

Table of Contents

Message from the Dean of the College	3
History of Barnard College	4
Academic and Student Services	5
Dean of the College	5
Career Development	6
College Activities	
Dean of Studies	
Earl Hall Center	14
Higher Education Opportunity Scholars Program (HEOP)	18
Library, Media and Computing Services	8
Mail and Document Services	18
Office for Multicultural Affairs	19
Referrals for Academic Support Services	6
Registrar's Office	
Residential Life and Housing	19
Student Development	24
Alcohol and Substance Awareness Program (ASAP)	24
Counseling Center	
Disability Services	
Health Service	
Rape Crisis Intervention	
Well Woman	
Student Financial Services	
Controller's Office	
Financial Aid	
Other Offices of the College	
President	
Administrative Services and Capital Planning	
Facilities Services	
Public Safety	
Finance and Planning	
Institutional Advancement	
The Barnard Center for Research on Women	

This handbook is intended for the guidance of parents of Barnard students. However, while the handbook describes in general the manner in which the College now provides the programs and services described herein, it is not intended to represent fully those programs and services. In addition, the College reserves the right to modify its programs and services without notice. Products and services described herein, but not affiliated with the College, are listed for informational purposes only, and are not endorsed by the College.

August 2008

Dear Parents,

I am pleased to welcome you to the Barnard extended family as the parents of our newest students. This Parent Handbook is intended to answer some of the questions you may already have or that may arise as your daughter's first year at the College unfolds. It represents the hard work of James Runsdorf, our Junior Class Dean, who has taken a leading role in assembling and editing this material.

Departing from my usual perspective as a dean, I must confide that I am the parent of three daughters and have already twice survived the experience of sending a child off to college. But now, like your daughter, my youngest begins college this fall. My oldest daughter attended her tenth college reunion in June '08 but I can still remember vividly the mixed emotions I experienced in the summer that we prepared for her departure. From past experience I know how quickly this particularly exciting and sometimes trying journey is over; it seems that it was only a moment ago that I was the parent of a first-year student for the first time. Now I am once again and for the last time the parent of a first-year student, marking this important milestone in my child's life. Don't worry if you have questions, or just some free floating anxiety. When my first daughter started her college experience, I had been a dean for more than a dozen years, First-Year Class Dean for ten of them; yet those years of experience did nothing to minimize my own anxiety. I have now been a dean for over 25 years and having watched literally thousands of students learn, develop, and grow in their years at Barnard, I am only a little better prepared for this third transition than I was the first two times.

So I am keenly aware of your emotions, and can tell you, as a mother, not as a dean, that this will be a year of growth and challenge for your daughter as she makes her way at Barnard. I am confident, as Dean of the College, that we have in place ample resources to help her navigate this road. The maps, road signs, and guides are available, but your daughter needs to pay attention to them. Much of the information contained in this publication is distilled from the Student Handbook that your daughter will receive at the start of each school year. Provided with the information in this Parent Handbook, you may wish to point her to the appropriate people or offices, should the need arise. I hope that you will keep the book at hand and that you will find it useful and informative.

I wish your daughter a happy and successful first year at Barnard and anticipate that you will find, as I did, that this is a special time in the evolving relationship between parents and increasingly adult children.

Sincerely,

Dorothy Denburg
Dean of the College

HISTORY of BARNARD COLLEGE

Founded in 1889 as New York City's first secular institution to award women the liberal arts degree, the College is named for Frederick A. P. Barnard, the tenth president of Columbia University and a vigorous champion of education for women.

Since its founding, Barnard has been affiliated with Columbia University, a unique arrangement that enables Barnard students to enjoy both the benefits of a small liberal arts college and the vast academic and social resources of a major research university.

Barnard and Columbia's long-standing agreement for cooperation ensures that Barnard will continue its second century as an independent liberal arts college for women, with its own faculty, curriculum, admissions standards, endowment, operating budget, physical plant, administration, and Board of Trustees, while allowing Barnard and Columbia students cross-registration privileges, use of library and other facilities, and opportunities for coeducational housing and dining.

ACADEMIC AND STUDENT SERVICES

DEAN OF THE COLLEGE

105 Milbank
854-3075

Dean of the College: Dorothy S. Denburg
Assistant to the Dean: Susan Cohn
Administrative Assistant: David Doumeng

The Dean of the College is responsible for matters relating to academic services and student life on campus. The Dean oversees the following offices: Admissions and Pre-College Programs, the Dean of Studies, the Registrar, Financial Aid, and Central Records as well as the Dean for Multicultural Affairs, including STEP (Science and Technology Entry Program), and Liberty, HEOP (the Higher Education Opportunity Program), Intercollegiate Athletics, Disability Services, Career Development, Residential Life, Student Activities and the Dean for Student Development.

CAREER DEVELOPMENT

Elliott Hall, 2nd Floor
854-2033
ocd@barnard.edu

Dean: TBA
Associate Dean/Entrepreneurial Programs: TBA
Associate Dean, Barnard Leadership Initiative and Internship Program: Suzanne Stein
Senior Associate Director, Career Development: TBA
Program Director for Senior Year/BEST Program: Nadine Verna
Program Director, Community and Diversity Initiatives: Will Simpkins
Associate Director, Student Employment Program: Won Kang
Manager of Financial Fluency Program: Linda Reals
Career Resources/Senior Year Program Assistant: Halle Kiefer

The Office of Career Development helps students translate their strong liberal arts background into the language of the workplace. Counselors with a diversity of experiences help students understand and articulate the value of the transferable skills they acquire, regardless of their specific majors.

Whether students are (a) looking for work on or off campus, during the academic year, for the summer or after graduation; (b) seeking internships to explore career fields; or (c) trying to make connections with community/public service opportunities, this office assists them. Counselors are available for in-depth conversations about the choice of major and decisions about career paths. The Career Development staff also works with the Pre-professional Advisers on graduate school planning and programs designed to facilitate decision making. Two self-assessment inventories, the Myers-Briggs Type

Indicator and the Strong Interest Inventory, are available to prepare students to make informal career decisions.

Several kinds of programs, including recruitment by many corporations and organizations and an annual not-for-profit career fair, connect seniors with employers. Students can borrow business attire through the “Suitable Suits Program” for both interviews and other pre-professional meetings. Supportive alumnae participate in a variety of career information sessions available to all students: they are also available to coach and mentor undergrads. Job-search skills are taught and resumes and cover letters are reviewed daily during “drop-in” counseling. A Financial Fluency Program prepares students to handle their financial lives responsibly through their college years as well as post-graduation.

Career Development handles all on-campus student employment, including the Federal Work Study Program, the Barnard College Job and America Reads Programs, and advises the student-run Barnard Babysitting Agency, Barnard Bartending and Party-Help Agency, and The Barnard Store. A bi-weekly newsletter and weekly e-newsletter inform students about the wide spectrum of resources and opportunities. Visit www.barnard.edu/ocd for further details of programs and services for students and alumnae.

COLLEGE ACTIVITIES

854-2096

activites@barnard.edu

Director: Jessica Nuñez

Senior Associate Director: Mitchell Chavez

Associate Director: TBA

Program Coordinator: Joyce Lewandowski

Assistant Director: Doris Miller

Bookkeeper, SGA: Maria Pasquali

The College Activities Office embraces the educational mission of Barnard. Using a student-centered approach in advising, programming, and community development, our team strives to engage each student. Through leadership development, multicultural education, and a social justice foundation, we promote active and involved citizenship.

The objectives of CAO are to assist our students in developing:

- Self-awareness and self-esteem, leading towards self-actualization.
- The skills to build and maneuver systems and networks.
- An understanding of the change process and how to influence change.
- An understanding of diversity, identity, and community.
- A sense of responsibility, accountability, and citizenship.

We also sponsor a number of programs throughout the year to introduce new students to the Barnard community, Columbia University, and New York City. We run a ticket booth in an effort to expose students to the diverse experiences within New York City at

reduced rates. We also manage the student center and oversee the clay studio, the club resource room and the conference room. Finally, we offer non-credit Mini Courses, such as knitting, guitar playing, or photography, which students may take for fun and relaxation.

