


New Student Orientation
School of Continuing Education
Columbia University
Fall 2015



Orientation Schedule

- 2:00 p.m. School Welcome
- 2:10 p.m. Student Life @ Columbia University
- 2:30 p.m. Sexual Violence Response
- 3:00 p.m. Gender-based Misconduct
- 3:30 p.m. Professional and Career Development
- 3:55 p.m. Alumni Relations
- 4:00 p.m. Dismiss to Program Breakout Sessions
- 6:00 p.m. Welcome Reception - Faculty House



Welcome
School of Continuing Education
Columbia University

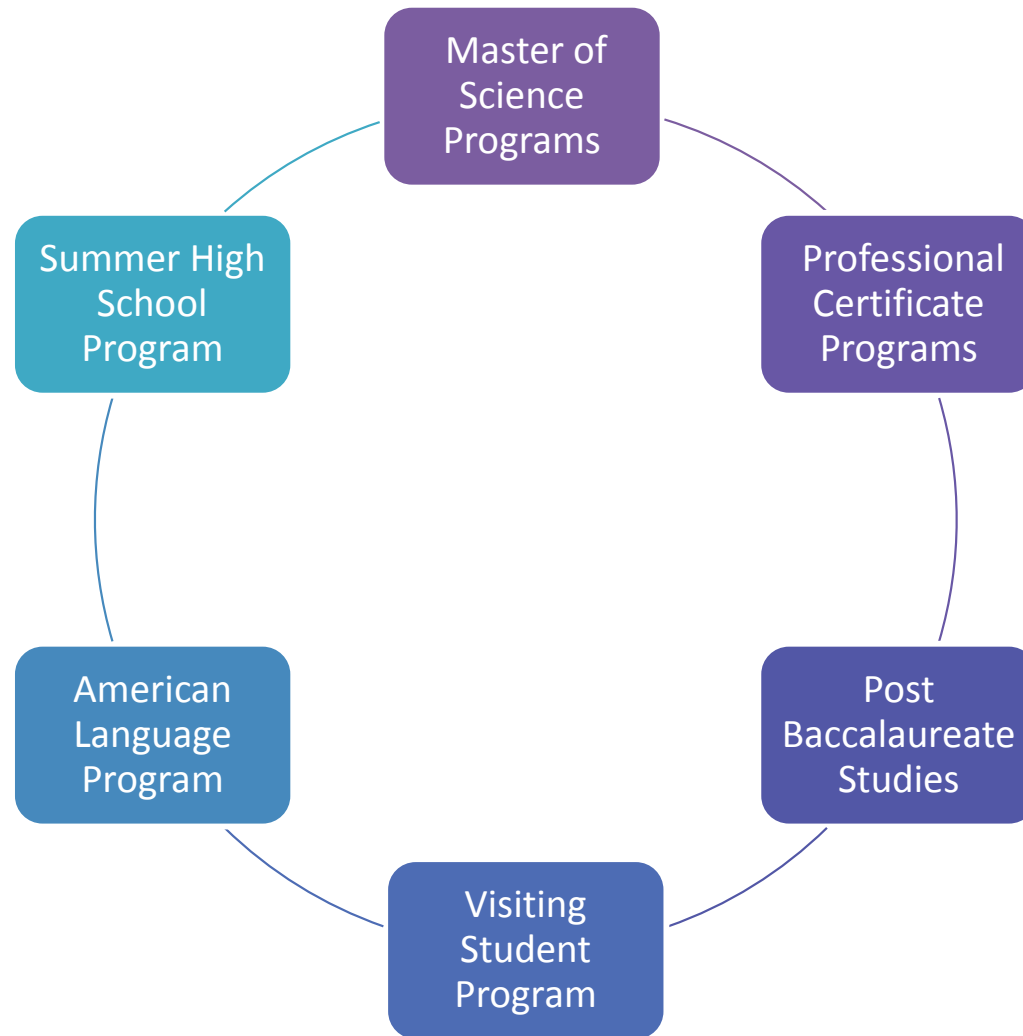
Joshua Burgher
Senior Vice Dean



Student Life and University Resources

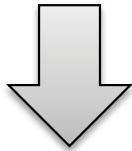
**Andie Hine
Executive Director
Enrollment Management**

The School of Continuing Education is home to...



