Dear New Student,

Welcome to Columbia, and to the School of General Studies. Our goal in this Academic Planning Session (APS) is to provide you with the tools and knowledge you will need to register for classes and begin working with your academic advisor in the GS Office of the Dean of Students (DOS).

The presentation you will see today covers many important topics including important offices and people at the University, websites and other technological tools you will need to use as a Columbia student, graduation requirements that will inform your class schedule planning, and much more. We hope that you will walk out of this session not only with a better understanding of what you need to do to prepare for your first semester—but with a feeling that you are ready to do so.

As you begin classes at Columbia this fall, know that you have a supportive team behind you. The academic advisors and DOS staff, GS Student Life, and your fellow students already here at Columbia are excited to welcome you, and to help as you transition to becoming a student at GS.

Best regards,

[Signature]

Ivonne Rojas
Acting Dean of Students
Columbia University School of General Studies
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CHECKLISTS AND NEXT STEPS

As a new student, you have already:

- Submitted your Acceptance Reply Form and deposit
- Registered for an Academic Planning Session (APS)
- Applied for housing and financial aid (if applicable)
- Activated your UNI and set up your Columbia email account
- Registered for New Student Orientation
- Submitted required immunization documents

After the APS, you will:

- Schedule your first advising appointment
- View the forms, core, and SSOL tutorial videos online
- Complete the Scheduling Worksheet found in Appendix B
- Register for classes, which may be done prior to your first advising appointment
- Complete all mandatory University pre-arrival tutorials

Note: You must meet with your advisor to confirm your final registration and course selection. Your advisor will inform you whether certain courses have pre-requisites, are intended for declared majors or advanced undergraduates, etc. Additionally, if you register for an inappropriate course without consulting with your advisor, you may face academic or financial penalties. Always remember to consult with your advisor and keep us informed. We are here to help!
ACADEMIC ADVISING AT GS

The Office of the Dean of Students functions as the primary resource for advising students in the School of General Studies. Through a dedicated advising system that places students with a specific advisor from matriculation to graduation, you will receive individually-tailored, customized advising to suit your particular academic interests and professional goals. At GS we strive to provide you with the appropriate academic guidance, support, resources, and referrals to help you achieve academic success. We look forward to working with you during your time at Columbia!

Making an Appointment

Once your Columbia email account is activated, you will be able to make an appointment to see your academic advisor using our online appointment system, which is located on the GS website at https://gs.columbia.edu/appointments. For your first appointment, please select “New Student First Time Appointment.” After your first-time appointment, you will choose “Academic Advising” as your appointment type.

Before You Meet with Your Advisor

Make sure your immunization documents are submitted and that there is no hold on your student account. You must create your academic schedule using the Scheduling Worksheet found in Appendix B of this planner, and will preferably register for the upcoming semester in SSOL. If you do not have sufficient time to prepare your schedule, you are advised to reschedule your initial advising appointment.

First Advising Appointment

The first advising appointment is a time for you and your advisor to begin to get to know each other. The advising relationship is an important one during your time at GS. We will assist with your transition to Columbia, enhance your learning experience, and contribute to your success while offering the guidance and support you need along the way.

During your first advising appointment, your advisor will provide feedback and information about the classes for which you have registered or for those which you have given serious thought. This is not the time to create a schedule from scratch. If you register for classes prior to your initial advising appointment, you will use this first meeting with your advisor to review your schedule and receive approval of your course selections. This will help you avoid registering for any inappropriate courses which may result in unnecessary financial or academic repercussions.

Following up with Your Advisor

You will continue to meet with your advisor each semester and work towards your remaining core and degree requirements. Your advisor helps you navigate the resources at the University and is a great first point of contact for any questions or concerns you may have during your time here. After you declare a major, you will also meet with the Director of Undergraduate Studies (DUS) or departmental advisor in your major department as needed. Your DUS should sign off on all requirements for your major.
THE COLUMBIA DEGREE

An undergraduate degree at Columbia consists of 124 points (credits) divided among three categories: core curriculum requirements, a departmental major, and electives. All GS students are required to complete one major and have a minimum 2.0 GPA in order to graduate.

The Core Curriculum
The Core Curriculum requirements provide the foundation for a traditional liberal arts degree, assuring that students develop critical thinking and writing skills while exposing them to a range of knowledge and disciplines. Flexibility within the Core allows students to choose from several departments to fulfill specified core requirements in science, literature, humanities, foreign language, quantitative reasoning, and social sciences, encouraging the exploration of new areas of inquiry and development of intellectual interests.

For a presentation of the core requirements, please view the online tutorial.

