community member to be knowledgeable about discrimination and harassment, its negative impact, and the means by which it can be effectively addressed. Every member has a role in the implementation of this policy. All members of the community who serve in a supervisory capacity, such as deans, managers, directors, chairs, and administrators are responsible for reporting all complaints of harassment or discrimination to the appropriate office as outlined below. A person who engages in discrimination or harassment must reform his or her behavior or be subject to disciplinary action up to and including termination or expulsion from Columbia. A person who witnesses or learns of any form of discrimination or harassment is expected to cooperate in Columbia's efforts to address this conduct.

**Section III. Academic/Artistic Freedom**

Academic/artistic freedom protects the presentation and discussion of ideas and artistic works. It does not include demeaning or intimidating individuals because of a personal characteristic. As is stated in Columbia's Academic Freedom Policy, "The concept of academic/artistic freedom is accompanied by an equally demanding concept of academic/artistic responsibility," and this requires "responsible service, consistent with the faculty member's obligation to the College."

In considering what are appropriate statements or conduct, a faculty member should consider 1) whether the statements or conduct advance a valid educational objective related to the subject matter of the academic experience, and 2) whether they are made or occur in an academically appropriate manner as part of a valid educational objective. Similarly, while in the normal course of student-faculty exchange it may sometimes be of value to discuss or present a controversial matter or experience that has no direct relation to the immediate academic subject; nevertheless, the faculty member must also be cognizant that under Columbia's Academic Freedom Policy he or she may not have a right to discuss such a matter.

**Section IV. Consensual Relations**

Under Columbia's Academic Freedom Policy, a faculty member is expected to adhere to his or her proper role as an intellectual or artistic guide and avoid any exploitation of his or her students. Additionally, the Policy states that a faculty member has the responsibility to ensure that his or her evaluation
of students reflects the true merit of each student. Because it may easily involve or appear to involve a conflict of interest, an amorous or sexual relationship between a faculty member and a student entails serious ethical concerns when the faculty member has professional responsibility for the student, such as when the student is in the faculty member’s class.

Therefore, faculty members or other instructional staff shall not initiate, pursue, or be involved in any amorous or sexual relationship with any student whom they are in a position to evaluate or supervise by virtue of their teaching, research, or administrative responsibilities. Such a relationship is a violation of this policy, and consent by a student to such a relationship will not be a defense against a later sexual harassment charge by the student.

Likewise, a supervisor shall not initiate, pursue, or be involved in any amorous or sexual relationship with any subordinate employee. A supervisor will be prohibited from assessing, determining, or influencing another person's employment, performance progress or potential, entitlement to or eligibility for institutionally conferred rights, benefits, or opportunities with an individual with whom the supervisor has or has had an intimate relationship. Such a relationship is a violation of this policy, and consent by the subordinate employee to such a relationship will not be a defense against a later sexual harassment charge by the subordinate employee.

Section V. Definition of Discrimination
Discrimination is unequal favorable or unfavorable treatment of an individual based on race, national origin, ethnicity, sex, age, disability, religion or sexual orientation and gender identity or expression. It can include the failure to recognize the contributions of work in class; the failure to provide appropriate academic support; or inequities in salary, benefits, accommodations, office space, hiring, promotion; or appointment to college-wide committees and to administrative roles on the basis of the above outlined protected characteristics.

Section VI. Definition of Harassment
Discriminatory harassment is physical conduct or other expressive behavior that has the purpose or effect of interfering with an individual’s work or academic performance or creates an intimidating, hostile, or abusive environment and that is based upon the individual’s characteristics of race, national origin, ethnicity, sex, age, disability, religion, or sexual orientation and gender identity or expression.

Discriminatory harassment includes but is not limited to invectives; threats; slurs; epithets; pranks; teasing; taunting; and other conduct or expressive behavior that tends to belittle, degrade, demean, deride, disparage, ridicule, or threaten a person on the basis of the foregoing characteristics. It is in the nature of a personal attack that injures a specific individual, as distinguished from the civil expression or discussion of an offensive idea.
Not all situations in which an individual is offended or uncomfortable will be violations of this policy. Personality clashes, clashes of beliefs or lifestyles alone will not be violations of this policy nor will conduct that reflects socially and academically acceptable comradeship.

Section VII. Definition of Sexual Harassment
Sexual harassment is one form of discriminatory harassment. It can occur between a man and a woman or persons of the same sex. Sexual harassment includes: unwelcome sexual advances, requests for sexual favors, or sexually oriented conduct when:

(A) Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or academic experience; or (B) An employment or academic decision affecting an employee or student is made based on that individual's acceptance or rejection of such conduct; or (C) A pattern of unwelcome verbal or physical conduct of a sexual nature is directed toward another that unreasonably interferes with that individual(s)' work or class performance or creates an intimidating, hostile, or abusive working or learning environment.

Examples of behavior that may constitute sexual harassment include, but are not limited to, the following: unwelcome verbal or physical advances of a sexual nature; requests or subtle pressure, overt or implied, for sexual favors; abusive or threatening behavior directed at a person; remarks, jokes, comments, or observations of a sexual nature that demean or offend individuals on the basis of their sex, provided, however, that such expressions will not be considered sexual harassment if uttered for a valid academic purpose; gestures or other nonverbal behavior of a sexual harassment if based upon a valid academic purpose; and display or distribution of offensive materials of a sexual nature, provided, however, that such expressions will not be considered sexual harassment if used for a valid academic purpose.

VIII. Sexual Assault
In compliance with Title IX of the Education Amendments of 1972 (Title IX), Columbia College Chicago prohibits sexual harassment, including sexual violence, and discrimination on the basis of sex in all educational programs and activities. Programs and activities under Title IX include: academic programs, admissions, athletics, recruitment, financial aid, housing and employment, amongst others.

To file a complaint of sexual harassment or sexual violence, the College advises that a student contact the Office of Campus Safety & Security at 312-369-1111 (available 24 hours a day, 7 days a week) or the College’s Title IX Coordinator, Patricia Olalde, at 312 369-7248 or via email at polalde@colum.edu during regular business hours. However, students who are more comfortable reporting an incident to a different College employee or Department may do so. Any College
employee who receives notice of an incident of sexual harassment or sexual violence from a student or otherwise observes or learns of such behavior will promptly report all relevant facts to the Title IX Coordinator.

The College will investigate all incidences of sexual harassment and sexual violence in a comprehensive manner that is both consistent with our obligations under Title IX and in our students’ best interest. When appropriate, such a process will include a formal investigation, hearing, and opportunity for appeal. Each party may bring one non-attorney advisor to the hearing. The advisor, who must be either a current staff or faculty member at Columbia, cannot speak or otherwise intervene in the Hearing. He or she is there only to provide comfort. The College will promptly inform both parties of the outcome of a Hearing. Depending on the circumstances and the severity of the conduct, corrective action could range from an oral/written warning to dismissal or expulsion.

The Office of Student Relations, Office of Counseling Services, and Office of Residence Life are prepared to provide support services to students before, during, and after an investigation.

A student has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue a complaint through the College, or to pursue both processes consecutively or concurrently. Regardless of the option chosen, the College will initiate an administrative investigation under Title IX. As always, a student facing an emergency or other situation that likely poses an imminent threat to his or her physical wellbeing should first call the Chicago Police before taking other steps.

For general inquiries or questions regarding Title IX, please contact the Title IX Coordinator at:

Patricia Rios
Interim Associate Vice President, Human Resources
(312)369-7465
prios@colum.edu

Section IX. Sanctions
A single violation of this policy may result in a disciplinary action, including termination or expulsion from Columbia. Sanctions may also include suspension (with or without pay in the case of faculty or staff), reprimand, reassignment, and/or mandatory education or counseling.