Your Program Contacts

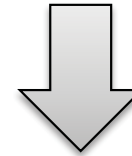
**Program Director
Faculty Advisor
Program Coordinator**



Primary contacts for:

- your course of study
- degree requirements
- course content

**Office of Student Life &
Alumni Relations**



Primary contact for:

- academic policy & procedures
- changes in your student status
- course registration
- University services



UNI and Columbia Email

- UNI = University Network ID
- Activate your Columbia Email – Lionmail
<http://cuit.columbia.edu/lionmail>
- All communication from the University and the School will be sent only to your **@columbia.edu email**.
- Check your Columbia email regularly.
- If you prefer to use your personal email account, signup for email forwarding at:
<http://cuit.columbia.edu/cuit/manage-my-uni>



Student Services Online (SSOL):

- SSOL is the secure website students use to:

- *Update emergency contacts**
- *Manage student accounts*
- *Update contact information*
- *Pay tuition and fees*
- *View grades and account holds*
- *Request transcripts*
- *Register for classes*
- *And more...*



- Log onto SSOL with your **UNI** and **password**.



Course Information

- Familiarize yourself with degree requirements by reviewing your M.S. Program website:
<http://ce.columbia.edu/programs>
- Explore the Directory of Classes: Columbia's Online Course Bulletin for date and times of classes, professors, and class locations:
<http://www.columbia.edu/cu/bulletin/uwb/>
- Seek academic guidance from Program Leadership
- Register via Student Services Online (SSOL):
<http://ssol.columbia.edu>



Registration Instructions

For detailed, step-by-step instructions for online registration through SSOL, please refer to the ***How to Register Online on SSOL PDF*** attached to your registration email which you will receive tomorrow



Electronic Bill (e-bill)

You make a change in your **student status**:

1. Registers for class;
2. Add/drop classes;
3. Withdraws from the semester.

When a **Student Account Statement** is generated, Columbia sends notification to your **Columbia email account**.

You log into **Student Services Online (SSOL)** and make a payment:
ssol.columbia.edu

Columbia does not send out paper bills.





COURSEWORKS@COLUMBIA

- Course management and collaboration system
- Use your UNI to log in
- Each student has “My Workspace” where courses, announcements, and a calendar are located
- Video tutorials are available:

<http://courseworks.columbia.edu>



Satisfactory Academic Progress

- All M.S. degree requirements must be completed **within the maximum time prescribed** by each program.
- All students must maintain an overall minimum **Grade Point Average of B (3.0)** in order to achieve satisfactory academic progress.
- Students must complete a minimum of 67% of attempted credits.



Health Services

Medical Services

John Jay Hall, 3rd and 4th Floors
Appointments: (212) 854-7426
After-hours Clinician-on-call:
(212) 854-9797

Counseling & Psychological Services

Alfred Lerner Hall, 8th Floor
Appointments: (212) 854-2878
After-hours Clinician-on-call:
(212) 854-9797

Immunizations

Submit Immunization/Measles, Mumps, Rubella (MMR) Form to:

The Immunization Office
Morningside Campus Location
John Jay Hall, 3rd Floor
(212) 854-7210

<http://health.columbia.edu/>
<http://ImmunizationCompliance@columbia.edu>

Hours: Monday-Friday, 9 AM – 5 PM

Certify your Meningitis Vaccination Decision on SSOL:

<https://ssol.columbia.edu/ssv/crt/menIntro.html>



Register with Office of Disability Services

For Reasonable Accommodations or Support Services, contact:

Office of Disability Services

Wien Hall, 1st Floor

411 W. 116th Street, Mail Code 3714

New York, NY 10027

212-854-2388

disability@columbia.edu

<http://health.columbia.edu/services/ods>

<http://health.columbia.edu/getting-care/register-disability-services>

Hours: Monday-Friday, 9 a.m. – 5 p.m.