Club Advisement/Student Government Association

All students are members of the Student Government Association (SGA), which elects a representative student government. SGA sponsors co-curricular activities, special events, and clubs reflecting the interests of the student body.

Any group of 20 students may form a club by presenting a constitution to the SGA and a petition with 50 signatures from the student body. Membership must be open to all Barnard students. Clubs are funded by the SGA. Some clubs receive funding from the Activities Board at Columbia, which is funded by the Columbia College Student Council and the School of Engineering and Applied Sciences Student Council. Barnard-recognized and dually-recognized student groups are assigned an advisor in the College Activities Office.

DEAN OF STUDIES

105 Milbank Hall
854-2024

Designated responsibilities, while not all-encompassing, are listed so that parents may refer your daughters to the appropriate deans.

Karen Blank: Academic Advising and Honor Code

Ani Bournoutian: Sophomores (L-Z), Health Professions Advising, and Commuters

Lisa Hollibaugh: First-Year Students

Christina Kuan Tsu: Sophomores (A-K), Pre-Law Advising and International Students

James Runsdorf: Juniors and Business School Advising

Aaron Schneider: Seniors and Fellowships

Marjorie Silverman: Transfer and Visiting Students

Adjua Starks-Allen: Health Professions and Pre-Law Advising and International Students

Gretchen Young: Study Abroad

Assistants to the Deans:

Katrina Baker with K. Blank

Mark Farrell with A. Bournoutian, C. Kuan Tsu, and G. Young

Paula Hercules with A. Starks-Allen, A. Bournoutian, and C. Kuan Tsu

Sarah El-Attar with A. Schneider and L. Hollibaugh

Robert Weinstein with J. Runsdorf and M. Silverman

The deans are responsible for helping students to make thoughtful, informed, and increasingly independent decisions about the completion of degree requirements. The

four class deans are pivotal to students, serving as general resources for personal and academic support and aiding them through various rites of passage such as the declaration of major, the monitoring of academic standing, and commencement. Other deans work with particular groups of students, e.g., transfer students, students who are interested in study abroad, students who are interested in specific areas of graduate and professional study, students who request tutors, students who are pursuing fellowships, and international students. (Please see Referrals for Academic Support Services on page 6.)

Students must complete the following requirements for the degree: First-Year English, First-Year Seminar, physical education (2 semesters) and courses that expose students to primary ways of knowing the world: Reason and Value (1), Social Analysis (1), Historical Studies (1), Cultures in Comparison (1), Laboratory Science (2 courses in one science), Quantitative and Deductive Reasoning (1), Language (study through at least the fourth semester), Literature (1), and Visual and Performing Arts (1). In addition, students must complete major requirements. 122 points are necessary for the degree.

In order to continue their enrollment at the College, students are expected to complete at least twelve points each term with a minimum grade point average of 2.0 (C).

DINING SERVICES

x46642, x46649 • Hewitt Lower Level

Director: Al Sorbera

Hours of Service

The College's Dining Services are operated by ARAMARK and work collaborating with the residence hall administration. Meals are provided seven days a week during the academic year. Students will find two convenient locations on campus — the Hewitt Cafe, and Java City. For daily menus, specials, and general information, call x46647, or visit www.barnard.edu/dining.

Meal Plan

All first-year students living in residence halls are required to join the Unlimited Plan. All sophomore, junior, and senior students residing in the Quad Residential Area (Brooks Hall, Reid Hall, Sulzberger Hall, or Hewitt Hall— floors 1 to 8) are also required to join the Unlimited Dining Plan. For students not required to be on a mealplan, Dining Services offers several additional options that provide greater flexibility.

All meal plan choices offer points that are accepted like cash in both of our dining locations. Students can draw from their points for beverages, snacks or full meals for themselves and their friends at any time. Whenever students buy a meal on campus, the total amount of their purchase is subtracted from their meal plan points. These points

carry over from Fall to Spring Semester, but points not used by the end of the academic year will be forfeited. Meal Plan Points can be used only on the Barnard campus.

We also offer Dining Dollars, which are dollars stored in a dining account like an ATM or debit card and can be used to supplement the dining plan. Students may use Dining Dollars to purchase snacks or a la carte meals for friends and guests at Barnard and Columbia. One point equals one dollar in value. When students use Dining Dollars, they simply tell the cashier to have the points automatically deducted from their account.

All Dining Dollars purchases are exempt from the 8.625% sales tax. To open an account, students will need to visit the Barnard Dining Services Office located in the basement of Hewitt Hall or the Dining Customer Service Center in 18 Hartley Hall on the Columbia Campus. The minimum amount required to open a new account is \$100.00.

If a student's housing assignment requires her to enroll on a Barnard meal plan, please note that Dining Dollars alone do not satisfy this requirement. Dining Dollars do carry from year to year. Any Dining Dollars unused by the end of senior year will be forfeited.

Kosher meal plan options are also available and are prepared in our kosher kitchen and freshly served from a dedicated area of Hewitt Cafe. We serve traditional favorites, contemporary menu features, as well as Shabbat and holiday meals. Should a student have special dietary requirements, Dining Services will provide food items which are specific to her needs. Arrangements for meal plans are made through the Bursar's Office, located at 15 Milbank. Students who subscribe to one of the various meal plans are provided validation through their College I.D. card, which must be used at all dining facilities. Students may not use another student's card for purchases.

Hewitt Cafe & Kosher Cafe* -
Continuous Service Schedule
MONDAY-FRIDAY
Mon. - Thurs. 8:00 a.m. - 11:00 p.m.
Fri. 8:00 a.m. - 8:00 p.m.
Sat. 11:00 a.m. - 7:00 p.m.
Sun. 11:00 a.m. - 11:00 p.m.
* Closes daily 3:00 - 4:00 p.m.
Java City at Altschul Atrium
Mon.-Thurs. 8:00 a.m. - Midnight
Fri. 8:00 a.m. - 8:00 p.m.

EARL HALL CENTER

The mission of the Earl Hall Center is to build community within the University and with its neighbors, while providing students with an opportunity to explore the relationship between faith and learning. The Center is home to more than 80 student groups that are recognized by the Student Government Board and that represent a variety of spiritual,

political, and ethnic interests. Additionally, United Campus Ministries, which includes denominations of Christian, Jewish, Islamic, and Eastern practices, provides students with individual counseling, religious and nonreligious group support, referrals, and personal assistance. The Office of the University Chaplain is located in the Center.

In addition to student programming, community service is also a main function of the Earl Hall Center. Through Community Impact, the Center provides opportunities for undergraduate, graduate, and professional students at Barnard and Columbia to participate in a wide range of service programs.

For information about religious activities and prayer/worship services please contact the Office of the University Chaplain at (212) 854-6242 or visit the web page:

www.columbia.edu/cu/earl.

HIGHER EDUCATION OPPORTUNITY SCHOLARS PROGRAM (HEOP)

111 Hewitt

854-3583

heop@barnard.edu

Director: Michell Tollinchi-Michel

The Arthur O. Eve Higher Education Opportunity Program (HEOP) is an academic support and financial assistance program for undergraduate New York State residents who meet New York State economic and education guidelines. HEOP provides individual tutoring and tutorials, as well as individual counseling, workshops, study groups and mentorship. All incoming HEOP students participate in an intensive summer academic program that includes instruction in English, mathematics, science, research and public speaking skills.

LIBRARY, MEDIA AND COMPUTING SERVICES

Information Services

Lehman Hall

854-3953

Dean: Carol Falcione

Barnard Library

The Library's general collection is designed to serve the curricular needs of Barnard students. Additions to the collection are selected by librarians and faculty. Students who wish to recommend a book may submit a Book Request form from the Library's webpage, www.barnard.edu/library. The Media Services Center houses the Library's collections of videocassettes, CDs, DVDs, records and audiotapes and provides facilities and equipment for their use.

During the academic year the Library is open seven days a week, providing a full range of services. Reference librarians are available during daytime, evening and weekend hours to provide assistance in finding information through both print and electronic sources. The Reference Department offers an on-going instructional program, including on-demand workshops, in-class lectures and individual consultations, designed to help each student develop efficient library and research skills.