Section X. Retaliation
It is a violation of this policy to retaliate in any way against someone who has complained about discrimination or harassment, participated in any manner in proceedings under this policy, or opposed the alleged discrimination or harassment. Retaliation subjects the retaliator to disciplinary sanctions.

Knowingly making false allegations of harassment or discrimination or providing evidence with the knowledge that it is false is also a violation of Columbia’s policy and will subject a person to disciplinary action up to and including termination or expulsion.
PROCEDURES FOR ADDRESSING DISCRIMINATION AND HARASSMENT COMPLAINTS

The following procedures are designed to provide flexibility in reporting for the person complaining of the harassment or discrimination while balancing the interests of the accused party and Columbia’s need to obtain the information necessary to resolve these issues in its community.

Any Columbia student, staff, faculty member, guest, or any other nonstudent or nonemployee who believes that he or she is being or has been subjected to discrimination or harassment has informal and formal options, which are not exclusive of one another or mandatory. However, a person's selection of an option will affect Columbia’s ability to respond to the discrimination or harassment. In addition, the timeliness of reporting an incident is often critical to appropriate action and resolution. Columbia is committed to a prompt and thorough investigation and resolution when its procedures are used. Those persons responsible for consulting about, investigating, and resolving complaints of harassment or discrimination will make reasonable efforts to protect the privacy of both the complainant and the respondent.

Section I. Procedures for Students

A. Informal Remedy

Columbia encourages a person subjected to discrimination or harassment to talk directly with the alleged discriminator or harasser if the person subjected to discrimination or harassment feels comfortable doing so. If direct communication is selected, the person should tell the alleged discriminator or harasser to stop his or her behavior as soon as the behavior occurs and make it clear that the behavior is unwelcome. The person then should share this information with the Office of Human Resources, Dean of Students’ Office, a faculty member, the Residence Life staff, a counselor, an advisor, or any Columbia supervisor so the situation can be monitored.

B. Formal Remedy

All incidents of harassment or discrimination should be reported by the complainant to the Office of Human Resources. However, a complaint of discrimination or harassment can be made either orally or in writing to the Office of Human Resources, Dean of Students’ Office, a faculty member, the Residence Life staff, a counselor, an advisor, or any Columbia supervisor. In addition, all members of the community who serve in a supervisory capacity, such as deans, managers, and chairs, are responsible for reporting all complaints of harassment or discrimination to the Office of Human Resources. A complainant is encouraged to make a written complaint as it may increase the Columbia’s ability to take appropriate action to stop the alleged discrimination or harassment. A complaint should be as specific as possible, providing the name of the injured party; the name of the alleged discriminator or harasser; a chronology of the events that constitute the behavior, detailing dates, places,
and times; a description of the behavior; and the names of any witnesses to the behavior or persons with knowledge of the behavior.

Whether the complainant wishes to proceed with the investigation or not, a formal investigation of the complaint will be undertaken. The process is confidential to the extent possible and applies to the accused wrongdoer, the complainant, and witnesses. In the course of the investigation, however, absolute confidentiality cannot be guaranteed. If the alleged conduct appears to violate both the anti-discrimination and harassment policy and another Columbia policy, such as the student code of conduct, this policy will take precedent over the competing policy. However, any sanction to be imposed against a tenured faculty member shall be subject to the procedures outlined in the Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process.

Section II. Procedures for Faculty and Staff

A. Informal Remedy
Columbia encourages a person subjected to discrimination or harassment to talk directly with the alleged discriminator or harasser if the person subjected to discrimination or harassment feels comfortable doing so. If direct communication is selected, the person should tell the alleged discriminator or harasser to stop his or her behavior as soon as the behavior occurs and make it clear that the behavior is unwelcome. The person then should share this information with the Office of Human Resources or with anyone who serves in a supervisory capacity, such as a dean, manager, director, chair, or administrator, so that the situation can be monitored.

B. Formal Remedy
All incidents of harassment or discrimination should be reported by the complainant to the Office of Human Resources. However, a complaint of discrimination or harassment can be made either orally or in writing to any Columbia supervisor. All members of the community who serve in a supervisory capacity, such as deans, managers, directors, chairs, and administrators, are responsible for reporting all complaints of harassment or discrimination to the Office of Human Resources. A complaint of discrimination or harassment can be made either orally or in writing. A complainant is encouraged to make a written complaint as it may increase the Columbia's ability to take appropriate action to stop the alleged discrimination or harassment. A complaint should be as specific as possible providing the name of the injured party; the name of the alleged discriminator or harasser; a chronology of the events that constitute the behavior, detailing dates, places, and times; a description of the behavior; and the names of any witnesses to the behavior or persons with knowledge of the behavior.

Whether the complainant wishes to proceed with the investigation or not, a formal investigation of the complaint will be undertaken. The process is confidential to the extent possible and applies to the accused wrongdoer, the complainant, and witnesses. In the course of the investigation, however,
absolute confidentiality cannot be guaranteed. If the alleged conduct appears to violate both the anti-discrimination and harassment policy and another Columbia policy, such as the Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process, this policy will take precedent over the competing policy. However, any sanction to be imposed against a tenured faculty member shall be subject to the procedures of the Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process.

The College reserves the right to modify or amend the Anti-Discrimination and Harassment Policy at any time.

Computer and Network Usage Policy

lib.colum.edu/about/computeruse.php

Access to Columbia’s computer and network resources imposes certain responsibilities and obligations and is granted subject to college policies and local, state, and federal laws. It should demonstrate respect for intellectual property, ownership of data, system security mechanisms, individual rights to privacy, and be free from intimidation, harassment, and annoyance. Appropriate use of Columbia’s computer and network resources includes instruction, independent study, research and community service, official work of the offices, units, recognized student and campus organizations, and agencies of the college. While Columbia does not prohibit the use of college computer and network resources for private endeavors (in accordance with the policies), private usage must never hinder or burden the appropriate uses outlined above.

Drug and Alcohol Policy
colum.edu/drugpolicy

The Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989 recognize that all employees, faculty, and students have the right to a workplace and educational environment that is drug free. On a more personal level, Columbia is also committed to providing individuals with counseling, referral, or rehabilitation programs for drug and alcohol abuse. As a result of these acts, Columbia is required to review college policy regarding drug and alcohol abuse and communicate this policy and the mandates of the acts. While it is not Columbia’s intention to intrude into a student's private life, Columbia holds unalterably that an individual’s involvement with substance abuse, whether on or off campus, has an impermissible impact on the college’s environment and is an entirely justifiable institutional concern. Please read the following policy carefully, it will be strictly enforced.

Using or Selling Drugs or Alcohol while on Campus or at College Events

Columbia does not tolerate the possession, use, or distribution of drugs while on college property or at college events. Besides being dangerous for
the student, other employees, faculty, students, and family, it is against the law. If a student unlawfully manufactures, distributes, uses, sells, or possesses narcotics, illegal drugs, or controlled substances on college premises or at college-sponsored events, both on and off-campus, disciplinary action will be taken and the student’s affiliation with the college may be terminated, even if it is a first offense. Students may also be prosecuted for a criminal offense. Students visiting or living in the Residence Center should refer to the Resident Handbook. An illegal drug includes any drug which is not legally obtainable in the United States, or which is legally obtainable but is being used in a manner different from that prescribed by a doctor of medicine or intended by the manufacturer. Over-the-counter or prescription medication which is prescribed by a doctor and is being used for its intended purpose is not considered an illegal drug.