Campus Safety

Columbia University Public Safety

Morningside & Manhattanville Campuses

111 Low Library

Tel: (212) 854-2797

publicsafety@columbia.edu

Emergency Numbers

*Calls to the emergency numbers are answered
24 hours a day, 7 days a week.*

(212) 854-5555

Campus Phones: 4-5555



Academic Experience and Columbia Community



Columbia Community

As a member of the
Columbia Community
students must adhere to the
University's Academic Standards
of Scholarship, Excellence and Integrity.



Community Standards and University Policies

As a member of the Columbia University community, each student is responsible for becoming familiar with several policies and procedures:

- Rules Of University Conduct
 - General academic and behavioral policies, as outlined by faculty expectations (e.g., syllabi, classroom expectations, and examination instructions, etc.) and in respective school publications.
- Columbia University Gender-Based Misconduct Policies and Procedures
- Columbia University Student Policies on Discrimination and Harassment
- Columbia University Information Technology Acceptable Computer Use Policy
- Columbia University Copyright, File Sharing, and Legal Entertainment Online Policies
- Housing's Guide to Living
- Responding to acts of Bias and Discrimination
- Sexual Respect at Columbia



Academic Integrity Pledge

- As a member of the Columbia University Community, we expect Academic Honesty on class assignments, term papers, examinations, laboratory reports, and computer projects.
- Ignorance of the School's policy concerning academic dishonesty shall not be a defense in any disciplinary proceedings.



Academic Violations

- Academic dishonesty violates the principle of intellectual integrity that is the foundation of our institution. To violate that principle is one of the most serious offenses that a student can commit.
- Examples of academic dishonesty include:
 - Plagiarism (the use of words, phrases, or ideas belonging to another, without properly citing or acknowledging the source)
 - Self plagiarism (submitting work for one course that already has been used for another course)
 - Cheating on examinations or tests
 - Collaborating on assignments without the instructors permission
 - Facilitating academic dishonesty (selling of notes, exams, papers, etc.)
 - Lying to a faculty member, dean, adviser or university officer
 - Failing to safeguard one's own work



Behavioral Violations

- Behavioral violations of University policy include, but are not limited to, the following:
 - Dishonesty in dealing with University faculty and/or staff member(s)
 - Intentionally or recklessly causing damage and/or destruction to property
 - Knowingly or recklessly endangering the health or safety of others
 - Threatening, harassing, or abusing others, whether directly or indirectly, in person or via electronic means



Professional and Career Development

Diane Spizzirro, LMHC, NCC

Director of Professional and Career Development

Professional and Career Development

MISSION: Professional and Career Development supports students and alumni in their educational journey, guiding them to confidently manage their career transition by facilitating lifelong career development skills through self-awareness, career exploration and career decision making.



Professional and Career Development

GOAL SETTING EXERCISE



Why Start With Self-Assessment?

Self-Assessment helps identify your:

- Interests, preferences
- Skills, abilities, strengths
- Achievements and accomplishments
- Job-relevant experiences
- Values, personal qualities

These “foundation traits” inform all aspects of your job search:

- *from resume, to targeting, to interviewing*
- *enabling you to correlate assessment to goals*



Industry & Organizational Research

Resources

- Industry publications
- Career Literature
- Company websites
- Career databanks
 - Vault.com, Wetfeet.com
- Industry Exploration Page (CCE Website)
- O*NET
- Google
- Bloomberg, Wall Street Journal
- Professional Associations
- SCE Career Development webpage

Direct Engagement

- Internships
- Informational interviews
- Professional Associations / Conferences
- Alumni panels
- Employer and Company Presentations
 - LinkedIn
 - Alumni Groups
 - Affinity Groups



How To Find a Job/Internship

- Networking
- Informational interviewing
- Insider job searches – internships, shadowing, mentors, volunteering
- Company websites
- Other specialized websites (idealist.com; dice.com)



Build your Network: Tell everyone!