Core Coursework and Requirements

University Writing: one specific course

Art Humanities: one course from a list of four specific courses

Music Humanities: one course from a list of three specific courses

Literature/Humanities*:
*Note: One literature course must be taken at Columbia.

- Two literature courses; or
- Literature Humanities (HUMA GS1001-1002)

Social Sciences:

- Two social sciences courses; or
- Contemporary Western Civilization (COCI F1101-1102)

Foreign Language: Proficiency through the Intermediate II level (as determined by Columbia)

The Global Core: Two courses from the list of approved global core courses (posted on the GS website)

Quantitative Reasoning: One course (conditions apply)

Science: Three courses from at least two different departments.

The Major
GS students must fulfill the requirements for a major to receive a bachelor’s degree from Columbia, and should declare a major program prior to earning 90 points. Students who matriculate with at least 45 transfer credits may declare their respective majors in their first term at GS, as long as they have at least 12 points in progress. Students will receive major advising from professors within the relevant major departments, typically a Director of Undergraduate Studies (DUS). Columbia refers to minors as “concentrations,” and they are optional. If you are interested in a concentration, speak with your advisor.
PLANNING YOUR SCHEDULE

Deciding exactly how you will put together your 124 points requires some thoughtful consideration. Planning your course of study involves much more than just scheduling courses. Think about subjects you have enjoyed in the past, your academic and professional goals, and your ideal completion timeline. You will consider courses that will lead to a major or prepare you for a career, and we encourage you to also explore new fields of study. While they are mandatory, the core requirements allow for breadth and flexibility, stimulate intellectual curiosity, and are often the avenues through which students discover new academic interests and passions they never knew they had.

Planning Materials and Resources
Before you prepare your first class schedule, be sure to have the following materials and resources at hand. They are essential. Most of this information can also be found on the GS website at https://gs.columbia.edu/current-students.

Entrance Credit Report (ECR) and Transfer Credit and Online Course Policy
You should have received a personalized ECR via email. This document lets you know how many transfer credits you have received towards the 124-point Columbia degree. Please refer to the GS website for policies regarding online and transfer courses, transfer credit eligibility, and restrictions: http://gs.columbia.edu/transfer-credit.

Core Requirements Checklist
You will find a list of the core requirements at https://gs.columbia.edu/core-requirements. Your advisor has prepared a personalized Core Requirements Checklist for you, taking into account your transfer courses. Each semester when you meet with your academic advisor, your checklist will be updated to include classes you have completed that fulfill core requirements.

Major Requirements
The major and concentration requirements for each academic department are located on the GS website at https://gs.columbia.edu/list-majors-and-concentrations. Additionally, each academic department within the University has a website that includes information about the department, requirements for the major or concentration, and all departmental course offerings. (Courses listed on the departmental websites are not necessarily offered each semester.)

Course Search Tools
You may search for courses offered each semester by accessing either the online Directory of Classes or Vergil. To access the Directory of Classes, visit https://gs.columbia.edu/courses. To access Vergil, visit https://vergil.registrar.columbia.edu.

Registration Guidelines
Before you meet with your academic advisor, use the Scheduling Worksheet to create your preferred academic schedule for the upcoming semester, and a list of back-up choices. We recommend that first-semester, full-time students take four academic courses (typically 12-15 points). Students may register for no more than eighteen points, so you will have an opportunity to register for an extra class or two, if you wish. Please see the sample schedules in the Appendix for examples.

Prior to registering, please be sure to check the Holds screen in your SSOL account, and resolve any holds listed with the relevant administrative office. You cannot register for classes while holds exist on your account. Additionally, be sure to check your Registration Appointment times in SSOL and register for classes during any of the specified times.
If you are unable to register for classes in SSOL, or prefer to discuss your course selections with your advisor prior to registering, please be sure to bring this planner with your completed Scheduling Worksheet to your first advising meeting. If your initial advising appointment is to be held via Skype or by phone, please remember to email your completed Scheduling Worksheet to your advisor prior to your appointment.

Be sure to take the time needed to plan your schedule. Incoming students attending full time report that preparing their schedule typically takes about two hours.

When planning your schedule of classes, consider a few important questions:

- **Do you commute?** If so, please remember to factor your commute time into your schedule.
- **How do you plan to balance work, family, and school?** The answers to these questions may affect the number of courses you will take and determine your enrollment status.
- **Do you have any special circumstances that may affect your academics?** Be sure to discuss these with your advisor.
- **What have you learned from past academic experiences? What do you consider to be your academic strengths and challenges?** Your advisor can suggest numerous support services and referrals.
- **What classes are you excited to take? Have you selected a major or are you leaning towards one?** If so, you will need to check course pre-requisites and follow up with the major department for further advising on course placement.
- **Have you discussed the workload at Columbia, and what to expect in your first semester, with any current GS students?** Your peers are valuable resources. Do not hesitate to consult others for guidance and advice!

