



Purpose

The Office of Student Affairs (OSA) at the Mailman School of Public Health (MSPH) acts as the advisor to all recognized MSPH student organizations. Its role is to help facilitate the process of academic, philanthropic, and social activities while respecting the diverse interests of the campus community. OSA oversees and approves all events planned by student organizations on campus. While providing advising/professional services to student/ student organizations, OSA encourages all students to participate in campus life activities.

Mission

The Office of Student Affairs (OSA), Mailman School of Public Health (MSPH), Columbia University plays a vital role in implementing the School's strategic vision. The OSA comprises three constituent offices (Admissions and Financial Aid, Student Academic Affairs, and Student Life) and is the locus for a continuum of services that support today's students and tomorrow's public health leaders.

These services include, but are not limited to admissions, enrollment and retention management, education financing, orientation, education, event management, advisement and advocacy, academic standards monitoring, data collection, data management and reporting, marketing, outreach and recruitment services, quality of life, leadership development opportunities, and lifelong career and professional development.

In recruiting graduate students for the MSPH, the Admissions Office develops and implements a national recruitment plan and supports need-blind admissions and need-based financial aid to reach an intellectually strong and diverse student body.

The OSA offers the best service possible to its students and continually evaluates the type and quality of services provided. By emphasizing needs assessment and outcomes measurement, we nurture the personal, academic and career development of our students through appropriate and relevant advice and counsel.

Among the OSA's most important values are respect for human beings engaged in the learning enterprise, support for diversity, which we believe enhances the quality of the intellectual discourse in and out of the classroom, and fosters a sense of community among MSPH students, faculty, and staff.

While students come to the MSPH to learn about public health theory, practice and research from an extraordinary faculty, there are also multiple opportunities for students to develop leadership skills and learn more about themselves. The OSA

engages students through responsive programs and services that are empowering. In addition, we identify and build upon opportunities that arise to enhance and extend students' curricular and co-curricular development as professionals and as individuals.

The OSA is committed to modeling an exemplary work ethic and service environment. Our goal is to be perceived as assets by our students and alumni, faculty, school administration, and the larger university and global public health communities for our role in admitting and developing students of quality, and supporting them in reaching their potential for leadership as educators, researchers, practitioners and policy makers.

Event Planning

In order to do on campus event planning, student organization must be a recognized student organization through the OSA office. MSPH assumes NO responsibility or liability for activities conducted by student organizations off-campus. Organizations are responsible and required to inform their advisor regarding meetings, programs and events.

Use of Handbook

The student organization handbook is for creating and administrating officially recognized student organizations at MSPH campus. The handbook will provide rules and regulations regarding new and continuing student organizations. Regulations, procedures, and other information, which are changed before the next publication of the University Student Handbook will appear in other official University publications such as Facets. Students are responsible for the information contained in these pages. Failure to read and understand the deadlines and regulations will not exempt a student or student organization from whatever consequences may occur.

Student Organizations

To participate and or contact a student organization log on to :

<http://sklad.cumc.columbia.edu/sph/studentlife/>

Or visit the OSA office at 722 W. 168th st. suite 1030 for a current contact list of recognized student organizations.

Establishing a New Student Organization

The Office of Student Affairs (OSA) welcomes students wishing to submit a proposal for creating a new student organization. As a student organization students will have the opportunity to develop personal leadership skills, create a networking environment for current and future professional goals, along with serving and learning through educational, service, and social event organizing. There are many benefits in joining a student organization.

Student Organization Benefits:

- Reservation of campus facilities

- Student Affairs professional services
- Participate in Student Affairs leadership training initiatives
- Participate in the annual Student Leadership Retreat
- Use of audio visual and technical support
- Right to request financial subsidy and other services from Student Affairs
- Utilize publicity resources on campus
- Student organization website
- Leadership & networking opportunities
- Use of an on-campus mail services.

Creating a New Student Organization

Getting Started:

- Organization must have a clear purpose that is not being fulfilled by a currently registered student organization. Student organization needs to demonstrate benefit to the campus community, not duplicating services of another registered student organization.
- Purpose of student organization must fall within federal and state law, as well as University policy and Risk Management expectations.
- The name of the student organization cannot include the University, abbreviation or logo. Student organizations may indicate that they reside at the University, for example Student Government Association at Mailman School of Public Health, Columbia University.
- The name should reflect the type of student organization and clearly differentiate the club as a student organization and not a University department or program.
- The choice of language within the name should remain reflective of the University's mission.
- Student Organization must have a core group of three MSPH students to start the organization.
- Organization must have a minimum of 3 officers, including a president and financial officer. Please note that the President and Financial Officer cannot be the same individual.
- All officers must be enrolled in 6 credits and in good academic standing to qualify.
- Must outline the structure and roles of the officers
- Student organization must read and agree with the registration form.
- Set up a meeting with the Student Affairs Assistant Director to discuss your new proposed organization and go over the registration process and advising.
- Complete registration forms and return to Student Affairs for review and set up a meeting with the Student Affairs Assistant Director to discuss your organization.
- Complete a student organization constitution to be handed in with new registration form.
- Submit all completed forms to the Student Affairs office located at 722 West 168th Street Suite 1030. If there are any corrections or changes that need to be made, you will need to make the changes and re-submit the documentation. Incomplete

paperwork may delay the recognition of your student organization, so please be sure information is complete.