Students, irrespective of age, are not permitted to possess or consume alcohol on campus or at Columbia-sponsored events on or off campus. Faculty, administration, and staff are prohibited from serving or allowing students to consume alcoholic beverages on college premises or at events, meetings, or informal gatherings sponsored by Columbia. To the extent that students are present at a Columbia-sponsored event where alcohol is being served, event organizers must take measures to ensure that students do not consume alcohol. The vice president of student affairs can make exceptions to this policy as appropriate.

Violation of this policy will result in discipline, which may include immediate suspension or expulsion of students or suspension without pay or termination of employees.

If You are Convicted of a Drug-related Offense

Columbia faculty, staff, or employees who are convicted of a drug-related offense, which occurred in the workplace or on campus, must report in writing their conviction to Columbia within five days of the conviction. A conviction means that you were found guilty or pleaded guilty, including a plea nolo contendere, or a sentence is imposed upon you by any judicial body that has responsibility to determine violations of the federal, state, or local criminal drug statutes. In addition to college sanctions, Illinois federal and local laws provide for fines and/or imprisonment for the unlawful possession, sale, manufacturer, or distribution of drugs or alcohol. The amount of the fines and the length of the imprisonment vary according to the type and amount of the substance involved, the offender’s past record for such offenses, and a variety of other factors.

Federal Student Financial Aid Penalties for Drug Law Violations

colum.edu/drugviolations

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment...
for which the student was receiving financial aid shall not be eligible to receive any federal or institutional grant, loan, or work assistance.

**Notification Regarding Sex Offenders**

*Illinois Sex Registration Unit*

3510 S. Michigan Ave.

[isp.state.il.us/sor/](http://isp.state.il.us/sor/)

Convicted sex offenders are required by law to register with the local authorities, advising them of their location of residence and employment. Institutions of higher education are required by law to provide a statement advising the campus community where law enforcement agency information concerning registered sex offenders can be found.

**Social Media Policy (Same Rules Apply)**

Although Columbia does not officially monitor student’s online activity, violations of the Student Code of Conduct or official college policy that are brought to the administration’s attention will be acted on accordingly.

**Student Code of Conduct**

[colum.edu/codeofconduct](http://colum.edu/codeofconduct)

Columbia is proud of its creative and diverse community of faculty, students, and staff who create and participate in educational opportunities in the arts, media, and communications. Columbia provides a caring environment; one in which freedom of expression is valued and civility is observed. Students are encouraged to value our community and to accept responsibility for their individual behavior as well as for the common good.

Columbia’s Code of Conduct is primarily a positive guide to the creation of a community that encourages the personal and intellectual development of each person, and secondly, a list of behaviors that would interfere with the important work of the Columbia community. Each student is expected to be thoroughly familiar with the academic and general requirements and polices of Columbia, as stated in the Columbia Catalog, Student Handbook, course schedule, and other official Columbia materials and publications.

In addition, it is understood that students assume responsibility for the behavior of their guests on campus. Students are expected to share information regarding Columbia policies with their guests and to ensure that their guests’ behavior conforms to Columbia’s expectations. Faculty and staff are available to provide assistance and guidance to students concerning Columbia requirements and policies; however, the responsibility for understanding and meeting Columbia requirements rests with the student.

Download a PDF of the Code of Conduct at [students.colum.edu/media/docs/student-code-of-conduct.pdf](http://students.colum.edu/media/docs/student-code-of-conduct.pdf) to read it in its entirety.
**Student Expectations and Responsibilities**

Columbia emphasizes the responsibility of each student to participate in the educational process. This involves the conscientious preparation of assignments and the recognition of the frequent interdependence of students when individual contribution to a group or class effort is required.

**Attendance**

Students are expected to attend classes and to complete assignments as required by the instructor. They should expect their academic progress to suffer if they miss classes.

**Advising**

Students are also expected to meet regularly with their faculty advisors and with their college advisors in the College Advising Center and to keep accurate records of their course work and academic progress toward their chosen degree.

**Co-curricular Activities**

Columbia supports student activities that provide broad opportunity for the exercise of interests and talents. These include participation in the Student Government Association, participation in professional organizations, cultural experiences, social activities, sports clubs, and informal meetings between students and faculty.

Columbia prohibits all forms of academic dishonesty, including, but not limited to cheating, plagiarism, knowingly furnishing false information to Columbia, forgery, alteration or fraudulent use of Columbia documents, instruments, or identification.

**Voter Registration**

*culum.edu/records*

Columbia encourages all students to participate in the electoral process by registering to vote and voting in every election. To expedite this process, voter registration forms for the State of Illinois are available to students in the Records office.

According to Illinois law, students must register to vote at least 28 days prior to each election to be eligible to vote in that election.

Students may also access voter registration forms from the Illinois State Board of Elections at [elections.state.il.us](http://elections.state.il.us).

The National Mail Voter Registration Form allows students to register to vote from anywhere in the United States. Students may access this form by visiting [fec.gov/votregis/vr.shtml](http://fec.gov/votregis/vr.shtml).
Student Support
Dean of Students Office
623 S. Wabash Ave., Room 301  
312.369.7221

The Dean of Students’ Office oversees the offices of Student Development, Student Health and Support, Student Life, and Residence Life. The Dean of Students’ Office handles a variety of non-academic issues, including misconduct, and is dedicated to making Columbia’s cultural and educational experiences outside the classroom both active and enriching.

The current dean of students is Sharon Wilson-Taylor, Ph.D., associate vice president, and can be reached at 312.369.7221.

New Student Programs
623 S. Wabash Ave., Suite 313  
312.369.8675  
http://colum.edu/newstudents  
newstudents@colum.edu

The Office of New Student Programs exists to facilitate the transition into the Columbia community. The office works with new students, parents, and families with questions about the transition to Columbia.

The office hosts Orientation, Weeks of Welcome and a series of programs throughout the year designed to help new students integrate into Columbia’s community.

Peer Support Program (PSP)
312.369.7994  
colum.edu/psp  
kweatherly@colum.edu

The Peer Support Program (PSP) is a mentorship program that connects first-year multicultural students with an experienced, friendly, and knowledgeable peer mentor.

Peer mentors find opportunities for newer students to get to know the campus and Chicago area as well as to develop their personal, academic, social, and cultural experiences through programming and guidance.

The program is a great way for students to meet other students and get to know about all the offices, people, and programs that can help them succeed at Columbia.

To participate in PSP, students need to apply. Space is limited. Current application information is available at colum.edu/psp.

PSP is managed by the Multicultural Affairs office.

Veteran’s Services
600 S. Michigan Ave., Room 300  
312.369.7139  
colum.edu/Admissions/Veterans.php  
ctalbot@colum.edu

Columbia awards credit for military service and for certain areas of training. Columbia also employs a veterans coordinator who can help students explore the federal educational benefits for which they are eligible.
The Student Veteran Society (SVS) is a student organization whose purpose is to connect, provide support, and develop opportunities for military veteran students. Being created by veterans for veterans, this organization will support one of the smallest minority groups on campus through unique programming specifically tailored for military veterans.

The College Advising Center helps students clarify and take responsibility for their academic and career goals. First-year students are expected to meet with their college advisor at least once a semester during their first year.

It is important for students to be aware of academic policies and curricular requirements and options. First-year students who meet with their college advisor have a greater chance at academic success.

Continuing students can and should meet with their college advisor for general academic and career issues, for changing or adding a major or minor, and if they are experiencing academic difficulty.

The Office of Degree Evaluation evaluates transfer and academic requirements to provide undergraduate students with transfer evaluation reports, graduation audits and reviews final academic records to verify the completion of degree requirements. This office also maintains course articulations with other institutions, reviews course selections for study abroad and domestic consortium students, and advises prospective transfer students. Students apply for graduation through OASIS, and this office monitors applications and distributes diplomas.