Here are some things to keep in mind when selecting courses:

- Look up course prerequisites.
- Be mindful of course levels. We do not recommend taking 4000-level courses in your first term.
- Add co-requisite discussion sections/labs/recitations.
- Check for specific registration instructions and guidelines in the “Notes” section of the Directory of Classes, including required instructor or department approvals.
- Check the “Open To” section in the Directory of Classes—is this course open to GS?
- Check the course enrollment capacity. If a class is full, you will need to add yourself to the waitlist. Please note that advisors cannot register students for courses, nor do they have access to waitlists.
- Choose courses that do not have overlapping times; the School of General Studies does not authorize overlapping courses.
- We do not recommend taking a literature course while you are enrolled in University Writing.
**Registering for Classes in SSOL**

Online registration allows you to monitor your registration appointments, course selection, and exam schedules and can provide you with a print-out to confirm your registration.

For a tutorial on the registration process, please view the SSOL (Student Services Online) tutorial you will be sent via email following the APS.

To access SSOL, visit [https://ssol.columbia.edu](https://ssol.columbia.edu) and login with your UNI and password.

**After You Register**

- Confirm that you are officially registered for the classes you selected by logging in to SSOL and selecting “Student Schedule.”
- Always confirm the number of points in which you are enrolled. Columbia undergraduates may not be enrolled in more than 18 points.
- You may continue to use the online registration system to make approved program revisions until the end of the Change of Program Period each term (the first two weeks of the semester). An approved change means you have consulted with your academic advisor and have received permission to make the relevant change. (In most cases, you do not need advisor pre-approval to change a section of the same class.)
- Continue to actively monitor your schedule throughout the Change of Program Period.
The courses below must be worth at least three points of credit and be letter-graded. Two courses used for the requirements below may also count toward the major. No more than two courses from any one department may be used to fulfill the core requirements. Visit the Core at [http://gs.columbia.edu/core-requirements](http://gs.columbia.edu/core-requirements) for other regulations.

<table>
<thead>
<tr>
<th>Core Requirement</th>
<th>Department</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Term</th>
<th>Grade</th>
<th>School (if not GS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>√ Writiing</td>
<td>English</td>
<td>GS1010</td>
<td>University Writing</td>
<td></td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>LITERATURE OR</td>
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<tr>
<td>HUMANITIES *</td>
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<tr>
<td>LITERATURE *</td>
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<tr>
<td>* One literature class must be completed at Columbia. HUMA GS101-1002 may satisfy either or both requirements.</td>
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<tr>
<td>LANGUAGE ‡</td>
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<tr>
<td>‡ Four terms of a single language or the equivalent, usually through 1202</td>
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</tr>
<tr>
<td>ART</td>
<td>Humanities</td>
<td>UN1121</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>AHUM UN2604, UN2901</td>
<td></td>
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</tr>
<tr>
<td>MUSIC</td>
<td>Humanities</td>
<td>UN1123</td>
<td></td>
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<tr>
<td>环球音乐</td>
<td>AHMM UN3320 &amp; AHMM UN3521</td>
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<tr>
<td>GLOBAL CORE</td>
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<tr>
<td>GLOBAL CORE SOCIAL</td>
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<tr>
<td>SCIENCES ‡</td>
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<tr>
<td>‡ Contemporary Civilization (COCI GS1101-1102) or two approved social sciences courses</td>
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<tr>
<td>QUANTITATIVE REASONING</td>
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<tr>
<td>SCIENCE</td>
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**NOTES:**
UNDERSTANDING THE CORE REQUIREMENTS CHECKLIST

The Core Requirements Checklist helps you and your advisor track the degree requirements you must fulfill by the time you graduate. If applicable, any requirements that have already been satisfied by courses you have taken elsewhere will be checked off. We hope the following notes will make it easier for you to understand your core checklist.

- **Writing GS F1010:** This requirement will **not** be checked off. This course **must** be taken at Columbia in your first or second term (depending on availability).

- **Literature or Humanities:** This requirement will **likely** be checked off. Many students transfer in with at least one humanities or literature course.

- **Literature:** This requirement will **not** be checked off. At least one literature course **must** be taken at Columbia.