- When your paperwork is completed and the materials have met the University's requirements as a new student organization, you will be notified by the Assistant Director of Student Affairs and will be invited to attend the next Student Government Association (SGA) meeting. Attending SGA monthly meetings are required as a recognized student organization. Please Note: Filling out a registration form does not guarantee the organization will automatically be recognized.

Requirements for All Student Organizations

- Must follow legal and safety guidelines determined by Columbia University and MSPH.
- Recognition does not extend beyond the University.
- The University assumes no responsibility or liability for activities conducted off campus.
- Must register organization by the second Friday of every fall semester
- Must attend monthly president council meeting (PCM)
- Must attend student leadership retreat
- Must be in good academic standing
- Must host one community building event during new student orientation week
- Must participate in one academic portion of orientation week (sign up for sessions will be determined by the Assistant Director of Student Affairs)

Task-force(s) & committee(s)

Student organizations may create task force(s)/committee(s). The host organization is ultimately responsible of the action(s) of the entire student organization membership. All sub groups that are created must adhere to the rules and regulations of the university and will be held accountable if disciplinary actions occur. OSA recommends that all subgroups of the recognized student organization are formally recognized in their constitution, budget planning, and meetings to ensure communication of all groups occur.

Constitution Guideline

The following is a guide for prospective student organizations. This is in no way a mandated system however to be seen as a guide in the creative process of creating a new student organization. All recognized student organizations must submit a constitution when submitting their registration form to the OSA office.

I. Preamble: Main purpose of your organization

II. Name: Cannot include Mailman School of Public Health, Columbia University in name but can be "name" at Mailman School of Public Health, Columbia University

(for example Student Government at Mailman School of Public Health, Columbia University). Name should reflect the purpose of the organization.

III. Purpose: Why does your organization exist? What does your organization wish to accomplish?

Examples:

- Promote harmony among students, staff, and faculty...
- Advocate on behalf of...
- Provide an environment that supports...

IV. Membership: Who is considered a member and what are their rights? Please note that only Mailman School of Public Health, Columbia University students, faculty and staff can

be members with only Mailman School of Public Health, Columbia University registered students having voting privileges.

Examples:

- The following will be members of this organization...
- Voting, privileges etc:
- Only members who are in good standing with the University.
- Only members who have attended three consecutive meetings.
- Only members who have attended at least half of organizational sponsored functions.

V. Governing Structure/Officers: The University requires each organization to have at least a president/point person and a financial officer/treasurer. These two positions cannot be held by the same person.

Examples:

- There will/will not be an executive team (It is up to you how you are going to structure your organization above and beyond the president/point person and financial officer). Other positions may include:
- Vice President
- Secretary
- Events Coordinator

VI. Appointments/Election and Removal of Officers: How are Officers appointed/elected (majority vote, 2/3 votes, consensus, etc). If questions regarding an officer were to arise, how would an officer be removed from office (2/3 vote, consensus, etc).

VII. Length of Term: Officer positions will normally be held for a one-year term. Be specific about when a position begins and ends.

VIII. Officer Duties: Define the duties of each office to assist with officer transition from year to year.

Examples:

President/Chair/Head Coordinator

- Attend meetings or arrange for an alternate to attend.
- Convey all information from meetings to membership.
- Represent and advocate concern of members in public and private.

Financial Officer:

- Maintain records of financial transactions of the group.
- Regularly advise the membership of its financial status.

IX. Amendment of the Constitution: How is the student organization constitution amended (additions and deletions to the original document submitted to OSA must be given to OSA for final approval to ensure that the amendments made do not alter the mission of the student organization and MSPH)

Examples:

- The constitution may be amended at any meeting subject to the following:
- Two-thirds of the voting membership in attendance must vote to accept the amendment.
- Notice of amendment must be broadcast to all voting members at least two weeks prior to the meeting at which consensus will be sought.
- Amendments pass with a majority vote, 2/3 vote, consensus, etc.) If questions regarding an officer were to arise, how would an officer be removed from office (2/3 vote, consensus, etc).

Amendment of the Constitution

Additions/ deletions to the original constitution/bylaws submitted to OSA must be given to OSA for final approval to ensure that the amendments made do not alter the mission of the student organization and MSPH.

OSA recommends they insert a reminder of this policy in the amendment section of their constitution for future reference when needed.

Use of University Name/Logo

The name of the University, abbreviation, or logo, may not be used as part of a student organization's name or logo.

In the event the student organization would like to request materials, supplies, product from a vendor/company they must request materials under their respective student organization name and not the name of MSPH or Columbia University.

Registration

In order to be recognized as a student organization, students are required to register their respected organization through the OSA office. Student organizations registration is valid for one calendar year starting in the fall and ending in the summer. Student

organizations are required to re-register with MSPH in the fall semester by the second Friday. All officer changes during the spring semester must be updated with the OSA office.

Recognized Student Organization Status

Student groups become inactive if the student organization does not meet their registration responsibilities. Student organizations that do not meet their registration responsibilities will be subject to cease of MSPH student organization benefits, which includes cease of funding for the duration of the academic semester.