Faculty advisors (working often in conjunction with a student’s college advisor) provide advice on what courses students can/should take and are available to go over the specific details of a student’s major or academic department.

Most, but not all, academic departments place a hold on students’ OASIS accounts that will not be removed until they receive faculty advising in order to prepare them for registration.

Contact an academic department for more information about how faculty advising works in that department.
A Columbia education is rooted in the strength of our Core Curriculum in the Liberal Arts and Sciences. The Honors Program offers an enhanced LAS Core experience tailored to our students seeking greater academic challenges. The Honors classroom brings together students who have demonstrated an aptitude for learning at a very high level with instructors who are prepared to guide them through hands-on learning experiences in subjects as wide ranging as Vertebrate Paleontology, Victorian Poetry, Quantum Physics, and dozens of other topics. Further, because our Honors classes include students from all of Columbia’s majors in the visual, performing, and media and communication arts, these courses create opportunities for collaborations and relationships that transcend the classroom.

Students can become eligible for the Honors program two ways: students with excellent initial applications (high school transcripts, test scores, etc.) may be invited to join the Honors Program at admission. Alternately, any student who achieves and maintains a grade point average of 3.5 or greater is eligible to take Honor courses. Students completing fifteen Honors credits and maintaining a 3.5 GPA in all of their courses will receive the distinction “Honors Program Graduate” on their transcripts. This is distinct from Latin Honors which is based solely on GPA.

Please feel free to contact the Office of the Dean of Liberal Arts and Sciences with any questions about the Honors Program, or visit, colum.edu/honors.

The International Programs Office assists students who are interested in studying abroad or participating in other forms of international exchange. The office helps students research, connect with, and prepare for independent study-abroad opportunities (opportunities offered by organizations other than Columbia) and opportunities associated with Columbia’s academic departments and programs. Learn more at: colum.edu/studyabroad.

The Interpreting Services Office provides and coordinates resources and support services for deaf and hard-of-hearing students in classes, course-related activities, and campus-wide events. Students requesting interpreters should contact the Coordinator of Interpreting Services as soon they are accepted into Columbia to make the necessary arrangements for services.

Honors Program
623 S. Wabash Ave., Suite 600
312.369.7261
colum.edu/honors

International Programs
and Study Abroad
600 S. Michigan Ave., Suite 1311
312.369.7726
colum.edu/studyabroad
ailpooffice@colum.edu

Interpreting Services
623 S. Wabash Ave., Suite 304
312.369.4866/videophone
colum.edu/interpreting
dwilborn@colum.edu
Learning Studio
Academic Support
618 S. Michigan Ave.
312.369.8130
colum.edu/learningstudio
learningstudio@colum.edu

The Learning Studio offers students a variety of programs and services designed to help them succeed academically, including tutoring programs and group study programs. The Learning Studio is a collective of offices and programs that includes Accounting and Finance Tutoring, the Conaway Achievement Project, the Foreign Language Lab, New Student Placement, Peer Academic Coaching, the Science and Math Learning Center, Supplemental Instruction, and The Writing Center.

Statistically, students who participate in one or more of the Learning Studio programs perform better academically than their peers.

Accounting and Finance Tutoring
Tutors from the Arts Entertainment Media Management department work with students to explain and reinforce Accounting and Finance concepts taught in class, help with assignments, and prepare exams.

Conaway Achievement Project
The Conaway Achievement Project (CAP) assists first-generation students; low-income students; and students with a documented learning, emotional, or physical disability in achieving academic success. CAP offers a variety of resources and services, including project advisors who aid students with academic needs, workshops, cultural enrichment activities, textbook and laptop loan programs, a computer lab with free printing, and a student lounge.

Students need to complete an application to be considered for admission into the CAP program.

Foreign Language Lab
Tutors from Humanities, History, and Social Science work with students on languages offered at Columbia to develop foreign language skills, complete related assignments and projects, and to practice speaking and writing.

New Student Placement
New student placement provides placement testing using the computer-adaptive college placement test or COMPASS. COMPASS helps colleges and universities quickly evaluate incoming students’ skill levels in reading, writing, math, and English as a Second Language; place students in appropriate courses; and connect students to the resources they need to achieve academic success.

Placement is required for all first-time freshmen and transfer students with no credit accepted by Columbia in college-level English composition and college-level mathematics, unless they have submitted their ACT scores to Columbia. ACT scores can be used in place of the new student placement.

Visit colum.edu/placement for more information about testing and to learn
whether or not placement testing is required for a particular student.

**Peer Academic Coaching**
Each Peer Academic Coach (PAC) is a Columbia College student trained to assist students to be more successful in all of their courses. Students meet for 30 minute sessions with a PAC, which can be a one-time, or standing weekly appointment, discuss concerns about learning, organize assignments, and make a plan for success. Students also develop strategies for better time management, taking notes in class, preparing for tests, and getting the most out of studying.

**Science and Math Learning Center**
The Science and Math Learning Center offers science and math tutors who provide individualized, academic support to help students increase their comfort level and skills in their coursework, review for exams, expand their skills on equipment such as the scientific calculator, and utilize the on-site textbook library for all science and math classes. Off-site tutoring available.

All science and math tutors are also part-time faculty members of Columbia’s Department of Science and Mathematics.

**Supplemental Instruction**
Supplemental Instruction (SI) is an interactive peer study group that teaches students how to learn and what to learn in a selected course. SI is not tutoring, and there is no re-lecturing. Sessions are facilitated by student leaders who have successfully completed the course. Participants learn study strategies, such as note taking, graphic organization, questioning techniques, vocabulary acquisition, and test preparation. SI sessions are anonymous, voluntary, and free to students enrolled in SI courses.

**The Writing Center**
The Writing Center offers students access to trained peer and professional writing tutors who work with them to develop and strengthen their writing skills. The Writing Center provides individualized support to help students generate ideas for any writing project or assignment, create outlines for writing projects, improve grammar and punctuation, use proper documentation for citing research, and write résumés and scholarship essays. Online and off-site tutoring available.

**Records Office**
*600 S. Michigan Ave., Room 611*
*312.369.7224*
*colum.edu/records*

The Records Office helps students with registration and program revision, transcript requests, change-of-address requests, and verifying or updating immunization records. The Records Office also provides students with requests for verification of attendance, loan deferments, pass/fail forms, and all official documents associated with a student’s official academic record.
Services for Students with Disabilities
623 S. Wabash Ave., Suite 304
312.369.8296
colum.edu/ssd

The Services for Students with Disabilities (SSD) Office provides services and accommodations for students who have a documented disability. The SSD Office coordinates support services for all students who self-identify and provide verification of their disability while they attend Columbia.

Students with a disability must register with the SSD Office in order to receive accommodations based upon their disability. The Office of SSD has adaptive equipment and software in a dedicated computer lab. SSD staff also works with faculty to provide in-class or other campus accommodations.

Grievance Procedure for Students with Disabilities
If a Columbia student believes that he or she has been discriminated against because of a disability by any Columbia personnel, he or she has the right to seek a review of such concerns. A student with a disability has the option of pursuing either an informal complaint or a formal grievance. If a student opts to pursue an informal complaint, he or she may later pursue a formal grievance if not satisfied with the resolution of the informal process. A student who is uncertain about filing a formal grievance may consult informally with the 504 Coordinator, Associate Vice President and Dean of Students, or personnel in the Vice President of Academic Affairs’ Office.