80% of jobs are found through some form of networking

- Family, friends, neighbors
- Colleagues, former employers
- Faculty, former teachers
- LinkedIn
- Alumni
- Professional Associations

Modesty will not be rewarded!



What is personal branding?

- Powerful, clear, positive idea that comes to mind when people think of you
- It's what you stand for – values, abilities, and actions
- A broadcast message about your character and performance
- Tells your audience 3 things:
 - Who you are
 - What you do
 - What makes you different; or how you create value for others



Resume

- Underlying concept: Marketing Tool
- Evolving document – must be continually tailored and updated



LinkedIn

- Photo
- Post the branding statement front and center in the summary
- Add skills and move that section to the top of the page
- Join groups and post in them
- Respond to comments and like content
- Post updates to your status bar several times a week



Brand Checklist

- Mission
- Content Strategy
- Elevator Pitch
- Niche Market
- Competition
- Profiles (social and other)
- Graphics
- Brand Personality
- Tagline
- Resume
- Cover Letter



Working from Quadrant II

“The key is not to prioritize what’s on your schedule, but to schedule your priorities.”

Steven Covey, author of *The Seven Habits of Highly Effective People*



Professional and Career Development

- **Program Directors/ Faculty** – For industry trends, hiring patterns and profiles.
- **Program Specific Events/ Seminars** – Provide networking opportunities, as well as, educational value.
- **Orientation** is the first step in this evolving process as you **meet your peers**, establish a **network** and begin to refine a **career plan**.



Executive Career Coaching

- This is an exclusive resource to all Master of Science students to support the connection of your program, work experience, and career objectives
- Focused on your field of study
- One-on-one career coaching based on your daily activities and long-term goals
- Career Coaches are experts in helping students clarify their goals and career path, organize commitments, and prioritize student and work responsibilities

Coaching + Data + Technology



Your Career Counseling Options

- “Quick Questions”
 - Especially for CV, Resume, & Cover Letter critiques – quick questions – no appointment needed
- Individual career counseling
 - 30-minutes/1-hour (By appointment – 1/week)
- Mock & practice interviews, “case” interviews
 - By appointment
- Individual assessments
 - MBTI, SII testing, card sorts, self exploration
- Check website for more information



PROFESSIONAL AND CAREER DEVELOPMENT

Events and Programs

Breakfast Briefs – Monthly – Alumni Panels – 8:00am – 9:30am

Lunch and Learns – Fridays 2x month – one hour workshops – 12:30pm – 1:30pm

Dinner and Discussions – Leadership Series – 6:00pm – 8:00pm

Graduate School Career Fair @ Alfred Lerner Hall	Friday – September 18, 2015	12:00pm – 4:00pm	Lerner Hall
SCE Online Student and Alumni Networking Event	Monday September 21, 2015	6:30pm – 8:00pm	Online

In addition there are program specific career events sponsored by the Office of Professional and Career Development



Alumni Relations & Development

Lindy A. Gallagher, MBA, BU '82

Director of Alumni Relations and Development

lag69@columbia.edu

scealumni@columbia.edu

212-854-9247

alumni.columbia.edu

Twitter: @LindySCEalumni



Career Development Workshops

New Alumni Gathering

Columbia lifetime E-mail

Columbia Libraries lifelong access

Faculty Lectures

Online Networking Events

Alumni Center

More to Come...SCE Alumni

Association!