Student Organization Orientation

Mandatory orientation will be held at the first Presidents monthly meeting each semester. Orientation is required in the fall and spring semesters to review policies governing student organizations. The mandatory orientation will provide an opportunity, and forum for student organizations to teach new and current members university policy. Student organizations that do not attend orientation will not be recognized and not permitted to do event planning. A representative from the student organization is required to attend in order to be considered a recognized student organization at MSPH. It is the responsibility of the student organization officers to disseminate the information to its membership. The following are topics that will be reviewed and discussed at orientation:

- Student organization registration process
- Benefits of recognized student organizations
- Event planning
- Funding and fundraising
- Responsibilities of student organizations
- General university policies
- Audio visual and tech services

OSA encourages all student organization members to attend. We recommend using this orientation meeting as a learning opportunity for new and current membership.

Student Government Association

The Student Government Association (SGA) purpose is to instill the needs of current campus climate and provide leadership, support, and guidance of student organizations. SGA agrees to the following responsibilities:

- SGA will conduct a monthly Presidents Council Meeting (PCM) during the F/S semester
- SGA will organize a Leadership Retreat each semester in conjunction with OSA
- SGA will guide the distribution of funds process
- SGA will lead efforts in increasing vendor list /services
- SGA will lead efforts in fundraising opportunities
- SGA will lead efforts in community building/involvement opportunities

- SGA will act as an advocate for students and student organization needs and requests
- SGA will meet with the Assistant Director of Student Affairs once a month
- SGA will have at least one town hall meeting per month during the F/S semester

Student Organization Budget

All recognized and in good standing student organizations are eligible for student organization funding. The amount of funds that will be allocated to each organization on a semester basis will depend on their completed budget proposal and total amount allocated by OSA for the student organization academic semester budget. All unused funds will be added back into the student organization budget account one week prior to the start of finals at the end of each semester to be used towards the next semester budget proposals.

1. Budget proposals will be due the last day of finals every fall and spring semester to the OSA office. Two representatives from the Office of Student Affairs (Assistant Director of Student Affairs and volunteer OSA staff) will oversee the dividing of funds meeting to be held the second Friday of each semester. Budget allocation will be posted the following week to all student organizations requesting funding.

Categories: (but not limited to)

Educational
 Conference
 Forum
 Social
 Philanthropic
 Fundraising
 Speaker

2. All organizations are expected to have diverse event planning for all MSPH students while accomplishing the purpose of the specific student organization mission
3. Student Affairs recommends all student organizations have at least one event from every category
4. Special requests for additional funding will be reviewed once a request has been submitted with a budget proposal to the dividing of funds budget meeting
5. All student organizations will be invited to attend the dividing of funds budget meeting
6. The dividing of funds meeting will meet the second Friday of fall and spring semester at 1:00pm. At this meeting all organizations are required to send a representative and present their budget request forms with quotes, vendor materials, etc. to justify possible expenses. Budget requests without adequate information may be subject to a reduction of allocated funding for events.

7. Student organizations will have the opportunity to discuss their budget proposal at the dividing of funds budget meeting
8. Budget approval will be contingent upon complete proposals, quotes from vendors, and or approximate count of past events/attendees
9. All student organizations will share supplies that will be held in the Student Government Office. The amount of \$500 will be automatically allocated for these supplies on an annual basis (\$250.00 each semester).
10. The budget will be maintained by Assistant Director of Student Affairs and the Student Government Treasurer.

Non-Profit Status/Tax Identification

Student organizations requesting the use MSPH non profit ID # must schedule a meeting with the Assistant Director of Student affairs.

Mail Services

All student organizations can have mail sent to MSPH. All mail will be in MSPH OSA office. Student organization must notify OSA of delivery date and size of delivery. Mail will be held for one week and then returned to sender if not picked up.

Mailing address for student organizations:

Name of Organization

Office of Student Affairs

722 W. 168th Street Suite 1030

New York, New York 10032

Vending Policy

Student organizations have the opportunity to request for student organizations funding for program planning (please see student organization budget). Once the student organization budget has been allocated, student organizations are allowed to use the registered MSPH vendor list for event planning purposes. In the event a vendor is not on the MSPH vendor list prospective vendors are recommended to register through the OSA office.

All student organization event(s) that require the use of vendors must be approved through the OSA office through program planning with the student organization advisor. Student organizations are prohibited from ordering/ purchasing on behalf of MSPH and MSPH funds. All financial obligations need to be discussed with the student organization advisor otherwise the purchase made is on the sole responsibility of the student(s) involved.

Vendors

Companies wishing to become a recognized vendor with MSPH can obtain a vendor packet in the OSA office or online at <http://sklad.cumc.columbia.edu/sph/studentlife/>. Vendors must complete the packet and return it to the OSA office for processing. Vendor packet takes approximately one month for processing. OSA encourages preplanning of events so that the requested vendor is in the system for payment purposes.

Student organizations wishing to use a vendor must obtain a vendor form from the OSA office. This form is issued to the vendor when ordering and has all billing and timeline of payment information. Student will need to attach a receipt and event flyer to the form for processing.

Vendor List

Student organizations may use the following vendors for events and programming:

Invoices

In order to ensure a timely payment method, all vendor receipts must be submitted to the office of Student Affairs within 24 hours after the event/program takes place. Timeline of reimbursements can take up to 4 to 6 weeks for entire processing to occur. If the repayment has not been paid after this timeline, the vendor and or the student organization can speak with the Associate Director of Finance & Administration to further investigate the payment status.