Columbia’s current 504 Coordinator:
Sharon Wilson-Taylor, Ph.D.
Associate Vice President and Dean of Students
623 S. Wabash Ave., Room 301
312.369.7221
swilson-taylor@colum.edu

Book Charge Program
600 S. Michigan Ave., Suite 303
866.705.0200
colum.edu/sfs

The Columbia College Book Charge program is sponsored in partnership with the Campus Card Office and Student Financial Service. The program may be used to purchase books, supplies, and any other items sold at the Columbia bookstore located at 624 S. Michigan Avenue.

The Book Charge features include:

- Book Charge funds are credited to students’ Campus Card upon approval of a completed Book Charge Authorization Form.
- Unused Book Charge funds remain on participating students’ Campus Cards and may be used anytime during their enrollment at Columbia at all campus locations which accept Columbia Cash.
- All enrolled students are eligible to request a book charge.

The chosen Book Charge amount is posted to each student’s E-Bill account and must be paid in full along with all other tuition charges by the payment
Federal Work-Study
The Federal Work-Study (FWS) is a federally funded program which provides part-time jobs to eligible undergraduate and graduate degree-seeking students while in school. FWS positions are located on-campus and off-campus, and many provide a much needed service to students and members within the local community. These positions are available during the fall, spring, and summer terms of the academic year. Students may work up to 20 hours per week when school is in session (30 hours during the summer term) and may not earn more than their scheduled award.

For more information on this funding option please visit colum.edu/fundingsources.

Scholarships
colum.edu/scholarships
Columbia offers a variety of scholarships for students. Scholarships are based on one or more of the following criteria: academic merit, area of study, financial need, creative work, leadership, and public service.

Information and applications for Columbia scholarships, both college-wide and department-specific, are available at colum.edu/scholarships. Each scholarship has a unique application process, and students should make sure their applications are submitted on time and are complete. Take note of each application deadline, which, for many Columbia scholarships, is in February.

Students can apply for any Columbia-based scholarship through OASIS by locating the Scholarship Manager. Students can also locate external scholarship links by visiting colum.edu/scholarships.

Student Financial Services
600 S. Michigan Ave., Suite 303
866.705.0200
colum.edu/sfs
The Student Financial Services (SFS) Office guides students through the process of financing their education. Learning about college costs and all the funding options available is essential to making a college education a reality.

SFS is committed to educating students about their options. The office facilitates the federal financial aid process and helps students understand financial options such as private loans, scholarships, and assistance programs.

Students should visit SFS’s website to follow the four phases of paying for college and also submit financial documents; chat with an SFA representative; and use the virtual advisor tool.
Career Initiatives
623 S. Wabash Ave., Suite 301
312.369.7280
colum.edu/careers
careerhelp@colum.edu
The Career Initiatives offices work in tandem to help students find work, now and in the future, and build an impressive body of work.

Career Development
Offering an online career guide, individual career consulting, and a series of career events, Columbia’s Career Development provides support to students seeking jobs, internships, and more general to build a career in the arts and media.

Portfolio Center
The Portfolio Center is unique to Columbia. It is the only college center dedicated to helping students build and showcase a body of work in the arts and media. Its support services include production help, an online tool for building an online portfolio, and numerous opportunities to hear from and interact with professionals from the arts and media fields.

Student Employment
Student Employment functions as a Human Resource Office for Columbia College Chicago students. We manage the application process through which students can find work on campus, process paperwork that places students on the college’s payroll, and act as a resource for student employees and hiring departments.

On-campus jobs are posted online at colum.edu/columbiaworks.

Internships
colum.edu/internships
Columbia defines an internship as a practical work experience that places students in training positions related to their academic studies. It’s also an important step toward securing employment.

Using this definition, Columbia awards academic credit to students in internships, based on a ratio of credit hours to hours worked. Each department, however, handles internships differently. Visit colum.edu/internships to find the contact information for an internship coordinator within a specific academic department or program.

Counseling Services
731 S. Plymouth Ct., Room 112
312.369.8700
colum.edu/counseling
counselingservices@colum.edu
Counseling Services provides a safe place for students to express their thoughts and feelings, explore alternative points of view, and help get a handle on the stresses of college life. Columbia students can access up to 10 free individual-counseling sessions per academic year.

In addition, there is a wide variety of support groups that meet weekly or monthly throughout the year. Call to schedule an appointment or simply stop by. Services are completely confidential and free of charge.

Students can also visit colum.edu/counseling and complete an anonymous, online mental health screening.
**Fitness Center**  
731 S. Plymouth Ct.  
312.369.6920  
colum.edu/fitness

Students have free access to Columbia’s primary Fitness Center and workout facility. The gym has free weights, machines, and cardio equipment.

In addition, the center organizes a variety of fitness classes and collaborates with the Fitness, Athletics, and Recreation student organization (a.k.a. The Renegades) to sponsor club sports and intramurals on campus.

Students need a valid Campus Card to use the facility. Current hours of operation are posted online at colum.edu/fitness.

**Health Center**  
731 S. Plymouth Ct., lower level  
312.369.6830  
colum.edu/healthcenter

Columbia’s Health Center can accommodate many of its students’ basic health needs. A physician or nurse practitioner is available to provide outpatient clinical evaluation, treatment of minor illnesses and injuries, and evaluation and triage/referral for more serious illnesses and injuries. Illness prevention measures, such as immunizations and flu vaccines, are available periodically.

In the case of more serious health concerns, the Health Center can serve as a resource that helps direct students to more appropriate health care. Full-time students pay a health fee each semester, which helps fund the Health Center’s services. Students do not incur any additional costs for their visits.

Call 312.369.6830 to make an appointment or visit colum.edu/healthcenter for a complete list of services and the current hours of operation.

**Health Insurance**  
800.457.5599  
colum.edu/healthinsurance  
studentcare@Kosterins.com

All full- and part-time students taking six or more credit hours are eligible to participate in a student accident and sickness insurance plan for a fee. Students enrolled in the accident and sickness plan may also join a dental or vision insurance plan. Pick up insurance brochures in the Dean of Students’ Office at 623 S. Wabash Avenue, Suite 301 or visit colum.edu/healthinsurance for a complete description of student health coverage.

International students should visit colum.edu/internationalstudentaffairs for information specific to their insurance needs.

Recent national legislation contains a lot of information relevant to college students and their health care coverage opportunities. Under the new Affordable Care Act, most insurance companies are required by law to allow young people to remain on a parent’s health care plan until the age of 26. Prior to this legislation, such coverage was linked to full-time student status and
ended at age 23. Parents may still have to pay or contribute for this coverage, but participating as a dependent in a group plan is usually better than buying insurance independently. There are loopholes that exempt some insurance plans, so definitely check with the insurance group to ensure the extended coverage applies.

Student Health and Support
312.369.8595

The Student Health and Support intervention team provides resources and assistance to students experiencing a variety of difficulties. The intervention team consists of Columbia’s assistant dean of Student Health and Support, Student Relations, Campus Safety and Security, and Counseling Services. To reach the intervention team, call 312.369.8595.

Student Relations
623 S. Wabash Ave., Room 301
312.369.8595
colum.edu/studentrelations

Student Relations staff assists students with navigating college policies by serving as a liaison while educating them about appropriate resources at Columbia and the greater Chicago community. The staff also guides students through situations they may encounter during their academic experience and provides them with a channel through which they may voice questions and concerns about their experiences. The staff also serves as an advocate and/or a mediator in times of crisis or when students encounter issues that may be adversarial in nature.

Safety and Security
Critical emergencies: 911
Columbia’s 24 Hour Emergency Dispatch Number: 312.369.1111
Security Command Center (Non-Emergency Number): 312.369.3220
colum.edu/safety

A security station is located on the first floor of every Columbia building during hours of operation. In case of an emergency—an accident, illness, or an urgent situation—there are emergency call boxes located in the hallways of all buildings.