In addition to standard print research materials, the Library provides access to a vast array of electronic information sources. CLIO, the online catalog, contains the holdings of the entire Columbia University Library system, including Barnard. Students can also search a wide variety of periodical indexes and an increasing number of full-text journal and reference sources in electronic formats as well as all of the resources of the World Wide Web.

Academic Technologies

Director: Mary Ellen Tucker

Academic Technologies provides computing resources and services to all Barnard students through the Residential Computing program and in five student computer centers on campus. Residential Computing assists students with computer installations, network connections, basic software applications, and virus trouble-shooting. Laptop support is provided in all of the computer labs during scheduled hours. The main computer lab, located in 112 Lehman Hall, houses PCs, Macintoshes, scanners and printers. Full-time staff and student technicians are available in this lab to help with questions, problems and general computing support. Students may also contact the Help Desk by phone, (347) 994-4694, email or in person for computing assistance. Four smaller labs, open 24 hours a day, 7 days a week during the academic year, are located in the Sulzberger, Plimpton and the 616 W. 116th St. residence halls. All computers in the labs provide access to AT-supported software applications, and to the Internet. More details about computing services and support, including information about buying a PC to bring to campus, are available at the RESNET website: <http://www.barnard.edu/resnet>.

Management Information and Network Services (MINS)

Lower Level Elliott Hall • 854-8791

Director: Thomas Sobczak, Jr.

The Department of Management Information & Network Services (MINS) is responsible for managing all aspects of College-wide computer network and software system platforms. These systems encompass e-mail, the World Wide Web and other internet services, database applications, administrative application systems, and network infrastructure. The MINS department maintains and ensures the constant availability of Internet access, network connectivity and computing services for Barnard students,

faculty, and staff. MINS also works in conjunction with other College departments to implement administrative applications such as online student services and course registration, faculty online, accounting and finance, and human resources systems.

Student Mail Services
1st Floor Altschul
854-2095

Manager, Mail Services: Olive Conteh
Director, Mail & Document Services: Alan Anderson

The following information is provided to ensure secure and accurate delivery of letter mail and packages to Barnard students.

Mailing Address and Delivery Service

Barnard students receive their mail at centralized mailboxes, not at their dormitory. Each student has a unique mailbox number and mailing address. The format below should be used for student mail. The word “Box” should not be used in the address, and mail should *never* be sent to a student’s dormitory address.

Student’s Full Name
NNNN Altschul
New York, NY 10027-XXXX

In the above example, NNNN represents the student’s 4-digit mailbox number, **Altschul** is the required “street” name for her address, and **10027-XXXX** represents her zip+4 number assigned by the USPS for her mailbox. (XXXX is a placeholder for the last 4 digits which vary by student. It is *not* the same as the mailbox number.) Both the mailbox line and 9-digit zip code must be on the mail piece to insure speedy and accurate delivery.

- While student mailboxes are accessible whenever the Altschul building is open, staff service hours are Monday-Friday only. There is no point in spending extra money for Saturday or Sunday express delivery of items, since students cannot pick up such items on weekends.
- Never send cash through the mail—send checks or money orders only.

Every year, the Post Office receives thousands of complaints nationwide about cash missing from mailed envelopes. Barnard College cannot be held responsible for claims concerning missing cash.

- Never send validated credit cards through the mail.

Validated credit cards can be used immediately, without having to place a secure call to the issuer. Please ensure that all credit cards sent are not validated until after receipt by the card user.

- Use signature tracking and insurance options for sensitive and valuable items. The U.S. Postal Service—as well as private carriers such as FedEx, UPS, Airborne, and DHL—provide options that can track and protect your letter or package, provided that a signature is captured at the point of delivery. In the event that an item is lost, it can be tracked back to the point of disappearance. If the item is insured, the sender will be reimbursed according to the carrier’s terms and conditions. However, even with these methods, never send cash through the mail.

- Edible items
Securely wrap food items in an air-tight package or container. If not, the package may be damaged by rodents or other vermin during transit. Send non-perishable items only; never send fruit!

OFFICE FOR MULTICULTURAL AFFAIRS

210 McIntosh
854-9130
maffairs@barnard.edu

Dean Sonny Ago, Ed. D.

The Office for Multicultural Affairs (OMA) is committed to fostering diversity and dialogue on Barnard’s campus. Through our interactive programs and projects, we provide opportunities to collaborate and learn about and from one another. Our signature programs include national diversity conferences, multi-cultural faculty lunchtime discussions, residence hall diversity talks, New York City neighborhood excursions, diversity film series, and all-campus multicultural celebrations. Working closely with the president, trustees, faculty, administrators, and staff, we are also invested in cultivating a campus climate that is welcoming and respectful of those from different backgrounds, experiences, and perspectives.

REFERRALS FOR ACADEMIC SUPPORT SERVICES

Students should address specific questions on aspects of academic life to the following individuals:

Academic Problems

Adviser or appropriate Class Dean x42024

Commencement

Ms. Appel or Dean Schneiderx42024

Committee on Programs and Academic Standing (Requests for exception to academic policy)

Class Dean x42024

Courses and Curriculum
Adviser, Instructor, Department Chair

Degree Requirements
Class Dean, Adviser,
or Registrar Brown x42011

Disability Support Services
(short- or long-term)
Ms. Quinby x44634

Examinations
Registrar Brown x42011

Fellowships/Scholarships
Dean Schneider and other designated deans x42024
(See *Selected Scholarships and Fellowships* in the DOS Office.)

Financial Aid
Office x42154

General Information
Class Dean x42024

Graduate Schools
Dean Schneider x42024
Department Chairs

Health Careers Advising
Dean Bournoutian, Dean Starks-Allen x42024

Higher Education
Opportunity Program (HEOP)
Michell Tollinchi-Michel x43583

Honor Code
Dean Blank or Class Dean x42024

Honors
Dean Blank x42024
Registrar Brown x42011

International Students' Concerns
Dean Kuan Tsu, Dean Dean Starks-Allen,
Mr. Farrell x42024

Internships

Career Development x42033

Joint Programs

with C.U. Schools x42024

with J.T.S.: Deans Blank and Denburg x42024

with Juilliard: Prof. Archer x45096

Law School Advising

Dean Kuan Tsu, Dean Dean Starks-Allen x42024

Major, Choice of

Adviser, Deans Bournoutian and Kuan Tsu

Department Chairs,

Office of Career Development x42033

Math Help Room

333 Milbank x43577

Phi Beta Kappa

TBA x42024

Post-baccalaureate Study

(at Barnard)

Dean Bournoutian x42024

Readmission

Ms. Baker x42024

Dean Blank

Recommendations Files

Graduate schools

TBA x42024

Professional schools

Ms. Hercules x42024

Registration Procedures

Registrar x42011

*Resumed Education (after
absence of five years or more)*

Dean Schneider x42024

Study Abroad

Dean Young x42024

Study Skills, Time Management

Class Dean x42024

In cases of extreme anxiety,
Counseling Services x42092

Summer Credit

Adviser, Class Dean x42024

Registrar x42011

Transcript Orders

Mr. Gonzalez x42011

Registrar's Office

(orders must be in writing)

Transcript Problems

Registrar's Office x42011

Transfer Students

Dean Silverman, or assigned dean x42024

Tutorial Assistance

Dean Dean Starks-Allen x42024

Visiting Students

Dean Silverman x42024

Withdrawals

Adviser, Class Dean x42024

Erica Mann Jong

Writing Center x48941

REGISTRAR'S OFFICE

107 Milbank Hall

854-2011

registrar@barnard.edu

FAX: 854-0366

Registrar: Constance Brown

Students may see their grades on eBear, Barnard's portal. They may also see account information.

Students may order copies of their transcripts, for themselves or for other institutions, employers, etc., by submitting a written request to the Registrar with a payment of \$3.00 per transcript. (Request forms are available at the registrar's office and of the registrar's website.) Requests are filled within five working days.

Transcripts are not normally sent to parents. A student who wishes her parent/s to receive a copy of her transcript should file a card at the Registrar's Office. Pursuant to the Family Education Rights and Privacy Act, parents who are financially responsible for their daughters may also request that the Registrar's Office send them copies of their daughters' transcripts each semester. Requests must be made in writing, and must include evidence that the parents declared the student as a dependent on their most recent federal income tax return.