- Student organizations must meet with advisor for program planning
- Budget and payment policy will be reviewed
- Student organizations must complete reimbursement paperwork
- Receipt/invoices must be attached to blank white sheet of paper with clear tape. If this portion is not done correctly, paperwork will not be accepted
- Flyer for event/program must be attached to paperwork. If flyer is smaller than a standard sheet of paper, it must be attached to blank white sheet of paper with clear tape. If this portion is not done correctly, paperwork will not be accepted
- Once paperwork has been submitted, approved, and processed a check for the reimbursement amount will be sent directly to the vendor or person requesting prepayment

Prepayments

Student organizations working with a vendor that requests prepayment must do the following at least 6 weeks in advance of event/program date in order to ensure a timely prepayment method. Timeline of prepayment can take up to 4 to 6 weeks for entire processing to occur. If the payment has not been paid after this timeline, vendor and or student organization can speak with the Associate Director of Finance & Administration to further investigate the payment status.

- Student organizations must meet with advisor for program planning
- Budget and payment policy will be reviewed
- Student organizations must complete reimbursement paperwork
- Receipt/invoices must be attached to blank white sheet of paper with clear tape. If this portion is not done correctly, paperwork will not be accepted
- Flyer for event/program must be attached to paperwork. If flyer is smaller than a standard sheet of paper, it must be attached to blank white sheet of paper with clear tape. If this portion is not done correctly, paperwork will not be accepted
- Once paperwork has been submitted, approved, and processed a check for the reimbursement amount will be sent directly to the vendor or person requesting prepayment

Reimbursement

In order to ensure a timely payment method, all vendor receipts must be submitted to the office of Student Affairs within 24 hours after the event/program takes place. Timeline of reimbursements can take up to 4 to 6 weeks for entire processing to occur. If the repayment has not been paid after this timeline, vendor and or student organization can speak with the Associate Director of Finance & Administration to further investigate the payment status.

- Reimbursement paperwork is located in the OSA office.
- Student organizations must complete reimbursement paperwork
- Receipt/invoices must be attached to blank white sheet of paper with clear tape. If this portion is not done correctly, paperwork will not be accepted.
- Flyer for event/program must be attached to paperwork. If flyer is smaller than a standard sheet of paper, it must be attached to blank white sheet of paper with clear tape. If this portion is not done correctly, paperwork will not be accepted.
- Once paperwork has been submitted, approved, and processed a check for the reimbursement amount will be sent directly to the vendor or person requesting payment/ reimbursement.

Petty Cash

In order to ensure a timely payment method, all receipts must be submitted to the Office of Student Affairs within 24 hours after the event/program takes place. If the repayment has not been paid after the 2 week timeline, student organizations requesting reimbursement of petty cash can speak with the Associate Director of Finance & Administration to further investigate the payment status.

- Petty Cash paperwork is located in the OSA office
- Student organizations must complete Petty Cash paperwork
- Purchases **must** be made with cash otherwise credit, debit, and gift cards **will not** be reimbursed.

- Receipt/invoices must be attached to blank white sheet of paper with clear tape. If this portion is not done correctly, paperwork will not be accepted.
- Flyer for event/program must be attached to paperwork. If flyer is smaller than a standard sheet of paper, it must be attached to blank white sheet of paper with clear tape. If this portion is not done correctly, paperwork will not be accepted.
- Once paperwork has been submitted, approved, and processed a cash amount for no greater than \$75 will be reimbursed directly to the person requesting reimbursement. All petty cash requests must be MSPH enrolled students.
- Timeline of reimbursements can take up to 2 weeks for entire processing to occur.

Student Travel Fund Conference Program:

The Office of Student Affairs (OSA) is committed to promoting learning opportunities outside the classroom for all its enrolled students. A unique opportunity to Master's or Doctoral education is learning through collaboration and presentation at regional, national, and international conferences or through securing competitive internships. The OSA's Student Travel Fund Program supports students to take advantage of these opportunities. Limited funds exist for students who plan *in advance*, through applying for these programs. Each program is unique in its opportunities, but similar in its outcomes - to enhance your education and development as public health professionals.

Program Guidelines:

- You must be enrolled in a degree granting program, MPH, MS, Ph.D., or Dr.PH.
- You must be a major contributor to a paper or presentation being given at a public health or health related conference, or
- You must be presenting a poster session at a public health or health related conference.
- Funds are reimbursed for registration (if required), travel, room, board, and other expenses not covered by other funding sources.
- International conferences are reimbursed up to \$1,500. National and regional conferences are reimbursed up to \$1,000 (funds permitting).
- You will be eligible for one conference reimbursement per academic year (September to August).
- Policies on Reimbursements will be explained in the acceptance letter.
- Applications are due at least two months prior to the conference, for domestic conferences, and three months prior, for international conferences. Submit application to OSA, 722 West 168th St. Suite 1030.

Questions about the application process can be submitted to Student Travel Fund: Conference Committee members by e-mail mb2898@columbia.edu, or by phone at 305-0541.