In case of a critical incident, students should call 911 first and then notify the security station located in the building or call the Security Dispatch Center at 312.369.1111. In nonemergency situations call 312.369.3220.

For information pertaining to emergency response procedures, contact information, safety and security tips, and a host of other departmental resources, visit the Office of Campus Safety and Security’s website colum.edu/safety.
Our Traditions
OUR TRADITIONS

A Brief History of Columbia College Chicago

colum.edu/columbiahistory

Columbia College Chicago was founded in 1890 as the Columbia School of Oratory by Mary Ann Blood and Ida Morey Riley, both graduates of the Monroe Conservatory of Oratory, (now Emerson College, in Boston, Massachusetts. Mary Blood became the school’s first president and served until her death in 1927. The women established a coeducational school in the Steven’s Art Gallery Building at 24 E. Adams Street.

The school changed its name to the Columbia College of Expression in 1905 and added coursework in teaching to the curriculum. In 1927, the college became a sister institution with the Pestalozzi-Froebel Teachers College and moved to seventh floor of what is now the 618 South Michigan Avenue building, later purchased by the College in 2005. In 1934, the school focused on the growing field of radio broadcasting.

In 1944, the school left its partnership with the Pestalozzi-Froebel Teachers College and changed its name to Columbia College, with Norman Alexandroff as its president. During the late 1940s, Columbia broadened its educational base to include television, journalism, marketing, and other mass communication areas.

In 1961, Mirron (Mike) Alexandroff, became president and created a liberal arts college with a "hands-on minds-on" approach to arts and media education with a progressive social agenda. For the next 30 years, Alexandroff built Columbia into an urban institution that helped to change the face of higher education, offering coursework taught by some of the most creative professionals in Chicago.

Columbia was awarded full accreditation in 1974 by the North Central Association of Colleges and Schools and it purchased the Fairbanks Morse Building, 600 S. Michigan (currently the Alexandroff Campus Center). Classes were first held in the renovated South Michigan building in 1977. In 1984, Columbia received full accreditation for its graduate programs.

From 1992 until 2000, John B. Duff served as Columbia’s president. During his tenure, the school changed its name to Columbia College Chicago, expanded its educational programs, and added to its physical campus in the South Loop.

From 2000 until 2013, Dr. Warrick L. Carter served as president of Columbia College Chicago. Under his leadership the College created new student-based initiatives, such as Manifest, the annual urban arts festival celebrating Columbia’s graduating students and Shop Columbia, where students can showcase and sell their work on campus; partnered with local universities to construct the University Center of Chicago; purchased new campus buildings; added new curricula; and oversaw Columbia’s first newly constructed building, the Media Production Center.

On July 1, 2013, Dr. Kwang-Wu Kim became Columbia College Chicago’s tenth president. He holds a doctor of musical arts degree and an artist diploma from the Peabody Institute of Johns Hopkins University. He is an
outspoken advocate for the arts, a proponent of expanding the role of creative practice in society, and seeks to change the approach to how artists are educated.

Building on its heritage of creativity, innovation, and strength, Columbia College Chicago continues to challenge its students to realize their abilities according to the school’s motto, "esse quam videri" – to be rather than to seem and encourages its students to author the culture of their times.

Columbia's Alumni Song
Here’s a health to our dear Alma Mater,
Here’s a pledge of devotion and truth,
May she glow in our hearts bright and brighter,
As our school days recede with our youth;
Live forever our true tender mother,
Fill our souls with thy sweetness and light;
O rejoice we, my sister, my brother,
We all are her children tonight.
So we sing now to thee, alma mater,
We extol through the land thy fair fame,
Thou hast taught all thy proud sons and daughters,
So to live as to honor thy name.
Hold forever, Columbia, thy station,
Fling thy true colors free to the wind;
In thy name we shall lift up the nation,
In thy spirit shall serve humankind.

—Emanuel D. Schonberger, 1904

Columbia's Mission
colum.edu/mission

Columbia College Chicago is an undergraduate and graduate institution whose principal commitment is to provide a comprehensive educational opportunity in the arts, communications, and public information within a context of enlightened liberal education. Columbia’s intent is to educate students who will communicate creatively and shape the public's perceptions of issues and events and who will author the culture of their times. Columbia is an urban institution whose students reflect the economic, racial, cultural, and educational diversity of contemporary America. Columbia conducts education in close relationship to a vital urban reality and serves an important civic purpose by active engagement in the life and culture of the city of Chicago.

Columbia's Motto
Esse Quam Videri
to be, rather than to seem

Columbia's Principles for Student Success
colum.edu/principles

There are very few guarantees in the arts and media, but here’s one you can count on: If you live the principles outlined below, you will reach the goals you came to Columbia to reach.
Form Your Creative Posse
The best work produced at Columbia is produced by students. Plural. Art is collaborative. Media is made in teams. Find people who will challenge your assumptions and push you to do better. Look for partners who can help execute your vision, and in turn, dedicate yourself to helping others execute theirs. Join a student organization, attend events, introduce yourself, volunteer, and network online. It doesn't matter how you find your posse, only that you find them.

Exhaust the Creative Professionals Around You
We have more than 2,000 faculty and staff who are here to teach, help, and inspire. Seek them out. Let them know what you need to know. Ask if you don't understand. Wait for them after class. See their work outside of class. Know your college advisor. Find answers. Find contacts. Make it happen.

Embrace Diversity
Diversity isn't just a buzzword at Columbia, it's who we are. We walk, talk, argue, dance, work, dress, and create in our own ways. We mix by gender, sexual orientation, ethnicity, geography, and politics. We are a community of original individuals, and we're better at everything we do because of it.

Explore
Turn your sensory acuity up to 11 and experience something new every day. It's all fodder for a creative imagination. Begin with your immediate campus. Look up on your way to class and there's a gallery to take in. Take your headphones off and stop to catch a concert in the library. And don't limit yourself: your campus is Chicago, and Chicago is the home of so much more than you know is even out there. Make it your mission to see, hear, smell, taste, and touch it all.

Create Your Body of Work
Creation is a holistic process - you must look and learn from others' work, study the ingredients, know "the greats", reflect, and develop your own ideas, opinions, and perspectives. Columbia is here to inspire, and it's your job to create and find your voice. Of course we care about your grades, and ultimately your degree, but what we really care about is your creative work.

Live Intellectually
Make life an extension of the classroom and venture outside your comfort zone to shape your world. Columbia insists that you become a well-educated, young creative. Embrace the liberal arts and science core and become a well-rounded person. Develop a passion for knowledge. Grapple with ideas. Discover how learning involves both the mind and the body.

Support Your Systems
A healthy body supports a strong, creative mind, so you're going to need both. Remember the basics: eat right, regularly make time to exercise, and get some solid sleep once in a while. Safety measures aren't secrets here. Need a counselor? Need a condom? We offer both and we expect you to use them when you need them. And don't waste
time with addictions of any kind. You got here by keeping your focus on your creative passion, so now that you’re here, you have to stay sharp.

**Be Informed**
Read the Student Loop. Read the Student Handbook. Read the student newspaper, the Columbia Chronicle. Explore our website. Watch Frequency TV. Talk to people. Listen too. Ask questions. Seek answers. Pick brains. Become an expert. Then find someone who knows more than you and learn from him or her.

**Live What You Love**
If you’re exhausted on your best days, you’re succeeding. Your work will become play as your passion and inspiration takes you deeper and further than you ever imagined. To develop as a young creative, you must engage all your senses - look, touch, smell, taste, listen. You must live it. You wouldn't have chosen this college if you didn't have a deep passion, now revel in it; you'll never have this experience again.