Verification of Enrollment: Student who need verifications of enrollment for insurance companies, loan agencies, and the like may obtain them through a direct link from eBear to the National Student Clearinghouse. Parents who need such verifications should ask their daughters to print them from eBear.

RESIDENTIAL LIFE AND HOUSING

110 Sulzberger
854-5561
housing@barnard.edu

Director of Residential Life and Housing: Ann Aversa
Associate Director for Housing Operations: Matt Kingston

RESIDENTIAL LIFE

The Director of Residential Life and Housing oversees the Residential Life and Housing program at Barnard. Each residential area is managed by a staff of student affairs professionals, including an Associate Director, Graduate Assistants and Resident Assistants who are committed to helping students achieve their academic goals. There are also staff who coordinate some of the operational functions of the area. The Resident Assistants are upperclass students who live in the residence hall and help to foster a community atmosphere through social and educational programs.

Associate Directors, Residential Life

First Year Focus:

Steve Tolman 854-7682 stolman@barnard.edu

Hewitt, Elliott, and Sulzberger Tower:

Amy Leo 854-7484 aleo@barnard.edu

600, 616, 620, W. 116 St.:

Onika Jervis 854-4241 ojervis@barnard.edu

Plimpton, 601 W. 110 St., and Cathedral Gardens:
Janett Cordoves 854-6608 jcordoves@barnard.edu

HOUSING

Residential Life and Housing is responsible for coordinating housing assignments and policies and procedures.

Room Changes

If your daughter is having difficulties with a roommate or suitemate, the first avenue of recourse is through her Resident Assistant (RA). Roommate/suitemate mediations by an RA frequently help to resolve difficulties quickly. Also, each residential area is staffed with a Graduate Hall Director (GHD) and an Associate Director, both of whom are available to assist students with any situations related to their residential experience, including a problem with a roommate or suitemate. If your daughter is a First Year Student — after the first four weeks of classes, depending upon availability of space, first-year students may be able to move on an as-needed basis throughout the course of the academic year. In recognizing that the ideal situation for one student may be an intolerable situation for another, first-years may choose from the following two options:

* First-years experiencing a difficult roommate situation should approach their RA to schedule a mediation session. Often, with the intervention of a Residential Life staff member, the mediation is successful and the roommates are able to open lines of communication. In the event the mediation is not successful, the staff member is available to assess the situation, monitor the roommate contract, and assist in coordinating a move (pending space availability).

* First-year students may also choose to make a one-on-one swap with another first-year. The students who are interested in swapping work this out amongst themselves. If a student does not know someone with whom to swap, after the first four weeks of classes, the Associate Director begins a roommate swap list. It is the responsibility of the student to contact the Area Director to have her name and e-mail posted to the swap list. Students are also responsible for making contact with the other first-year students on the swap list. Prior to a move, the students must approach the Area Director to complete paperwork and the exchange of keys.

If your daughter is an upper-class student, then there are two opportunities during the academic year for students to apply to change rooms: Fall Room Change (students apply in late September); and Spring Room Change (students apply in early December). Applications are available in the Residential Life and Housing Office, 110 Sulzberger Hall, which is open Monday through Friday 9:00 a.m. to 5:00 p.m.

Spring Room Selection

Each spring, eligible students participate in the room selection process. Priority is based on the class year of each student — seniors, then juniors, then sophomores, etc. Specific guidelines for room selection are made available to all eligible students during the spring semester. Students who miss published deadlines or Room Selection appointment times forfeit their guarantee of housing.

In order to be eligible, students must be registered as full-time for the academic year, AND currently living in Barnard College assigned housing OR on an approved study leave for academic credit, having lived in Barnard College prior to studying abroad.

Special Interest Housing (SIH)

In several of the residence halls there is Special Interest Housing (SIH) for upperclass students. The goal of SIH is to provide living arrangements where students who share a common interest live together in suites and sponsor programs for residents in the building. Areas of interest have ranged from literature, arts, and languages to community service and New York City exploration.

Student Rooms

The College furnishes each student with a bed, mattress (twin, extra long), desk, chair, dresser, and bookcase. Students furnish their own lamps (non-halogen only), bedding and other creature comforts. College furniture may not be removed or moved from room to room.

Rooms are inspected periodically by staff for health and safety hazards and any deterioration. Willful or avoidable damage to property will result in a fine and/or disciplinary action. All occupants of a room, suite, or corridor will be charged equally for damage if individual responsibility is not assumed.

A New York City ordinance forbids placing articles of any kind on the window sills. Offenders are subject to a fine imposed by the City and another by the College.

The College is not responsible for personal property losses that may be incurred due to theft or damage. We strongly encourage students to arrange for coverage. National Student Services, Inc., has designed a full-service, low-cost program for personal property insurance for students living in residence halls, or off-campus apartments or houses. Call 1-800-256-6774 for more information. We highly recommend that students and their families utilize this resource.

SERVICES

Keys

A coded room key is given to each student at the beginning of the year. Each student is responsible for keeping the door of her room locked at all times when she is not there.

Storage

Barnard College is unable to provide storage for students. Students who need storage should contact the Package Shipping Network at 888-654-7447. They offer such benefits as on-site pick-up and delivery of stored items, temperature controlled facilities, and the ability to store items such as rugs, refrigerators, and electronics equipment.

Telephones

The College places a telephone in each student room. Students may dial locally at no additional charge, but must use a calling card to place long distance calls. Calling cards are available at a variety of local business establishments.

Opening and Closing of Residence Halls

It is not possible for a student to be admitted or to leave luggage in the residence halls before they open officially in the fall or before designated move-in day for the spring semester.

The residence halls remain open with limited services during the winter break for international students, students who have required work on their thesis, and students who have internships. Students must request approval to remain in the residence halls. Students are advised not to leave valuable property in their rooms when they are away.

All first years, sophomores, and juniors must vacate their rooms within 24 hours after their last examinations at the end of the year or by noon the day after finals end. A senior must vacate her room by 5 pm of the day following May Commencement.

Residence Hall Regulations

Residence rules and regulations, established by the College and the Residential Life staff, are to be observed by each student in residence. Rules are guides for conduct and action based on considerations such as regard for others, personal safety, individual and community health, and protection of property; some rules have a basis in city and state laws.

Students are expected to maintain a high level of maturity and responsibility, and use common sense regarding conduct within the residence halls.

As members of the residential community, students must respect the rights of others and cooperate with the Residential Life staff and other officers of the College. Residents are expected to know the rules and regulations as set forth in the Student Handbook, in the housing contract and as outlined by the Associate Directors.

Students who fail to follow the rules and regulations for the residence halls are subject to judicial action including, but not limited to, mandatory attendance at workshops, fines, probation, suspension, or termination from housing. Alleged violations of these rules will be referred to the Associate Director for hearing and appropriate disciplinary action. Appeals of decisions may be made to the Director of Residential Life and Housing. The College also upholds all city, state, and federal laws, and alleged violations will be referred to the proper authorities.

IDs

Residents must have valid BC/CUID with the appropriate building sticker to gain entrance to the residence hall at all times.

Guests

Residents may have overnight guests in their room with the approval of their room/suitemates. All guests, including family members, must be registered for safety and emergency reasons.

All guests must present photo ID at the front desk after receiving permission to be admitted by a resident. The guest register contains the name of the host, her room/suite as well as the guest's name and check-in time. Upon leaving, the guest must sign out. Guests may not stay for more than 5 nights in any one calendar month.

Minors In The Residence Halls

Any person under the age of 13 is NOT permitted to enter any Barnard College owned or operated residence hall without their parent or legal guardian present.

Any person between the ages of 13–17 years may visit a Barnard/Columbia student in the Barnard residence halls as long as written permission has been granted from the minor's parent or legal guardian. A permission form may be downloaded from the Residential Life web site and emailed or faxed to the Residential Life Office, or a parent/legal guardian may provide the same information in writing by fax or email. All such requests must be received 24 hours prior to the minor's arrival on campus. When a person in this age group visits a residence hall, they MUST be accompanied by their student host at all times while they are in the buildings or on campus.

At no time will a person 16 years of age or younger be permitted to stay in a residence hall overnight without a parent or guardian present at all times.

