FAQ’s for Computer Science Dept. Adjunct Professors

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| FAQ about Logistics | What to do? |
| How do I get a UNI? | Please contact Remi Moss. UNI is created once HR received your paperwork |
| How do I get an ID card? | Once your UNI is created, please go to 210 Kent (ID Center) to get a card.  |
| How do I get swipe access to get into the CS Department? | Please contact Daisy Nguyen. |
| Where is my office? | Adjunct professors have “Adjunct Office” in the CS Area. Please contact Elias Tesfaye to get access to the office. |
| Is parking available on the days I teach? | If you live outside of Manhattan, parking is available. Please contact Patricia Hervey. If you live in Manhattan, you are not eligible to get a parking spot. |
| When, how, and how much will I be paid? | Please contact Remi Moss. |
| Can I set up “Direct Deposit”? | Once you are in the system, you should be able to access the my.columbia.edu account with your UNI and UNI password. You can set up the direct deposit through that site. Please contact Remi Moss if you have any questions. Direct deposit is highly recommended as check pickup is only available on Wednesdays (10am – 4pm) and Fridays (1pm – 4pm). |
| I have administrative/payroll questions not covered here. Who should I contact? | Please contact Remi Moss. |
| I have questions about computing services. Who should I contact? | Please contact Daisy Nguyen. |

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| FAQ about Academics | What to do? |
| How do I see who is registered for my class? | Please login to “canvas” from https://courseworks2.columbia.edu/ |
| I need an instructional assistant or need to change them. Who should I contact? | Prof. Tal Malkin is the IA Chair for the department. Please contact her about instructional-assistant related questions or concerns. |
| What is the Change of Program Period?  | First two weeks of the semester is called the Change of Program Period. Students can add/drop courses without financial penalty during this time. Please expect to see more students attending your class than what the roaster says. |
| I have a waiting list for my course in SSOL, but a student asked me to sign an add/drop form. Should I sign? | If your class has a waiting list in SSOL, please do NOT sign the add/drop form without discuss it with Jessica Rosa. By signing the add/drop form, you are allowing the student to bypass the waiting list, which we do not want to encourage. |
| Students are telling me they cannot register for the course as the course is restricted/blocked. What does this mean? | Some courses are reserved for the CS students only, and that is the most likely reason those students cannot register for the course. Please contact Remi Moss for more info. |
| I have serious issues with the assigned classroom. What can I do? | Please contact Remi Moss. |
| Should I allow students to audit the class? | It is up to you, but if you would like to discuss the implications, please contact Remi Moss. |
| I have questions about different grading options (e.g. difference between CP/IN). What should I do? | Different schools have different policies, so if you have any questions, please contact Remi Moss.  |
| I have general questions about academic policy. Who should I contact? | Please contact Kathryn Angeles (UG&MS) Remi Moss (General) or Jessica Rosa (PhD&MS). |

Contact Info:

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