Student Travel Fund Internship Program

Domestic:

- Applicants must be enrolled in either a Masters or Doctoral program (MPH, MS, PhD, DrPH)
- Internship must be competitive, 8-15 weeks, with specific approved governmental organizations (ASPH/CDC, ASPH/HRSA, NCI) which offer little or no remuneration
- Subsidy is a maximum of \$1000
- Summer Application Deadline: 4/2. Academic year internship applications are accepted on a rolling basis.
- Submit to Phyllis Hulen, Career Services, 722 West 168th Street, Suite 1029.
- Application is available at:
www.mailman.hs.columbia.edu/careerservices/stu_alumni_serv/sits.html

International:

- Applicants must be enrolled in either a Masters or Doctoral program (MPH, MS, PhD, DrPH)
- Internship must be 8 - 15 weeks, provide substantive experience, and offer little or no remuneration
- Internship must provide services/resources that are sustainable after the intern leaves the internship; have a definable start and finish; be closely mentored and a component of a structured experience (e.g., no independent study); and provide basic amenities (e.g., desk, chair, etc) for the intern to complete his/her work.
- International internships required by specific departmental tracks (e.g., Forced Migration, Global Health) are not eligible for the subsidy
- Average subsidy is \$1400.
- Summer Application Deadline: 4/2. Academic year internship applications are accepted on a rolling basis.
Submit to Phyllis Hulen, Career Services, 722 West 168th Street, Suite 1029.
Application is available at:
www.mailman.hs.columbia.edu/careerservices/stu_alumni_serv/stf-international.html

- Other competitive, governmental internship programs that are 8-15 weeks, well designed, substantial experiences with high opportunity costs will be considered. Students may contact OCS staff at TCL1@columbia.edu or peh2@columbia.edu, or by calling 305-1548, or 305-3803 for more information.

Overview of Advisor Roles & Responsibilities

The Assistant Director of Student Affairs will act as the advisor to all student organizations. The role of advisor shall be purely advisory, except in cases where assistance is requested or a specific situation has developed that requires the advisor's attention. If necessary, the advisor can bring such situations to the attention of the Director of Students for Student Affairs. Student organizations should keep their advisor updated on the activities of the organization throughout the year. The advisor will have no legal responsibility for student organization debts, although debts incurred by organizations should always be a matter of concern to the advisor.

Advisor Responsibilities are:

1. Be aware of and or attend student organization(s) meeting(s)/function(s)
2. Consult on student organization conflicts and individual student concerns
3. Be familiar with the student organization's constitution, purpose statement and if applicable the national student organizations constitution and bylaws
4. Ensure student leaders are in good academic standing

Student Organization Sponsored On-Campus Events

Reserving Rooms for Events

Recognized student organizations are given the opportunity to reserve university facilities (i.e. Hess Commons, classrooms, and meeting rooms) for a minimum fee or at no cost depending on facility, time of event, and AV requests. Student organization can utilize the Room Manager List (RML) located in the OSA office to assist in reserving rooms for their event. Student organizations can also meet with their advisor for event planning.

Adherence for Indoor Events

- You must be on the current student organization registration form.
- Student organizations may not reserve space for off-campus entities.
- Indoor facilities may be limited due to instructional activities.
- Additional fees (i.e. a/v, supervisory, custodial, insurance, public safety etc.) may be required for approval.
- Facility reservation does not substitute for program approval by OSA.
- No advertisement can be disseminated until event flyer is approved by OSA and reservation of facility has been confirmed.
- Task force(s)/ Committee(s) will need approval from the host organization in order to plan and reserve on campus facilities.

Facility Reservation Procedure

The procedure for recognized student organizations is as follows:

1. The student organization can review available facilities in the OSA office.
2. An officer of the student organization must fill out event request form located in the OSA office.
3. OSA will contact the appropriate facility manager regarding request of use.
4. Upon approval of event request, student organization and the facility manager will receive an email from OSA as final approval of the event request form.
5. The event will then be posted to the calendar of events on the OSA website:
<http://sklad.cumc.columbia.edu/sph/studentlife/calendar.php>

Co sponsoring events

OSA recommends and supports co-sponsoring of events. This allows both the student organization and the co-sponsoring organization/department/outside affiliate to

maximize its potential by bringing organizations together while educating its audience through academic, philanthropic, and social programming.

The hosting/primary student organization is responsible for the following:

1. Reserving location
2. Turn in completed Co-sponsorship form to OSA
3. All advertisement must state all parties hosting event
4. Set up and breakdown of event

Reservation of on campus facilities

Classrooms

There is a 50 people maximum capacity of these rooms. These rooms have audio visual capabilities. Facility requires at least two weeks prior reservation. All food/beverages are to be cleaned and discarded once event has concluded. Any additional cleaning fees will be billed to the hosting student organization. In order to reserve location student organization must fill out an event request form located in the OSA office and meet with their advisor for program planning if required.

Conference Room

There is a 15-30 people maximum capacity of these rooms. These rooms have audio visual capabilities. Facility requires at least two weeks prior reservation. Most rooms have a no food/beverage policy. In order to reserve location student organization must fill out an event request form located in the OSA office and meet with their advisor for program planning if required.

Hess Student Commons

With the intention of providing an educational experience for Mailman students. Hess Student Commons is to be used for student educational activities. These activities include but are not limited to:

- * Lectures
- * Discussion series
- * Forums
- * Socials
- * Philanthropic
- * Speakers

As a result, in order to ensure that students will have an interest in the event proposed, it is requested that all event hosts obtain official Mailman student group sponsorship. This sponsorship does not need to be a financial sponsorship, but more a support for the event. Once a host has received the sponsorship, the sponsoring student organization must do the following:

* To reserve Hess Student Commons, student organizations must reserve facility at least two weeks prior to event. This will allow proper program planning in regards to program needs. (PLEASE NOTE: reservation needs to include both the name of the host student organization and the co-sponsoring organization/department if necessary.) All incomplete reservation requests will not be reviewed and a new reservation submission will be needed. In order to reserve location student organization must submit an event request form online at: <http://www.mailmanschool.org/msphcal/?site=osa> and meet with their advisor for program planning if required.