Pets

Residents must have the consent of all suitemates/roommates to have a pet. Only fish and turtles that can be humanely kept in an aquarium no larger than five gallons are permitted. Students with disabilities who have trained service animals should contact the Office of Disability Services (ODS).

Electrical Appliances/Fire Hazards

The residence hall electrical current is AC. Students may use hair dryers, stereos, radios, tvs, and computers in their rooms. Students are not allowed to use or install air conditioners, nor are they permitted to have or use hot plates, toaster ovens or halogen lamps in their rooms, suites, or any public areas in the residence halls.

The apartment-style residence halls have kitchens in each apartment. There are snack kitchens in the lounges on some of the floors 2 through 8 in Sulzberger that residents in Brooks, Hewitt, Reid, and Sulzberger may use.

Residents may not have or use candles, incense, or have open flames anywhere in the residence halls at any time. All students should read their housing contract carefully as it relates to community safety guidelines.

Drugs

Students may not possess or use illegal substances or drugs. Any paraphernalia designed or used to ingest illegal substances or tobacco is not permitted in the residence halls. If found, these items will be confiscated and discarded. Students may possess and use prescription medications only if their name is on the original pharmacy label. Students who are in possession of or are using prescription medication not their own will have the substance confiscated and will be subject to disciplinary action.

Alcoholic Beverages

Students are only allowed to purchase, possess, consume, and serve alcoholic beverages in accordance with New York State alcoholic beverage laws (the legal “drinking age” is 21). Any violation will result in disciplinary action. Alcoholic beverages may not be used in public spaces and lounges except as outlined in the College’s alcohol policy guidelines. Kegs, “beer balls,” and other common-source beverage containers are not allowed in the residence halls, and if found, will be confiscated, and the students responsible will be subject to discipline. The College’s alcohol policy is available in Terms and Conditions of Residence Hall Living, and in the Student Handbook.

Smoking

Smoking is prohibited in all areas of the residence halls and within 25 feet of building exteriors.

STUDENT DEVELOPMENT

104 Milbank
854-2024

Associate Dean of the College
and Dean for Student Development: Marjorie C. Silverman
Administrative Assistant: Robert Weinstein

The Dean for Student Development is responsible for the quality of a student’s life as it relates to those needs associated with Health Service, Counseling Services, the Alcohol and Substance Awareness Program (ASAP), the Office of Disability Services, and the Well-Woman Peer Education Program. The Office works with the Office of Residential Life and the Office of the Dean of Studies to support related student needs in the residence halls and their academic life.

ALCOHOL AND SUBSTANCE AWARENESS PROGRAM (ASAP)

96 Brooks
854-2128
www.barnard.edu/asap

Program Director: Hilary Colenso, Ph.D.

The Alcohol and Substance Awareness Program offers prevention, intervention, and support in minimizing alcohol and substance-related problems in the lives of Barnard students. Educational programs inform students and encourage them to make decisions that will reduce the risk of developing alcohol or drug-related problems. Individual counseling and assessment are offered to those students who are concerned about their own alcohol or drug use, or that of a friend, partner or family member. Individual and group support are available for students who are in recovery from addiction. All services are confidential.

Students may contact us at 854-2128 or send email to asap@barnard.edu.

COUNSELING CENTER

First Floor Hewitt
854-2092
www.barnard.edu/counsel

Director, Counseling Center: Mary Commerford, Ph.D.
Administrative Assistant: Norinda delFierro

The Rosemary Furman Counseling Center provides short-term individual counseling, group counseling, crisis intervention, and medication evaluations for Barnard students, and consultation and outreach programming for the College community. The staff includes psychologists, psychiatrists, and social workers, along with interns in these fields. Counselors are available to help and support students with concerns both large and small, and adhere to a strict confidentiality policy. Students who come to Barnard with longer-term therapy needs, or with prescriptions for psychiatric medications, will be assisted in finding outside referrals that can provide ongoing treatment and medication supervision.

The Furman Center office is open from 9:00 a.m. until 5:00 p.m. Monday through Friday when the College is in session. Additional evening hours are available by appointment. To schedule an appointment, students should call x4-2092, and the administrative assistant will make arrangements that suit the student's schedule.

DISABILITY SERVICES

105 Hewitt Hall
854-4634 (voice/TTY)
www.barnard.edu/ods

ods@barnard.edu

Director: Susan E. Quinby

Assistant to the Director: Colleen Reilly

Learning Disabilities Specialist: Olga Hrycak

The Office of Disability Services (ODS) serves students with both temporary and permanent disabilities, including students with mobility, visual, and hearing impairments, as well as invisible disabilities, such as chronic medical conditions, learning disabilities, psychiatric disabilities and substance use/recovery concerns. The Accommodative Aide Program hires and trains disabled and nondisabled students to assist students with disabilities. An extensive resource collection covers a wide range of disability-related topics. The 504/ADA Access Committee works to ensure equal access for all persons with disabilities at Barnard. ODS publishes “A Parent Guide to Disability Services,” which is available online or in hard copy.

HEALTH SERVICE

Lower Level Brooks Hall

854-2091

www.barnard.edu/health

Director of Health Services:

Brenda Slade, N.P., M.A.

Medical Director: Marjorie K. Seidenfeld, M.D.

Department Administrator: Elliott Wasserman

Hours

Health Service

Monday-Friday, 8:30 a.m.-5 p.m.

Emergency Clinician-on-Call (including winter and spring break but not summer)

all nights and weekends

(866) 966-7788 September - May

Services

Medical care is provided by nurses, nurse practitioners, physician assistants and physicians for a full range of outpatient services. We also serve as a training site for adolescent medicine fellows, who come to us from a number of New York medical schools, including Albert Einstein College of Medicine and Mt. Sinai. We follow strict rules of medical confidentiality (HIPAA), and will not release information to anyone outside of the Health Service without a student's specific consent.

Clinical Care

We have a walk-in urgent care service for urgent, acute illness. Appointments may be made for chronic illness, routine physical exams, gynecological evaluation, contraceptive care, and health promotion counseling—including nutrition and smoking cessation.

Administration of a student's allergy serum is available with a detailed prescription from

the prescribing allergist. Most common medications are available on-site, usually for a discount fee.

Making Appointments

Students schedule appointments by calling x4-2091. Walk-in consultation is also available without appointment between 8:30 a.m. and 4:30 p.m. The wait for a walk-in consultation is longest between 12-2 p.m.

AFTER-HOURS EMERGENCIES

There is an emergency clinician answering service on call all nights and weekends during the academic year; it can be reached through (866) 966-7788. Calls will be returned as soon as possible, generally within 20 minutes. If there is no response within 20 minutes another call should be placed. The student insurance plan provides payment towards the cost of treatment of a medical emergency in an outpatient facility when authorized by the clinician on call.

For emergencies only, students should call Security at x88. Security will make an assessment of the emergency and will either call the Columbia Area Volunteer Ambulance or 911. The emergency clinician-on-call must also be contacted at the same time, and will facilitate follow-up care.

After-hours services available through the emergency clinician-on-call include telephone assessment/advice/emergency room referrals. Insurance coverage is available for Barnard referrals. There is a \$60 charge to use Columbia U. Health Services during Winter, Spring, and Summer Breaks, when the Barnard Health Service is closed. It can be reimbursed by the student plan.

All emergency room/hospital/urgent care referrals will be wholly or partially covered when referred by the Barnard clinician-on-call. Non-referred visits may be denied coverage if not deemed emergencies by the student insurance carrier. A student's family health policy is used as the primary insurance.

OTHER SERVICES

Laboratory

Blood and other laboratory tests are performed either on-site or at the outside laboratory, and most charges are covered by the student insurance. Electrocardiograms (EKGs) and asthma nebulizer treatments are available on-site.

X-ray

Students in need of x-rays are referred to a nearby radiology laboratory. These costs, as well as those for tests such as ultrasounds, echocardiograms, etc., are covered by the student insurance, which pays after any family medical coverage.

Consultants

Health Services maintains a roster of consultant specialists who see Barnard students when referred by one of the Health Service clinicians. The consultation visit and any indicated procedures (up to the limits of the policy) are covered by the student Insurance Plan, if the student has been referred by a Health Service clinician.