**Live Them.**

**Critical Encounters**
colum.edu/criticalencounters

Critical Encounters is a college-wide program which brings the Columbia community together to investigate socially and culturally relevant issues. Students, faculty, and staff explore and reflect on the impact of these issues on their collective role as artists, communicators and media makers who are authoring the culture of their times. The focus for the 2012/13 academic year will be Arts Activism.

**Convocation**
Grant Park at Balbo Avenue and Columbus Drive
colum.edu/convocation

Friday, August 30th

**Columbia Crawl**
colum.edu/deps
npage-lieberman@colum.edu

Columbia Crawl is a campus-wide event featuring the visual, performing, and media arts of Columbia College Chicago celebrating the creative energy of Columbia and downtown Chicago.

The Crawl presents over a dozen exhibitions, live music on multiple stages, theatre and dance performance, readings, fashion shows, interactive audio, tv, and radio demonstrations and much more.
Parent Weekend Events

This is an opportunity for parents to participate in the educational and cultural life of Columbia. Witness the depth and breath of Columbia’s vibrant urban campus and get a first-hand look at the student experience. Meet senior administrators, academic officers, faculty, and staff and discover the many ways Columbia nurtures and supports emerging young creative professionals.

24-Hour Night

24-Hour Night brings together the entire Columbia community for a fall celebration, picking up themes from Halloween, Dia de los Muertos, and more.

Blood Ball

The Blood Ball is an annual celebration honoring Mary Ann Blood, who along with Ida Morey Riley, founded Columbia College in 1890. Many students take the occasion to dress up or wear a costume. Mary Blood and Ida Morey costumes, gender bending outfits, tuxes, prom dresses, beehive hairdos, platform shoes, and just about anything could be on display. Food, drink, live music, and impromptu performance typically liven up the night.

Manifest Urban Arts Festival

Manifest Urban Arts Festival celebrates the work and creativity of Columbia students. Each year it attracts an audience of students, faculty, staff, parents, friends, alumni, patrons, donors, industry professionals, neighborhood residents, and the Chicago arts community. The festival is free and open to the public and features music, exhibitions, screenings, presentations, performances, and much more.

Commencement

The 2013 ceremonies will take place Saturday and Sunday, May 18 and 19. Ceremony dates, times, locations, and everything else graduation related (including information on applying for graduation and completing your graduation audit) are available at colum.edu/commencement.
Building Codes
600 S. Michigan Ave., Room 611
312.369.7769
colum.edu/buildingcodes
records@colum.edu

Building codes for the core of Columbia’s South Loop campus buildings are listed below. Visit colum.edu/buildingcodes to see a complete list of buildings that house Columbia classes.

ALEXANDROFF CAMPUS CENTER
600 S. Michigan Ave.

DANCE CENTER
1306 S. Michigan Ave.

HERMAN CONAWAY CENTER
1104 S. Wabash Ave.

MUSIC CENTER
1014 S. Michigan Ave.

MEDIA PRODUCTION CENTER
1600-1632 S. State St.

PHOTO STUDIO EAST
1006 S. Michigan Ave., 3rd floor

1112 S. Wabash Ave.

1000 S. Wabash Ave.

Building Hours
colum.edu/buildinghours

Columbia’s buildings and the facilities within them vary in hours of operation throughout the year. Visit colum.edu/buildinghours for current hours of operation.
Campus Recycling
312.369.7055
colum.edu/recycling
recycling@colum.edu
The Columbia Recycling Program recycles all paper, plastic, glass, aluminum, batteries, techno-trash (digital media - CDs, VHS, etc), and plastic bags.

Look for specific recycling containers located throughout the campus buildings and Columbia residences, and place recyclable items inside the properly marked container.

Café University
Café University operates three locations around campus, offering coffee, lunch, snacks, and more.

Harvester Cafe
600 S. Michigan Ave., basement

Press Cafe
1104 S. Wabash Ave., 1st floor

Studebaker Cafe
623 S. Wabash Ave., 1st floor

The Library
colum.edu/library
The Columbia College Chicago Library fuels discovery, sparks creativity, and ignites your future. Offering a wealth of information resources such as Ask-A-Librarian, print, digital, music & film collections, online databases, course reserves and faculty & staff publications, the Library also has a variety of services including Interlibrary Loan and Library instruction. In addition, the Library provides access to both Mac and PC computers, spaces for independent, group and quiet study, and much more. Columbia’s Library rocks.

Museums and Galleries
colum.edu/galleries

A+D Gallery
colum.edu/adgallery
619 S. Wabash Ave.
Operated by Columbia’s Department of Art and Design, A + D Gallery presents professional exhibitions and educational programming that encompasses the broadest possible definition of visual art and design. A+D Gallery’s exhibitions speak to a vast array of ideas, media, and techniques explored by artists today.

Center for the Book and Paper Arts
colum.edu/bookandpaper
1104 S. Wabash Ave.
The Center for Book and Paper Arts (CBPA) works to preserve historical techniques while promoting research and innovations in the media of book and paper arts. CBPA is dedicated to furthering knowledge and appreciation of book art, including letterpress and offset printing, bookbinding, papermaking, and artists’ books.

Department of Exhibition and
Performance Student Spaces (DEPSS)  
colum.edu/deps

The Department of Exhibition and Performance Spaces (DEPSS) operates the student centers and galleries of Columbia. The spaces offer vibrant environments for students to interact, exchange ideas, and showcase their body of work.

DEPSS consists of three galleries and a store, ShopColumbia:

The Arcade  
618 S. Michigan Ave., 2nd floor

C33 Gallery  
33 E. Congress Ave., 1st floor

Glass Curtain Gallery  
1104 S. Wabash Ave., 1st floor

Hokin Gallery  
623 S. Wabash Ave., 1st floor

ShopColumbia  
623 S. Wabash Ave., 1st floor

Fashion Columbia Study Collection  
colum.edu/fashioncollection  
618 S. Michigan Ave., 8th floor

The Fashion Columbia Study Collection preserves garments and accessories representative of 20th-century men’s and women’s Western fashion and ethnic or non-Western costumes, and it provides a research facility for faculty, students, and fashion professionals.

Museum of Contemporary Photography  
colum.edu/mocp  
600 S. Michigan Ave.

Museum of Contemporary Photography (MoCP) is a stimulating and innovative forum for the collection, creation, and examination of contemporary image-making in its camera tradition and in its expanded vocabulary of digital processes.

Art in the Library  
lib.colum.edu  
624 S. Michigan Ave.

Presenting the work of Columbia students, faculty, staff, and alumni, the Art in the Library program exhibits works in all forms of visual arts, including sculptures, paintings, drawings, and paper and book arts. Exhibitions by different artists are shown quarterly on a rotating basis.

Performance Centers  
colum.edu/engage  
1306 S. Michigan Ave.

The Dance Center is home to one of the nation’s finest dance programs and one of Chicago’s premiere presenters of contemporary dance. Visit for a performance schedule and ticket information.
Music Center
colum.edu/music
1014 S. Michigan Ave.
The Music Center is home to Columbia’s Music Department and the Chicago Jazz Ensemble. The Music Center presents more than 200 concerts each year. Performers are both professional and student artists, and many of the concerts are free. Visit for a complete concert calendar.

Theater Center
colum.edu/theater
72 East 11th St.
Columbia’s Theatre Department is run as a professional theater and provides rigorous, complete, one-on-one training for actors, directors, playwrights, designers, and stage technicians. Visit for this year’s programming schedule and ticket information.