* All advertisements for the event must be approved by the OSA office. Please submit all flyers/advertisement to Mariaelena Barbosa Assistant Director of Student Affairs at: mb2898@columbia.edu. All advertisement should include the name of the host and any co-sponsor, date, time, location, event title, brief description, and refreshments if any.

* All requests for AV services must be requested by the hosting organization. The host organizations must either arrange the room to their desire on their own or submit a billable facilities request. For audiovisual service, please identify the type of AV services needed for the event on the electronic form. Our operations office will handle AV requests during normal business hours 9-4:30pm. Any event after 4:30pm requiring any type of set up or shut down must have a service request submitted to biomedical communications for a charge. Their contact is Sandra Aldea at: sa332@columbia.edu. All events must end by 10pm (this includes exiting of building).

Video/Teleconferencing

There is a 15-30 people maximum capacity of these rooms. These rooms have audio visual capabilities. Facility requires at least two weeks prior to the reservation. Most rooms have a no food/beverage policy. In order to reserve a location student organizations must fill out an event request form located in the OSA office and must be returned to OSA when completed.

Internet Technology

CUBhis' Information Commons group provides a single contact point for information technology and related customer support for the Columbia University Medical Center community via phone, eSupport, email, fax, and walk-in. The Information Commons will follow established guidelines to provide information, resolve problems, and attempt to help customers maximize their use of applications and computer equipment. When necessary, we will refer problems to the appropriate CUBhis staff in the Information Resources, Core Resources, Library Resources or Network Security group. We will also assist in identifying information technology trends and new challenges in order to support those responsible for Administrative, Academic, and Clinical Computing, and help maintain high levels of service to the user community.

The Information Commons is dedicated to enhancing customer productivity by providing superior technical support and coordinating support efforts with other technical groups. We are customer-focused, provide high-value support services, foster teamwork and provide continuous improvement in everything we do. Our main objective is to resolve any problems upon initial contact. The Information Commons strives to be knowledgeable and helpful with all of the computing platforms in use at the Columbia University Medical Center. Our main goals center around networking infrastructure, administrative systems, and the suite of applications that can be found in the IC Public Computing Labs available to faculty, staff, and students.

The Information Commons is the main technical support help desk for Faculty, Staff and Students at the Columbia University Medical Center campus. They are located on the 2nd floor of the Health Sciences Library and provide free first level troubleshooting for accounts, programs and systems at CUMC.

5-help

The Information Commons at **extension 5-Help (212-305-4357) or 5help@columbia.edu** provides free initial technical support to CUMC faculty, staff and students. If your issue is not resolved by the Information Commons and has to be handed off to another group, you will be given a ticket number for tracking purposes.

Listserve

Recognized student organizations are given the opportunity to create an email member list serve. Student organization officer can request for a student organization list serve through the Office Student Affairs. Once organization has submitted request OSA will review request and contact the student organization with either an approval or denial letter.

Flyers/Posting/Chalking

All flyers for on campus events must be approved by the OSA office. The following principles are applicable to the creation of all flyers, announcements, and web-based information promoting student-sponsored events in any of the colleges/schools of the CUMC:

1. The Dean or a designee of the College or School in which the student sponsors are registered must approve in advance all communications promoting the event. All recognized student organizations at the Mailman School of Public Health must submit flyer to OSA for approval before printing/posting.
2. There shall be no promotion of the consumption of alcohol in fliers, web-based announcements or other materials.
3. All promotional materials must include the name of the student sponsors of the event and the school in which they are registered.
4. All flyers must include the following statement if alcohol is being served:

“This event will be conducted in compliance with Columbia University policies regarding alcohol availability and consumption.”

5. No posting of flyers on department bulletin boards without approval.

6. The name(s) of the sponsoring student organization(s), event title, date, time, location, and brief description of event is/are required on all postings/flyers.

7. All advertisement must state all parties hosting event i.e. co-sponsorships.

8. Unapproved postings/flyers will be removed/ student organization may be subject to university disciplinary actions.

9. Chalking is considered graffiti and is a Misdemeanor under the New York State Penal Code Section 140.00 Criminal Mischief in the Fourth Degree. Disciplinary action from the university may occur.

Electronic Mail

Student organizations may request for a list serve account. All members must be a student at Columbia University in order to be added to list serve. Student organizations can utilize the list serve by publicizing their events via e-mail. Student organizations must first register with OSA office and complete necessary requirements before obtaining a student organization e-mail account. OSA maintains a website at: <http://sklad.cumc.columbia.edu/sph/studentlife/>. This website lists all MSPH student organizations.

Off-Campus Events

The university does not affiliate with any off-campus student organization events.

Rights, Responsibilities, Privileges, Conduct, & Discipline

Procedures for Alleged Violations of University Policies

These procedures have been developed to ensure that matters of student organization conduct are handled consistently and fairly, and that they are resolved in accordance with the educational purpose of the university and due process standards.

Registration of complaints

Complaints against registered student organizations may be filed by anyone, but must be in writing, signed, dated and submitted to the Assistant Director of Student Affairs. These complaints must be submitted within 30 days of the alleged infraction. Once a complaint or referral is received, the Assistant Director of Student Affairs will determine if there are sufficient grounds to support the complaint. The Assistant Director acts in all matters of recognition, suspension, and withdrawal of recognized student organizations. The Assistant Director can initiate a meeting with representatives of the organization charged to reach an informal resolution agreed upon by both the organization and the Assistant Director.