Student Insurance Plan

All students are required to enroll in the basic student insurance plan underwritten by the United Health Care Insurance of New York, which supplements existing parental coverage for hospitalization, emergency room visits, laboratory fees, and specialist consultations. The plan cannot be waived. The student insurance, which has no deductible, pays after any parental coverage except for abortion and sexual assault claims which do not go to the family insurance. If students have no other insurance coverage, they are strongly urged to purchase the voluntary supplementary coverage which extends benefits to \$50,000, and provides limited outpatient benefits. Summer coverage is also available and highly recommended for students without other insurance. Details of the insurance plan are described in the brochure which is sent to all students during the summer, and which is also available in the Health Service.

Filing Claims

When a student is seen by a consultant or health facility outside of Barnard, she should submit the bill (including diagnosis code and date of service) to her parents' insurance company, if any. After an explanation of payment is received from that carrier, if the bill is not fully paid, she submits a copy of the original bill and the carrier's explanation of benefits with a claim form to the student insurance carrier. Claim forms are available in Health Services. If there is no other insurance, the bill and claim form are submitted directly to the Barnard carrier (Student Insurance, P.O. Box 809035, Dallas, TX 75380-9035; Telephone 1-800-767-0700, www.studentresources.net).

This process will work much more smoothly for your daughter if you send her to Barnard with several signed claim forms from your insurance plan and a copy of your membership card. Be sure she knows the insurance company name, policy number, and name of policy holder.

RAPE CRISIS INTERVENTION

Contact the Rape Crisis/Anti-Violence support center at either x4-HELP (peer counseling) 7–11 p.m., Tuesday-Sunday, or x4-WALK (advocates to accompany a student to the emergency room). St. Luke's Rape Crisis Intervention Program is available at 523-4798 until 5 p.m. Thereafter, St. Luke's counseling and advocates are available through the emergency room (523-3335). Sexual Assault insurance claims do not go to the family insurance. Please contact Health Services (x4-2091) as soon as possible after such an incident to be sure that the insurance company is aware of the nature of the claim.

WELL WOMAN

Director: Karen Winkler

The Well-Woman Peer Education Program trains students in several areas of women's health, including contraceptive options, HIV prevention and education, sexual assault, smoking cessation and body image and self-esteem. Call x43063 for information. Well-Woman and Health Services sponsor a number of programs with other college offices, and work particularly closely with Residential Life and the Alcohol and Substance Awareness Program (ASAP).

Web Site

www.barnard.edu/health

Information on services, hours, administrative concerns, issues specific to first-year students, and insurance is available at the Barnard Student Health Services Web Site. Entering students can fill out the Student Health History Form on-line. Visit us at www.barnard.edu/health.

STUDENT FINANCIAL SERVICES

CONTROLLER'S OFFICE

15 Milbank Hall • 854-2010

Assistant Vice President for Finance/Controller: Eileen DiBenedetto

Associate Controller, Operations: Ricky White

Associate Controller/Bursar: Denis F. Riker

Payroll Manager: Pamela Khan

The Controller's Office is responsible for collecting and disbursing all College funds and for the accounting of these funds. Within the Controller's Office, the Bursar (854-2026) handles billing and collection of student tuition, room, board, and fees. The Accounts Payable section processes payments for the College and the Student Government Association. The Payroll section processes payment of salaries and wages. Student assistant bi-weekly payroll checks are mailed to students' McIntosh boxes. A schedule of pay dates will be posted on the bulletin board outside the Bursar's Office. The Bursar's window is open Monday through Friday from 10 a.m. to 4 p.m. To avoid late fees, payment is due prior to each term on August 1 (for fall) and December 1 (for spring).

FINANCIAL AID

11 Milbank Hall

854-2154

www.barnard.edu/finaid

Director: TBA

Any student who is interested in applying for federal, state, or Barnard aid should call or visit Financial Aid. Counselors are available to help students and parents with applications, special problems, financing options, and eligibility issues. Barnard Grant aid is awarded on the basis of financial need only, and each student is eligible for a maximum of 8 semesters' consideration. Transfer students must count the terms enrolled at other institutions as part of the 8 terms of eligibility. Awards are made for one academic year only. Students must reapply each year. Applications and instructions for reapplying are available in January for the upcoming academic year.

A student is eligible to apply for financial aid from the College if she is:

- a citizen or permanent resident of the United States;
- enrolled at the College full-time;
- maintaining a 2.0 G.P.A.;
- financially needy and has a complete application on file; and
- maintaining satisfactory academic progress toward the degree.

The minimum standards for satisfactory academic progress are as follows:

Academic Level	Points Completed
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First Year	Fewer than 24
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Sophomore	24 - 51
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Junior	52 - 85
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Senior	86 or more
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For more information concerning federal and state aid programs and to request application materials, call the office. Financial Aid is open to students Monday, Tuesday, Wednesday, and Friday from 9:30 a.m. to 5:00 p.m. It is closed to walk-ins on Thursday, but you may call.

OTHER OFFICES OF THE COLLEGE

PRESIDENT

109 Milbank Hall
854-2021

President: Debora Spar

The President oversees all the functions of the College and reports directly to the Board of Trustees. She delegates responsibilities in curricular, co-curricular, and administrative areas; initiates new programs and planning efforts; and represents the College in the broader community. She meets regularly with the officers of the Student Government Association, frequently meets with other students and student groups, and attends many student gatherings and events. The President works closely with a number of faculty committees on governance and planning issues.

ADMINISTRATIVE SERVICES & CAPITAL PLANNING

7 Milbank
854-0250

Vice President for Administration and Capital Planning: Lisa Gamsu

Manager of Administrative Services: Angelo Monaco

This office oversees capital construction and renovation projects as well as central administrative functions of the College, including Facilities, Mail & Document Services, Security and Public Safety.

FACILITIES SERVICES

105 Barnard Hall
854-2041

Director: Julio Vazquez

Facilities Services is responsible for maintaining and improving the condition of campus buildings and grounds to provide an environment that is comfortable and functional for students and staff. The department includes three areas: housekeeping, maintenance, and renovation/construction.

Office hours are 8 a.m.-5 p.m.,
Monday-Friday. For emergencies after hours or on weekends, students should call Security at x43362.

PUBLIC SAFETY

104 Barnard Hall
854-3362, 854-6930

Director: Dianna Pennetti
Associate Director: Jane Finnegan

Emergency Phone Numbers

Barnard Security: x88 (from campus)
Columbia Security: x42796
NYPD 26th Precinct: 678-1311
St. Luke's Emergency Room: 523-3335
CAVA (Ambulance): x99 (from campus)
Rape Crisis Intervention: 523-4728

In the Community

The Barnard College Security Department, located in 104 Barnard Hall, near the main gate at 117th Street and Broadway, is available 24 hours a day to provide security services for everyone in the Barnard community.

Security guards are full-time College employees who are uniformed but unarmed and do not have law enforcement status. They are, however, empowered to detain and apprehend suspects and maintain order on campus grounds. Guards are posted at varying times in the vicinity of the residence halls, including Plimpton Hall, the 600s, and Elliott Hall, as well as throughout the main campus. Other services include fire safety, escort service, information service, presentations, and support resources.

Students wishing to discuss safety matters and to participate on the Security Committee are welcome to visit the Security Department at any time.

Emergency Call Boxes

Yellow and red call boxes, connected directly to Barnard Security, are located on and around campus. They should be used in emergency situations only. Blue lights are located above each call box and add an extra level of visibility, especially at night. When the alarm button is pressed, a message is automatically sent giving location, and guards instantaneously respond as that message is broadcast over their radios.

Columbia University Public Safety

x42796

Columbia University security guards are posted throughout the campus, extending from Morningside Drive to Riverside Drive, between 112th and 123rd Streets.

Morningside Heights Area Alliance Patrol

(212) 280-4524

Uniformed staff patrol the area by car and foot.

New York Police Department 26th Precinct

678-1311

The NYPD 26th Precinct is located on 126th Street near Broadway. A cooperative relationship exists between Barnard Security and the 26th Precinct when a situation arises which cannot be handled within the College.