Dedicated alumni website

alumni.columbia.edu

Travel Study Trip Signature Events

Regional and Global Clubs

CAA Arts Access

Shared Interest Groups

Alumni Directory

Monthly Networking Breakfasts

Columbia Magazine

Student and Alumni Events

Fall 2015

- Dinner & Discussion series
- Program-specific faculty & guest lectures
- Career workshops
- Faculty Panels across Columbia-mostly evenings
- Conferences & career fairs
- Speed Networking event
- Small group social gatherings in midtown
- End-of-term receptions

Alumni Relations & Development

- Multiple networking opportunities with students and alumni across programs
- Graduation Class Gift Campaign – take a leadership role in leaving a legacy to SCE
- Attend events outside of SCE by keeping up with university-wide publications (Columbia Spectator, The Record, CAA website)

SCE Monthly Newsletter for Alumni

 COLUMBIA UNIVERSITY
School of Continuing Education

Monthly Newsletter



December 2014

[Get Involved](#) | [Upcoming Events](#) | [SCE Alumni in the News](#) | [Give to SCE](#) | [Career Corner](#)

Two Construction Administration Students Receive Inaugural Elizabeth and Leon Daniels Scholarships

Muhammad Shoukat and Wendy Hewlett won the inaugural Elizabeth and Leon Daniels Scholarship, a privately funded \$5,000 award that recognizes outstanding students in the MS in Construction Administration program at Columbia University.

[Read more.](#)



Lifelong Alumni Communications

- **Alumni Directory**

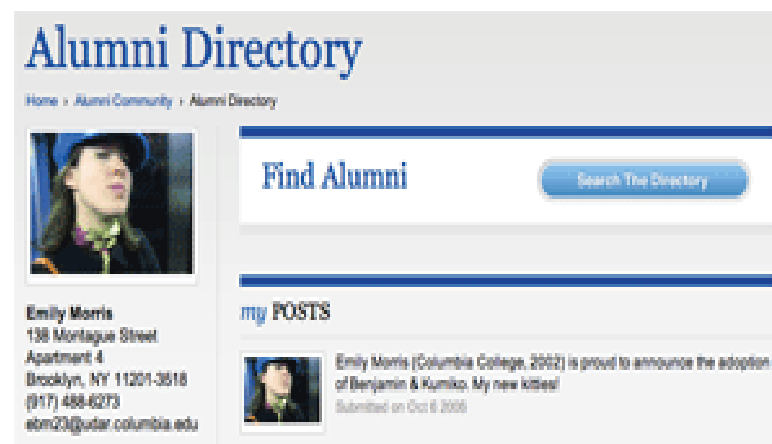
- Update contact information
- Search for and contact fellow alumni
- Submit class notes