The following procedures delineate the disciplinary process for non-academic violations of University Policies and Campus Regulations by recognized student organizations.

Disciplinary Procedures

1. The term 'working day' shall mean any day during the academic year, summer session, and special session other than a Saturday, Sunday or academic holiday of Health Sciences campus.
2. In lieu of pursuing charges against a student organization that has allegedly violated any university policy or procedure, OSA may issue a letter of warning. A letter of warning is written notice to the student organization that a violation of university policies has occurred. This letter will be warning that further violations could result in more severe disciplinary action.

Filing of Complaint and Investigation of Allegations

1. A complaint alleging non-academic misconduct by a student organization may be filed by anyone, but must be in writing, signed, dated and submitted to the Assistant Director of Student Affairs. These complaints must be submitted within seven working days of the alleged violation, and include any supporting evidence, documentation and names of witnesses.
2. OSA will investigate all complaints. OSA will keep on file for a minimum of two years, a signed, dated and reasoned decision explaining its determination of cases investigated.
4. In cases involving sexual harassment, the Sexual Harassment Policy and Procedures will be followed (See Columbia University FACETS).
5. After a complaint is filed against a student organization, that organization may remain active on campus until a review of the complaint is completed by OSA, or until an informal review is completed by OSA. In complaints against a student organization or its members, or infractions of university policy, that are criminal in nature, the Assistant Dean of MSPH has the right to suspend the campus activity or revoke recognition of that student organization until a review or investigation can be completed by the Assistant Director of Student Affairs.

Informal Resolution of Charges

At the discretion of the Assistant Director of OSA, a meeting may be convened with representatives of the organization charged and the, complaining party, to reach an informal resolution to be agreed upon by both parties. The meeting will occur within three (3) working days of the date of the notification of charges letter. If the representatives of the student organization charged and the complaining party reach a mutually acceptable agreement, the matter shall be closed. If no agreement is reached within five (5) working days of the notification of charges letter, the matter will proceed for review and determination.

Notification of Charges.

1. OSA shall initiate the investigation by either:
 - a. Delivery of a written Notice of Charges served in person.
 - b. Delivery by certified mail, return receipt requested within two working days of receipt of the written complaint.
 - c. E-mail communication.

2. The written notification of charges to the student organization shall include:
 - a. The University policy or campus regulation that was allegedly violated.
 - b. The factual basis for the charges including, wherever possible, the date, time and location of the alleged offense.
 - c. The requirement to meet with the Assistant Director of Student Affairs to discuss the charges.
 - d. If a student organization fails to meet with the Assistant Director of Student Affairs as required in the Notification of Charges, the student organization will be automatically suspended pending completion of the review and deliberation.
 - e. A statement of the accused student organization's right to have a representative at any stage of the disciplinary proceedings. Attorneys will not be permitted as representatives in this process.

3. Unless previously provided, OSA shall provide a copy of the University Code of Student Conduct, and if applicable, other relevant university policies to the student organization with the Notification of Charges.

4. For the purpose of pursuing charges against a student organization, the written notification shall be delivered to the organization's president, faculty advisor, and/or other students delegated on the group's student organization registration form, on file with OSA.

Formal Disciplinary Proceedings

All allegations of misconduct against a recognized student organization, when not resolved with an informal resolution as stated above shall be subject to formal review by the MSPH Assistant Dean of Student Affairs.

Alcohol & Drug Policy

All student organizations will adhere to Columbia University Alcohol and Drug policy located in the current university publication FACETS.

GENERAL PRINCIPLES

1. There are laws governing when and to whom alcohol may be served. There is a University policy on alcohol, which is part of a larger policy statement on alcohol, drugs, and smoking. All Medical Center students are expected to comply with the laws and with University policies. Copies of the University policies will be available in the student affairs office of each school and program of the Medical Center campus, in the Medical Center Office of Housing Services, and in the P&S Club.

2. Because this is a Medical Center campus, we have a particular responsibility to recognize that alcohol abuse and alcohol dependency are very serious personal and public health problems. All members of the Medical Center community are expected to be sensitive to the difference between responsible and irresponsible serving and consumption of beer, wine, and other alcoholic beverages.

3. Because our campus is largely a graduate student campus, we operate on the presumption that our students are adults who are responsible for their own behavior, and the procedures we adopt reflect this fact. At the same time, as in the society at large, specific guidelines and procedures are necessary to clarify expectations of behavior and to protect and promote the welfare of the larger community. When alcohol is served at student sponsored events, the sponsoring students are responsible for assuring that moderation is exercised in the amount of alcohol purchased and served, and individual students are responsible for moderating their consumption. In compliance with University policy, no alcohol is to be served to a person who is disorderly or who is or appears to be intoxicated.

4. While most Medical Center students are over 21, not all are. State law prohibits the serving of alcohol to anyone under the age of 21. As prescribed by law and by University policy, no individual on the Medical Center campus shall be sold, served, given, or otherwise receive alcoholic beverages if that individual is not at least 21 years of age. Any student-sponsored function where there is a possibility of students attending who are not yet 21 must pay special attention to and comply with procedure number three in the section on procedures (see below).

