### ADVISING GUIDELINES FOR UNDERGRADUATE STUDENTS

Seek out and engage with your advising resources. Be proactive! Your adviser will not know your needs unless you tell them.

#### Advising Resources – Who Can Help?
- CS Faculty Advisor ([http://www.cs.columbia.edu/education/undergrad/advisors](http://www.cs.columbia.edu/education/undergrad/advisors))
- Student Services ([advising@cs.columbia.edu](mailto:advising@cs.columbia.edu))
- Center for Student Advising or School Advisor
- Peer Advisors ([https://www.cc-seas.columbia.edu/csa/peer_advising](https://www.cc-seas.columbia.edu/csa/peer_advising))
- Instructors

#### Role of Your CS Faculty Adviser:
- Help select appropriate courses to meet major requirements
- Discuss possible career options/post-graduation plans, internships, research opportunities
- Discuss life concerns, i.e. time management, stress/wellness, co-curricular activities
- Professional role model and mentor

#### Role of Student Services:
- Help select appropriate courses to meet major requirements
- Help with registration and course issues
- Discuss life concerns, i.e. time management, stress/wellness, co-curricular activities
- Direct you to additional resources and support mechanisms

### Your Role: Advising is a two-way relationship.
- Be proactive and let your advisor know you want to meet.
- Have an agenda of what you want to explore with your adviser.
- Do not wait until the day you need an answer to reach out to your adviser.
- Follow-up on referrals and resources suggested by your adviser.
- Do not expect your faculty adviser to have all of the answers to all of your questions.

### How to Make an Advising Appointment:
- CS Faculty Advisor – Email your advisor directly or visit his or her office hours.
- CS Student Services – Email [advising@cs.columbia.edu](mailto:advising@cs.columbia.edu).
MAJOR REQUIREMENTS AND COURSE INFORMATION

Where to Find CS Major Requirement Information:
Updated CS major requirements will always be posted on the CS website - http://www.cs.columbia.edu/education/undergrad

The degree progress checklists at http://www.cs.columbia.edu/education/undergrad will help you keep track of your courses for the major.

- Please use the checklist and not the DAR to track your major. If you would like your courses checked for the major, please email your checklist to advising@cs.columbia.edu.

For policy information and general requirements for Undergraduate students, please refer to your school’s online bulletin (see resources section).

Course Information: Directory of Classes
For updated course information, including the day, time and location, each semester, please see the Directory of Classes - http://www.columbia.edu/cu/bulletin/uwb/

Course Load:
Students typically register for 15 - 17 credits per semester. Students must register for no fewer than 12 credits per semester to maintain full-time student status.

RESOURCES

CS Student Services (Remi Moss, Jessica Rosa, Kathryn Angeles, Chad Gurley)
advising@cs.columbia.edu

CS Faculty Advisors
http://www.cs.columbia.edu/education/undergrad/advisors

Center for Student Advising
403 Lerner Hall, x4-6378
https://www.cc-seas.columbia.edu/csa

General Studies Advising
403 Lewisohn
https://gs.columbia.edu/academic-advisement

Financial Aid Office
618 Lerner Hall, x4-3711
http://cc-seas.financialaid.columbia.edu/

Public Safety
- x4-5555
- For all emergencies on campus call 212-854-2797.
- For emergencies off campus that require the NYC Police, Fire Department or Ambulance service dial 911

Medical Services
John Jay Hall 4th Floor, x4-7426
M-R 8-6:30pm, F 8-5pm, S 10-3:30pm
http://www.health.columbia.edu/

Counseling and Psychological Services
Alfred Lerner Hall, 5th and 8th Floors, x4-2878
M, T, W, R 8-6:30pm
F 8-4:30pm
https://health.columbia.edu/counseling-and-psychological-services

HELPFUL LINKS

CS Undergraduate Program
http://www.cs.columbia.edu/education/undergrad

Online Bulletins
- Columbia College:
  http://bulletin.columbia.edu/columbia-college/
- SEAS:
  http://bulletin.engineering.columbia.edu/
- General Studies:
  http://bulletin.columbia.edu/general-studies/
- Barnard:
  http://catalog.barnard.edu/

Columbia Registrar
http://registrar.columbia.edu/

Barnard Registrar
http://barnard.edu/registrar

Add/Drop
http://registrar.columbia.edu/content/registration-adjustment-form-add-drop-classes

Student Services Online (SSOL)
https://ssol.columbia.edu/

Academic Calendar
http://registrar.columbia.edu/event/academic-calendar

Career Resources
http://www.careereducation.columbia.edu/

Student Life
https://www.cc-seas.columbia.edu/studentlife/

Student Conduct
http://studentconduct.columbia.edu/