- **Alumni Notes**

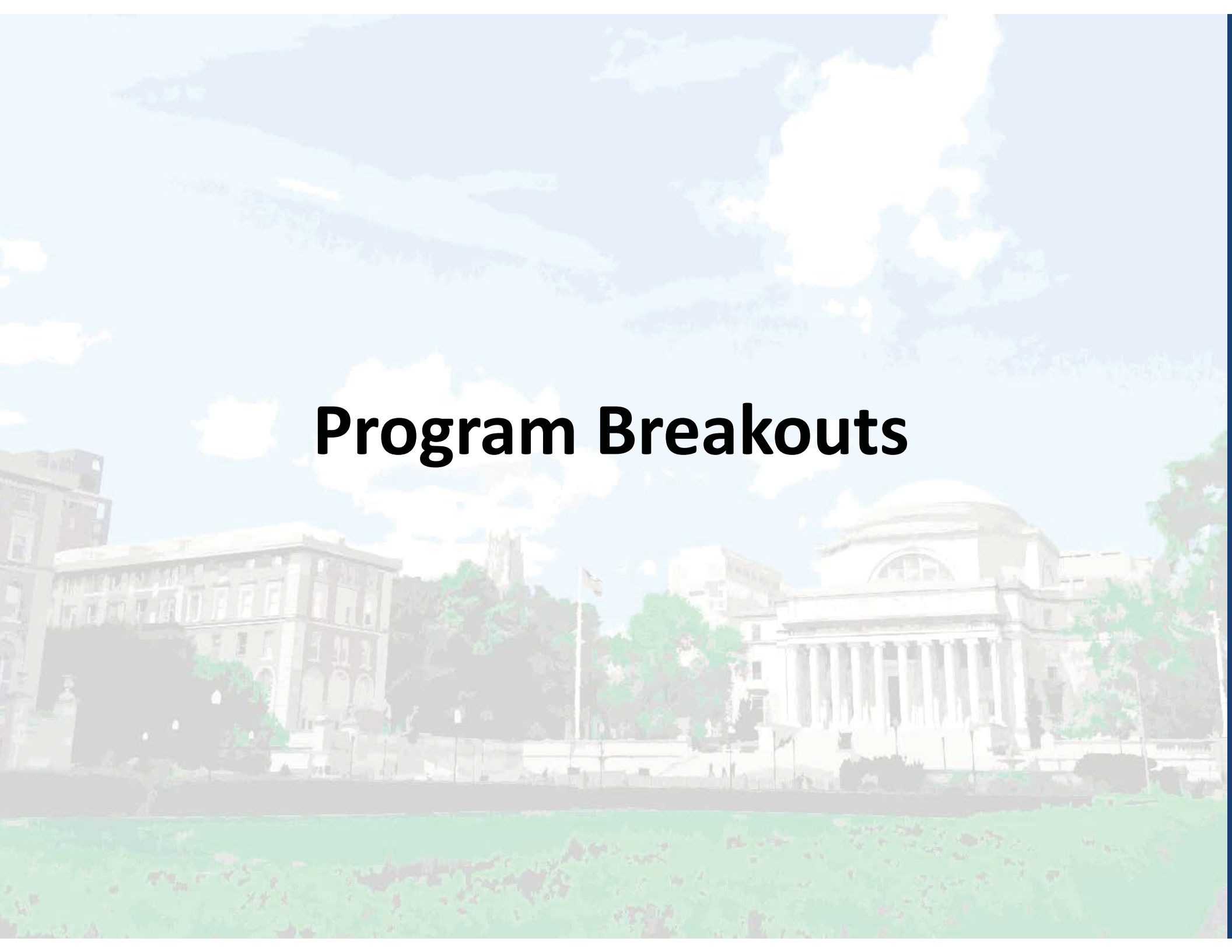
- Submit personal or career notes
- See notes from classmates
- Publicize your news via exposure on the CAA homepage

- **Social Networks**

- CAA Facebook page features photo albums from CAA events and multiple daily posts
- CAA LinkedIn network engages alumni in discussion threads, allows alumni to post and search for jobs, and network professionally



Program Breakouts



Program Breakout Sessions

- Actuarial Science – **Room 207, Mathematics Building**
- Bioethics – **Ivy Lounge, Faculty House**
- Communications Practice – **Garden Room 1, Faculty House**
- Construction Administration – **Seminar Room 2, Faculty House**
- Enterprise Risk Management -- **1754 Board Room, Faculty House**
- Fundraising Management – **Seminar Room 1, Faculty House**
- Sports Management – **601 Fairchild, Rooms A, B and C**
- Narrative Medicine – **Garden Room 2**
- Negotiation and Conflict Resolution – **Seminar Room 3 and 4, Faculty House**
- Sustainability Management – **Lecture Hall, Pulitzer (Journalism School)**



Office of Student Life & Alumni Relations

<http://ce.columbia.edu/student-life-and-alumni-relations>

Email: sce-studentaffairs@columbia.edu

Telephone: (212) 854-0419

Office: 203 Lewisohn Hall

Office Hours: Monday - Friday: 9 a.m. – 5 p.m.