- **Language:** This requirement will be checked off only if you meet intermediate-level proficiency as specified in the relevant core requirement section of the GS website.

- **Art Humanities:** This requirement will **not** be checked off. You must take one of the specified courses, or petition for exemption.

- **Music Humanities:** This requirement will **not** be checked off. You must take one of the specified courses or petition for exemption. You could also take the exemption exam offered at the start of the fall semester.

- **Global Core:** This requirement will **not** be checked off. If applicable, your advisor will request a copy of the syllabus for a course taken elsewhere for possible consideration towards a global core requirement.

- **Social Sciences:** This requirement will **likely** be checked off. Many students transfer in with at least one social sciences course.

- **Quantitative Reasoning:** This requirement will be checked off if any of the conditions are met as listed in the relevant core requirements section of the GS website.

- **Science:** This requirement may be checked off if you have taken science courses elsewhere. Please check the relevant core requirements section of the GS website for additional information.
### Plan A

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Course Subject</th>
<th>Course Number</th>
<th>Course Section</th>
<th>Points</th>
<th>Section Title</th>
<th>Course Day/Time</th>
<th>Core Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>85389</td>
<td>ENGL</td>
<td>GS1010</td>
<td>005</td>
<td>3.0</td>
<td>University Writing</td>
<td>MW 10:10 - 11:25a</td>
<td>Writing</td>
</tr>
<tr>
<td>97307</td>
<td>RELI</td>
<td>UN3725</td>
<td>001</td>
<td>3.0</td>
<td>Religion &amp; Postmodernism</td>
<td>TuTh 4:10 - 5:25p</td>
<td>Humanities</td>
</tr>
<tr>
<td>85037</td>
<td>ANTH</td>
<td>UN1002</td>
<td>001</td>
<td>3.0</td>
<td>Interpretation of Culture</td>
<td>MW 8:40 - 9:55a</td>
<td>Social Science</td>
</tr>
<tr>
<td>66100</td>
<td>ANTH</td>
<td>UN1112</td>
<td>002</td>
<td>0.0</td>
<td>Interp. Culture—Disc.</td>
<td>TuTh 2:40 - 3:55p</td>
<td></td>
</tr>
<tr>
<td>23354</td>
<td>ASTR</td>
<td>UN1453</td>
<td>001</td>
<td>3.0</td>
<td>Another Earth</td>
<td>TuTh 11:40a - 12:55p</td>
<td>Science</td>
</tr>
<tr>
<td>71082</td>
<td>FREN</td>
<td>UN1001</td>
<td>001</td>
<td>4.0</td>
<td>Elementary French I</td>
<td>TuThFri 8:40 - 9:44a</td>
<td>Foreign Language</td>
</tr>
</tbody>
</table>

### Plan B

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Course Subject</th>
<th>Course Number</th>
<th>Course Section</th>
<th>Points</th>
<th>Section Title</th>
<th>Course Day/Time</th>
<th>Core Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>65752</td>
<td>ENGL</td>
<td>GS1010</td>
<td>015</td>
<td>3.0</td>
<td>University Writing</td>
<td>TuTh 10:10 - 11:25a</td>
<td>Writing</td>
</tr>
<tr>
<td>58196</td>
<td>PHIL</td>
<td>UN2101</td>
<td>001</td>
<td>3.0</td>
<td>Pre-Socratic to Augustine</td>
<td>TuTh 4:10 - 5:25p</td>
<td>Humanities</td>
</tr>
<tr>
<td>85037</td>
<td>HIST</td>
<td>BC3062</td>
<td>001</td>
<td>3.0</td>
<td>Medieval Intellectual Life</td>
<td>MW 8:40 - 9:55a</td>
<td>Humanities or Social Science</td>
</tr>
<tr>
<td>15146</td>
<td>ASTR</td>
<td>UN1403</td>
<td>001</td>
<td>3.0</td>
<td>Earth, Moon and Planets</td>
<td>MW 2:40 - 3:55p</td>
<td>Science</td>
</tr>
<tr>
<td>13703</td>
<td>MATH</td>
<td>UN1003</td>
<td>001</td>
<td>3.0</td>
<td>College Algebra/Geometry</td>
<td>MW 6:10 - 8p</td>
<td>Quantitative Reasoning</td>
</tr>
</tbody>
</table>

### Sample Schedules
**SCHEDULING WORKSHEET**

**Plan A (or courses for which you have already registered)**

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Course Subject</th>
<th>Course Number</th>
<th>Course Section</th>
<th>Points</th>
<th>Section Title</th>
<th>Course Day/Time</th>
<th>Core Req./Major Req./Elective?</th>
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<tbody>
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**Plan B (back-up options: courses on your waitlist and/or wish list)**

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Course Subject</th>
<th>Course Number</th>
<th>Course Section</th>
<th>Points</th>
<th>Section Title</th>
<th>Course Day/Time</th>
<th>Core Req./Major Req./Elective?</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
**KEY TO COURSE LISTINGS: A USER’S GUIDE**

Each course number consists of a capital letter followed by four digits. The capital letter identifies the University division offering the course. The first digit signifies the level of the course.