Student Centers and Common Social Spaces

Hermann Conaway Center
1104 S. Wabash Ave., 1st floor
The Conaway Center, as it’s commonly known, is a large space that houses a café, a computer lab, and space for students to study or just hang out. The center is frequently home to lectures, concerts, movie screenings, showcases, and student-run events.

Quincy Wong Center for Artistic Expression
623 S. Wabash Ave., 1st floor
The Quincy Wong Center houses ShopColumbia, a retail operation selling the work of Columbia’s students and alumn; one of the three on-campus University Café locations; and Columbia’s newest space Haus, a late-night (nonalcoholic) nightclub for Columbia students.

Hokin Gallery
623 S. Wabash Ave., 1st floor
The Hokin Gallery features student work from a variety of disciplines and is managed by students in Columbia’s Arts, Entertainment, and Media Management program.

The Loft
916 S. Wabash Ave., 4th floor
Home to Columbia’s student organizations, The Loft has student organization work stations, meeting spaces, a lounge area with comfy couches, access to check out laptops, performance space, and storage lockers.

Multicultural Student Lounge
618 S. Michigan Ave., 4th floor
The Multicultural Student Lounge offers students a spot where they can meet, hang out, check e-mail, participate in a variety of ongoing programs and activities, or just sit back and relax in a comfortable environment.
Graduate Student Center
600 S. Michigan Ave., Room 205

Graduate Student Center is open Monday – Friday from 10am – 7pm. It is open to all currently enrolled graduate students. The Center is equipped with two printers, a microwave, a mini-refrigerator, two multimedia projection packages, a conference room and plenty of comfortable seating to facilitate the studying, socializing and lounging needs of our graduate students.

Other open student spaces:

Five@33
33 E. Congress Pkwy., 5th floor

The Court
731 S. Plymouth Ct., 1st floor

Dance Center Student Lounge
1306 S. Michigan Ave., lower level

Theater Lounge
72 E. 11th St., lower level

The Underground
600 S. Michigan Ave., lower level

Efroymson Resource Center
623 S. Wabash Ave., 4th floor

624 S. Michigan Ave., 12th floor

1st and 2nd floor lobby
916 S. Wabash Ave.

Stage Two Lobby
618 S. Michigan Ave., 2nd floor

Journalism Lobby
33 E. Congress Pkwy., 2nd floor

Columbia College Computer Store
33 E. Congress Ave., 1st floor
colum.edu/applestore
computerstore@colum.edu

Students, staff and faculty can receive special educational discounts on purchases of Apple computers as well as selected Adobe and Avid peripherals. Stop in today. We are conveniently located in the 33 E. Congress Building (entrance off S. Wabash Ave.)

Bookstore
618 S. Michigan Ave.
312.369.7405
columbia.bkstr.com
columbia@bkstr.com

The Columbia bookstore provides students with textbooks (new and used), course materials, general reading, and reference materials as well as supplies, computer products, and Columbia gear. Students in some classes have the option to either buy or rent their textbooks.

The bookstore is the only official retail outlet that works with Columbia’s faculty to provide the course materials Columbia students will need. Students with Columbia Cash accounts can use that service at the bookstore.

Students can also sell their used textbooks back to the bookstore for the books’ current market value.
ShopColumbia
623 S. Wabash Ave., 1st floor
312.369.8616
colum.edu/shopcolumbia
shop@colum.edu

ShopColumbia, Columbia’s student art store features original designs created and inspired by Columbia artists. Spanning all media and disciplines, ShopColumbia is defined by what Columbia students are making right now. An extension of the classroom and a laboratory for experimentation, ShopColumbia supports students by providing a professional environment to learn the process of marketing and selling artistic and creative work.

Visit colum.edu/shopcolumbia for store information and to learn how students can sell their creations through the shop.

Specific academic departments may also operate a lab or labs reserved for their students. Check with the department to locate all on-campus computer labs available to students and visit colum.edu/openlabs for current hours of operation.

Printing On Campus
Columbia offers three general printing locations, open to all students, and a variety of printing options within each academic department. Check with the department first to inquire about its printing facilities.

All student computer labs with printing:

Technology Commons
618 S. Michigan Ave., lower level
312.369.7755

33 E. Congress Pkwy Room 521
312.369.8256

1104 S. Wabash Ave Mezzanine
312.369.6689

There is also an on-campus Xerox Document Center available to students (at a deep discount) at 619 S. Wabash Avenue, 1st floor. This option is best suited for students with large or complex copy projects. Stop by the document center to inquire about current prices and turnaround time. The center is open Monday through Friday during normal business hours.

Students can use Columbia Cash to pay for printing at the library, most open labs, the Xerox Document
Center, and some of the academic departments (check with the department first before printing). The security desk in each building has a stamp to validate parking for many of the area’s participating lots.

**Wi-Fi Access**

$colum.edu/wifi$

Wi-fi access is available throughout the Columbia campus. Look for the **Columbia** network and log in with an OASIS ID and password to access the network.

**Bicycles**

Students will find bike racks located outside almost every building on campus. Bikes must always be locked with an effective bike lock. Bikes are not allowed inside any academic buildings but are allowed in the residence halls.

**Parking**

$colum.edu/parking$

Students who drive to school will need to park in a lot or use meter parking around the South Loop campus. Hourly rates will vary by location and typically meters are in operation from 8 a.m. to 9 p.m., including weekends and holidays.

There are several parking lots and garages, especially along South Wabash Avenue and State Street. Daily parking rates are seasonal and tend to spike during peak holiday and festival times. Shop around for the best bargain and ask about monthly plans and student discounts.

**Public Transportation**

1.888.YOUR.CTA

[transitchicago.com](transitchicago.com)  
[rtachicago.com](rtachicago.com)

The Chicago Transit Authority (CTA) allows Chicago residents to travel almost anywhere in the city and most times of the day or night.

Although Chicagoans love to complain about the trains and buses operated by the CTA, they really can make their way around Chicago, day or night, relatively cheaply. Visit [transitchicago.com](transitchicago.com) or call 1.888.YOUR.CTA to find current bus and train schedules and fare information.

The CTA offers riders both text and web-based alerts, providing information about each bus’s or train’s current location and expected arrival.

Full-time students are provided with a U-Pass, which they pay for as part of their fees when they register for classes. U-Passes provide each eligible student unlimited ridership on any CTA bus or train during the fall and spring semesters. Visit [colum.edu/upass](colum.edu/upass) for complete information about the U-Pass.

For suburban residents, the Regional Transportation Authority (RTA) provides transportation options, including Metra trains and PACE buses, to and from the city to many Chicagoland suburbs and even some Chicago neighborhoods. Visit [rtachicago.com](rtachicago.com) for current routes and schedule information.
Your Calendar
AUGUST 2013

8/30 CONVOCATION

SEPTEMBER 2013

9/3 SEMESTER BEGINS

9/18 COLUMBIA CRAWL

OCTOBER 2013

10/31 24 HOUR NIGHT
### November 2013

|    |    |    |    |    |    |    |    |    |    |    | 1   | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |

### December 2013

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### January 2014

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| 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

- **12/5 - 7**: Shop Columbia Market
- **12/12**: Holipalooza
- **12/14**: End of semester
- **1/6**: J-Session begins
- **1/25**: J-Session ends
- **1/27**: Spring semester starts
2/21 BLOOD BALL

3/24–29 SPRING BREAK
JUNE 2014

5/16 MANIFEST
5/17 SPRING SEMESTER ENDS
5/17–18 COMMENCEMENT
5/27 SUMMER SEMESTER STARTS

6/28 5-WEEK TERM ENDS

JULY 2014

7/19 8-WEEK TERM ENDS

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PHOTOGRAPHY

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