University Escort Service

x47233

The University Escort Service operates seven nights a week from 8 p.m. to 3 a.m. in the Columbia University area.

Columbia Shuttle Bus Service

x42796

A 15-passenger van runs from 7 p.m. to 11 p.m. The van stops between 108th and 125th Streets. Fare is free. A valid college ID must be presented.

Volunteer Ambulance (CAVA)

x99

Students who are Emergency Medical Technicians operate an ambulance service 24 hours per day. This service is for medical emergencies only.

FINANCE AND PLANNING

101 Milbank

854-2003

Vice President: Gregory N. Brown

Director of Budget: Mary Schlitzer

Analyst, Institutional Research and Budget: Sean Bixler

This office oversees the College budget, the College's endowment, institutional research, and the offices of the Controller, the Bursar, and Purchasing.

INSTITUTIONAL ADVANCEMENT

115 Milbank Hall

854-2001

Vice President for Institutional Advancement: TBA

Vice President for Communications: Elizabeth Gildersleeve

Director of Alumnae Affairs: TBA

Director of the Parents Committee: TBA

Institutional Advancement is responsible for all the College's fund-raising activities, alumnae and parent programming, special events, public affairs, and media relations.

The Office raises funds for Barnard from alumnae, parents, and friends of the College and from corporations and foundations. Funds provide for faculty and student support,

and improvements to facilities, the curriculum, and information technology. The Barnard Fund raises over \$5 million a year for the immediate needs of the College.

Through the programs of The Office of Alumnae Affairs, over 29,000 alumnae throughout the world stay in touch with each other and with the College. All graduates of Barnard, and those who have attended the College for one or more years, are entitled to free membership in the Associate Alumnae of Barnard College (AABC). The home for alumnae on the Barnard campus is the Vagelos Alumnae Center.

The Parents Committee is made up of a group of current and past Barnard parents and is administered through the Office of Institutional Advancement. Committee members help support Barnard's mission of providing the highest quality liberal arts education, serve as a connection to the College for parents and other family members, and enhance the educational experience for all Barnard students. If you would like to volunteer, please call Barbara Clapp, Director of the Parents Committee at (212) 854-2001, or email: parents@barnard.edu.

THE BARNARD CENTER FOR RESEARCH ON WOMEN

101 Barnard Hall

854-2067

bcrw@barnard.edu

Director: Janet Jakobsen

Associate Director: Gisela Fosado

Administrative Assistant and Student Liaison: Lucy Trainor

The Barnard Center for Research on Women (BCRW), founded in 1971, advances knowledge about gender, sexuality and social justice, keeps gender issues at the forefront of college life, increases ties among diverse groups of women. Toward this aim, the Center hosts a series of lectures, panel discussions and conferences exploring a wide range of feminist and social justice issues. The Center's speakers bring the complexities of our world into focus through the lens of feminist scholarship. These programs are also the focus of the Center's webjournal, *The Scholar & Feminist Online*, published triannually and available at www.barnard.edu/sfonline. Other BCRW publications include a comprehensive directory of New York City feminist organizations, an Internet exhibit of materials dating back to the early Second Wave of American women's movements, entitled "From the Collection," which is curated by our student research assistants, and the *New Feminist Solutions*/ report series, which aims to propel conversations forward on crucial issues of the day. Look for BCRW's events newsletter (published each fall and spring) or visit www.barnard.edu/bcrw. The Center welcomes the ideas and participation of all members of the Barnard Community.

GOVERNANCE AND POLICIES

BOARD OF TRUSTEES

The Board of Trustees has the final responsibility for the financial well-being, operation and programs of the College. The full Board meets at least four times a year to consider College matters. The Board includes the President of the College and four alumnae selected by the Alumnae Association. The Barnard faculty elects two representatives to the Board who advise the Trustees on faculty matters. There are also two student-elected representatives, who serve as advisers on student matters.

FACULTY

The faculty consists of the President of the College, the Dean of the Faculty, professors, associate professors, assistant professors, associates, and full-time instructors in the College and, in addition, such administrative officers and part-time teaching staff as may be assigned to the faculty by the Board of Trustees upon recommendation of the existing faculty.

The Dean of the Faculty is responsible for the policies which govern the teaching faculty and all matters pertaining to instruction and curriculum.

The faculty's delegated responsibilities and duties include the following:

- Establish requirements for admission to the College, the courses of study therein, and the conditions of graduation.
- Set rules for ascertaining the proficiency of students and for assignment of honors.
- Schedule examinations, other than final and deferred examinations.
- Recommend those candidates who have satisfactorily fulfilled Barnard's requirements for the Bachelor of Arts degree.
- Prepare and publish, from time to time, a statement of courses of study in the College, specifying the studies to be pursued in each year, and in each of the departments of instruction.
- Appoint Senior Scholars or make provisions for their appointment.

Any change in the educational policy of Barnard College with respect to the requirements for admission, the required course of study, or the conditions of graduation must be approved by the Board of Trustees. The principal faculty committees are: the President's Advisory Committee on Appointments, Tenure, and Promotion; the President's Faculty Advisory Committee; the Committee on Faculty Governance and Procedures; the Faculty Planning Committee, which works with academic departments to advise the administration on the development of plans for the academic program and allocation of resources; the Committee on Programs and Academic Standing, which acts on all requests for exceptions to faculty regulations and on individual applications for special majors; and the Committee on Honors, which oversees the granting of general and departmental honors and which selects recipients of college awards, Senior Scholars, and nominees for competitive honors.

ADMINISTRATION

The President of Barnard College is appointed by the Board of Trustees and is the Chief Executive Officer of the College. The major administrative areas working in conjunction with the President include academic affairs, student affairs, business, finance, facilities, development, public affairs, and legal affairs.

STUDENTS' RIGHTS AND RESPONSIBILITIES

The College admits students and administers its financial aid and loan programs, educational policies and programs, recreational and other College programs, and activities without regard to race, color, creed, national origin, sexual orientation, or disability.

All students are expected to conduct themselves in a manner compatible with the College's mission as an educational institution and a community of students, scholars, and teachers. Common goals are to protect and respect each individual's well-being and to enable us to live and work together with a minimum of conflict and a maximum of personal freedom. It is the right of each member of our community to attend, make use of, and enjoy the facilities and functions of the College without interference or disruption. Students' failure to comply with these standards of conduct may result in discipline.

Normally, the first step in the College's disciplinary system for serious infractions of its policies and rules is Dean's Discipline. This is a relatively informal process by which the Dean of Studies, in the case of alleged violations of the Honor Code, established in 1912, or an appropriate administrator designated by the Dean of the College, for alleged non-academic violations, receives charges, advises the accused student of the charges, investigates the evidence, makes a determination of fact, and recommends discipline.

If the accused student accepts the determination and discipline recommended by the Dean, the matter is concluded. A student has the option, however, to reject the Dean's determination of facts and/or the discipline she recommends. In that case, she has the right to a plenary hearing by the Honor Board in the case of academic violations or by a Judicial Council Hearing Panel for non-academic violations. These are both student/faculty bodies with a plurality of student members. Parents are notified of disciplinary action only if it requires a student to leave the College, e.g., suspension or expulsion.

In the event a student is charged with violations of the University's Rules of Conduct, which relate to demonstrations on campus, the special disciplinary procedures of those rules will apply to all University and Barnard students, regardless of the school in which they are enrolled.

ACCESS TO STUDENT RECORDS AND INFORMATION

As amended, Title 20, Section 1232(g) of the United States Code, the “Family Education Rights and Privacy Act,” allows students to have access to official files, including recommendations written after January 1, 1975. If a student wishes to see her file in any College office, she may submit a request to that office. The law exempts certain materials, including private notes, parents’ financial information, some medical records, and letters specifically “waived” by students. The law also grants students the right to know to whom their records are shown and to control the dissemination of their records. The “Family Education Rights and Privacy Act” gives Barnard the right to make public at its discretion and without prior authorization from the student the following information: name, class, home or college address and telephone number, e-mail address, major field, date and place of birth, dates of attendance at Barnard, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and previous schools most recently attended. The law also gives students the right to place limitations on the release of any of this information. A student who wishes to do so must file a special form with the Registrar, 107 Milbank, each year by September 15th. In practice, the College does not indiscriminately release information about individual students.