5. Respect for personal and property rights must be maintained at student events where alcohol is served. When a student sponsored event takes place in a residence hall or other University space, there must be a designated student(s) responsible and accountable for assuring that University and Medical Center policies and procedures are known and complied with. Any damage to property resulting from disorderly or intoxicated conduct will be the financial responsibility of the students involved in such conduct. If the identity of such students cannot be determined, the group sponsoring the event during which property damage occurred will assume financial responsibility.

PROCEDURES TO BE FOLLOWED

These procedures are to be followed for all student-sponsored events in University space where alcohol is expected to be served.

1. Prior to reserving space, the student or student organization sponsoring such an event must file a plan with the appropriate office. The appropriate offices are as follows:

- The Medical Center Office of Housing Services for Bard Hall and Georgian Apartments.

- The relevant office of student affairs for all other space, including the Riverview Lounge. If sponsoring students are from more than one school or program, the event must be registered with each of the relevant schools and programs.

2. Copies of the University Policy on Alcohol and the Guidelines and Procedures to Implement the University Policy on Alcohol on the Medical Center campus will be available in each of these offices. Student sponsors are responsible for knowing these policies and complying with them.

3. If there is any possibility that individuals attending the event may be under 21, the event must be supervised in accordance with University policy. A designated individual or individuals must be responsible for checking the IDs of all students to assure that no one under 21 is served. Students have the option of hiring a paid proctor to carry out this responsibility or designating one or more of their own number to do so. This individual(s) must be identified by name in the plan and may not drink prior to or during the time he/she is proctoring.

4. The plan that is filed must contain the following information:

- Sponsoring student(s) and, where relevant, organization(s).
- Students' schools or programs.
- Date or dates of the event.
- Location of the event.
- Number of people expected.
- Whether any individuals attending may be under 21. If so, the plan must indicate how IDs will be checked and by whom, and whether the event will be supervised by a paid proctor or by the sponsoring students.
- Hours the space is needed for setup, for the event, and for cleanup.
- Hours during which alcohol will be served. Note: No alcohol may be served after 1:00 a.m.
- Alcoholic beverages to be served.
- Planned number of beer kegs to be served. Note: One keg of beer serves about 75 people with two 12-ounce glasses (gross) each.
- Nonalcoholic beverages to be served.
- Food to be served.
- The names of individuals who will be responsible for setup and cleanup.

Note: At the end of the event, the sponsoring students must remove the taps from all kegs.

5. Forms for providing the required plan information will be available in the student affairs offices of each of the schools and programs, in the Office of Facilities Management where space is scheduled, and in the Bard Hall Office of the Assistant Director of Residence Halls, Medical Center.

6. These guidelines and procedures in no way supersede or substitute for the rules and Dean's Discipline of the individual schools and programs nor for the policies and rules of the Medical Center Office of Housing Services. These policies and guidelines will be reviewed on a regular basis.

Accountability

Violations may result in student organization privileges being revoked, including recognition. Any alleged violation will be reviewed and based on initial investigation, forwarded to the Director of Student Affairs for review and possible sanctioning.

Campus Resources

It is also in the best interest of the student to refer those that request information regarding the use of campus counseling resources. Students should be referred to the following:

Office of Student Affairs
Mailman School of Public Health, Columbia University
722 West 168th Street, Suite 1030
New York NY, 10032
Phone: (212) 305-3927
Fax: (212) 342-1830

Office of Career Services
Mailman School of Public Health, Columbia University
722 West 168th Street, Suite 1029
212.305.1548
Email: TCL1@columbia.edu

Disability Services - Medical Center Campus
Mailman School of Public Health, Columbia University
101 Bard Hall, 50 Haven Avenue
New York, NY 10032

Center for Student Wellness
Mailman School of Public Health, Columbia University
107 Bard Hall
New York, NY 10032
212.304.5564
Email: studentwellness@columbia.edu

Student Health Service/ Mental Health at CUMC
Mailman School of Public Health, Columbia University

60 Haven Avenue - Lobby Level (location) [map](#)
630 W. 168th Street, Mailbox 77 (mailing address)
New York, NY 10032
212.305.3400

Office of Housing Services
Mailman School of Public Health, Columbia University
50 Haven Ave
New York, NY 10032
(212) 304-7000 Phone
(212) 544-1900 Fax
Email: housing@cumc.columbia.edu

Sexual Assault
Morningside Campus Location
3rd floor, Lerner Hall
2920 Broadway, Mail Code 3841
New York, NY 10027
Phone 212 854 3500
Men's Peer Education Program 212 854 2136
Fax 212 854 8830

Morningside Campus Office Hours
Mon-Fri 9:30am to 5pm

Rape Crisis/Anti-Violence Support Center Location
Brooks Hall, Barnard College Campus
New York, NY 10027
Phone 212 854 4366
Peer Advocates (24hours/7days) 212 854 WALK
Peer Counselors (7pm to 11pm/7days) 212 854 HELP

Medical Center Campus Location
101 Bard Hall
Office Hours By appointment
Phone 212 854 3500

Ombuds Office
Columbia University Medical Center
101 Bard Hall, 50 Haven Avenue
Tel: 212-304-7026
Fax: 212-854-6046

Office hours: Wednesday, 10:30 a.m.–2:30 p.m. By appointment at other times and other places.

Forms

OSA has these forms available in the office:

- Registration Form
- Budget Request Form
- Co-sponsorship Form
- Event Request Form
- Vendor Form
- Complaint Form
- Internet /Web Account Request Form