Two consecutive numbers joined by a hyphen show that the course runs through both terms (e.g., CHEM W1403-W1404). The first term is usually prerequisite to the second.

The courses offered by each department are arranged in ascending numerical order, without regard to the capital letter immediately preceding the course number.

The number of points that a course carries each term follows the title of the course.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Architecture (not recommended for first-semester students)</td>
</tr>
<tr>
<td>BC/X</td>
<td>Barnard College (fine for GS students 90% of the time)</td>
</tr>
<tr>
<td>CC</td>
<td>Columbia College (typically not appropriate for GS students)</td>
</tr>
<tr>
<td>E</td>
<td>Engineering and Applied Sciences (usually not appropriate for GS students)</td>
</tr>
<tr>
<td>GS</td>
<td>General Studies (always fine for GS students)</td>
</tr>
<tr>
<td>GR</td>
<td>Graduate School of Arts and Sciences (inappropriate for most first-semester students)</td>
</tr>
<tr>
<td>GU</td>
<td>Graduate courses open to graduate and advanced undergraduate students (inappropriate for first-semester students)</td>
</tr>
<tr>
<td>N</td>
<td>Noncredit (depends)</td>
</tr>
<tr>
<td>P</td>
<td>Public Health (almost never appropriate for first-semester students)</td>
</tr>
<tr>
<td>AR</td>
<td>School of the Arts (only appropriate for 1000–4000 level classes)</td>
</tr>
<tr>
<td>U</td>
<td>International and Public Affairs (almost never appropriate for first-semester students)</td>
</tr>
<tr>
<td>UN</td>
<td>Undergraduate courses (almost always okay if the following number is appropriate—see below)</td>
</tr>
<tr>
<td>O</td>
<td>Course cannot be credited toward any degree (sometimes appropriate)</td>
</tr>
<tr>
<td>OC</td>
<td>Undergraduate courses offered at Columbia’s Global Centers</td>
</tr>
<tr>
<td>1</td>
<td>Undergraduate course, introductory level (great for first-semester students)</td>
</tr>
<tr>
<td>2</td>
<td>Undergraduate course, introductory or intermediate level (great for first-semester students)</td>
</tr>
<tr>
<td>3</td>
<td>Undergraduate course for juniors and seniors; may have prerequisites (usually appropriate for humanities and social science courses but not for sciences)</td>
</tr>
<tr>
<td>4</td>
<td>Lecture course for advanced undergraduates with appropriate preparation and beginning graduate students (not recommended for first-semester students)</td>
</tr>
<tr>
<td>5-9</td>
<td>Advanced graduate courses (conditions apply; requires special permission)</td>
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Useful Links

Placement Exams
For accurate placement into certain courses, your advisor may recommend appropriate placement exams. We hope the following information on placement exams is helpful to you. Exact dates and/or locations will also be posted in Guidebook, the New Student Orientation Program (NSOP) app.


*Note: Students planning on enrolling in Calculus I are strongly recommended to take the Math Placement Exam (Parts I & II). For further guidance, please speak with your advisor.

Chemistry Placement Exam: https://gs.columbia.edu/chemistry-placement-exam

Quantitative Reasoning Exam: https://gs.columbia.edu/quantitative-reasoning-exam

University-wide Placement Exams: https://gs.columbia.edu/university-wide-placement-exams

Economics Department Transfer Credit Process
If you intend to be an economics major and have questions about transferring courses to the major, please visit the Department of Economics website at https://econ.columbia.edu/transfer-credit-information.

Psychology Transfer Classes toward Core Science
If you wish to have a psychology transfer course considered towards the core science requirement, please visit the Department of Psychology website at https://psychology.columbia.edu/content/undergraduate-science-requirement.

American Language Program (ALP) Essay Exam Schedule
To view the ALP essay exam schedule, please visit the GS website at https://gs.columbia.edu/alp-essay-exam.
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Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

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Associate Vice President
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(212) 854-1276
mdf2166@columbia.edu

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Department of Education
Office for Civil Rights (New York Office)
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OCR.NewYork@ed.gov