DRUG AND ALCOHOL POLICY

Barnard College is committed to creating for its students, faculty, and staff an environment that strongly discourages drug and alcohol abuse. Barnard strongly supports educational and treatment programs as the most effective means to help reduce and prevent alcohol and drug abuse. At the same time, the College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students, faculty members, or staff members while on College property or while participating in College-sponsored activities or conducting College business off-premises.

The consequences of illegal drug and alcohol use are stated in federal, state, and municipal laws. Neither the College nor any of its members are immune to legal action.

Abuse of drugs and alcohol is behavior for which Barnard may impose its own penalties up to and including expulsion.

SECULAR AND RELIGIOUS HOLIDAYS

Students need to be aware that they are responsible for informing their instructors if they plan to be absent on a secular or religious holiday. No secular or religious holidays are formally recognized by the University’s academic calendar. However, in setting the academic calendar for each year, the University does try to avoid obvious conflicts with

any holidays that involve most University students, faculty and staff, such as July 4, Thanksgiving, Labor Day, Christmas and New Year's.

Other holidays affecting large numbers of University community members include Martin Luther King Day, Rosh Hashanah, Yom Kippur, the first two days of Passover, and Good Friday. In consideration of their significance for many students, no examinations may be given and no assigned work may be required on these days. Students who observe these holidays will be given an opportunity to make up missed work in both laboratories and lecture courses. If an examination is given on the first class day after one of these holidays, it must not cover material introduced in class on that holiday. Faculty should realize that Jewish holidays begin at sundown on the evening before the published date of the holiday. Late afternoon exams should be avoided on these days. Also, no examinations may be held on Saturday or Sunday in the undergraduate schools unless they are available on other days. Nor should seminars or other regular classes be scheduled on Saturdays or Sundays unless they are also available at other times.

The University recognizes that there are other holidays, both religious and secular, which are of importance to individuals or groups on campus. Such occasions include, but are not limited to, Memorial Day, Sukkot, the last two days of Passover, Shavout, Shemini Atzerat, and Simchat Torah, as well as the Muslim New Year, Ra's al-sana, and the Islamic holidays Eid al-Fitr and Eid al-Adha. Students who wish to observe such holidays must inform their instructors within the first two weeks of each semester of their intent to observe the holiday even when the exact date of the holiday will not be known until later so that alternative arrangements convenient to both students and faculty can be made at the earliest opportunity. Students who make such arrangements will not be required to attend classes or take examinations on the designated days, and faculty must provide reasonable opportunities for such students to make up missed work and examinations. For this reason it is desirable that faculty inform students of all examination dates at the start of each semester. Exceptions to the requirement of a make-up examination must be approved in advance by the undergraduate dean of the school in which the course is offered.

VISITORS' INFORMATION

SUGGESTED HOTELS

(All Rates Subject to Change)

Downtown

60 Thompson (SoHo)
60 Thompson Street
212/431-0400
877/431-0400
www.thompsonhotels.com
\$\$\$\$

Affinia Hotel
4 locations in NYC
212/465-3690
866/246-2203
www.affinia.com
\$\$\$\$

Chelsea Savoy
204 W. 23rd Street (at 7th Ave.)
212/929-9353
www.chelseasavoynyc.com
\$

Mercer Hotel (SoHo)
147 Mercer Street
212/966-6060
www.mercerhotel.com
\$\$\$\$

SoHo Grand
310 West Broadway at Grand Street
212/965-3000
800/965-3000
www.sohogrand.com
\$\$\$\$

Tribeca Grand
2 Avenue of the Americas (between White and Walker)
212/519-6600
800/537-8483
www.sohogrand.com
\$\$\$\$

Midtown

Hotel 57
130 E. 57th St. (between Park and Lexington)
212/753-8841
www.stayinny.com
\$

Hotel Giraffe (East Side)
365 Park Avenue South
212/685-7700
877/269-0009
www.hotelgiraffe.com
\$\$\$\$

Library Hotel (East Side)
299 Madison Avenue at 41st Street
212/983-4500
877/793-7323
www.libraryhotel.com
\$\$\$

NY Marriott (East Side)
525 Lexington Avenue at 49th Street
212/755-4000
800/228-9290
www.marriott.com
\$\$\$\$

Paramount Hotel (West Side)
235 West 46th Street
212/764-5500
845/292-6700
www.morganshotelgroup.com
\$\$\$\$

St. Regis (East Side)*
2 East 55th Street
212/339-6777
800/759-7550
www.stregis.com
\$\$\$\$

ThirtyThirty (East Side)

30 East 30th Street
212/689-1900
800/497-6028
www.thirtythirty-nyc.com
\$

Upper East Side

Franklin Hotel
164 East 87th Street
212/369-1000
800/607-4009
www.franklinhotel.com
\$\$

Hotel Wales
1295 Madison Avenue
212/876-6000
866/925-3746
www.waleshotel.com
\$\$

Upper West Side

Beacon Hotel
2130 Broadway @ 75th Street
212/787-1100
800/572-4969
www.beaconhotel.com
\$\$

Hotel Belleclaire
250 West 77th Street
212/362-7701
800/HOTELBC
www.hotelbelleclaire.com
\$

Country Inn Bed and Breakfast
270 West 77th Street
212/580-4183
www.countryinnthecity.com
\$\$

Excelsior Hotel
45 West 81st Street

212/362-9200
800/368-4575
www.excelsiorhotelnyc.com
\$\$

International House
500 Riverside Drive near 122nd Street
212/316-6300
www.ihouse-nyc.org
\$

The Landmark Guest Rooms
Union Theological Seminary
3041 Broadway @ 121st Street
212/280-1313
www.uts.columbia.edu
\$

Lucerne Hotel
201 West 79th Street
212/875-1000
800/492-8122
www.thelucernehotel.com
\$\$

Milburn Hotel
242 West 76th Street
212/362-1006
800/833-9622
www.milburnhotel.com
\$

On the Ave Hotel
2178 Broadway @ 77th Street
212/362-1100
www.ontheave.com
\$\$

Days Hotel Broadway
215 West 94th Street
212/866-6400
800/834-2972
www.choicehotels.com
\$

Price Guide:

\$ = under \$149

\$\$ = \$150-\$199

\$\$\$ = \$200-249

\$\$\$\$ = \$250+

(Range based on lowest priced room offered. Please call for availability and seasonal pricing. Rates are subject to change.)

* indicates hotel without wheelchair-accessible accommodations

PARKING

(All Rates Subject to Change)

Limited parking at meters along streets adjacent to Barnard.

(Broadway, Claremont, or 116th Street)

RIVERSIDE CHURCH PARKING GARAGE

480 West 120th Street (between Riverside and Claremont)

212/870-6736

Clearance is 7 feet: no extended

van roof

Range: \$12-\$27

Open: M-F 6am-midnight; Sat/Sun 7am-midnight

GARAGE CORP

512 West 112th Street (between Broadway and Amsterdam)

212/865-1754

Clearance is 6 feet, 2 inches: no vans

Range: \$9-\$17

Open: M-Th 6am-midnight; Fri/Sat 6am-1am; Sun 7am-midnight

GMC PARKING

532 West 122nd Street (between Broadway and Amsterdam; across from JTS)

212/961-1075

Vans permitted

Range: \$10-\$28

Open: 24 hours/7 days

WEST 108 PARKING GARAGE CORP.

234 West 108th Street (between Broadway and Amsterdam)

212/222-8800

Very low clearance: no vans or

large SUVs

Range: \$6-\$22

Open: 7am-2am/7 days

YORKSHIRE GARAGE

151 West 108th Street

212/865-2314

Very low clearance: no vans
Range: \$7-\$9 per hour

PLACES TO EAT NEAR THE BARNARD CAMPUS

Amir's Falafel
(Mediterranean)
2911 Broadway,
113th-114th Street
749-7500

Amsterdam Restaurant
1207 Amsterdam Avenue
at 119th Street
662-6330

Bistro Ten 18
1018 Amsterdam Ave
at 110th Street
662-7600

Cafe Pertutti
(Italian)
2888 Broadway,
112th-113th Streets
864-1143

Cafe Swish (Asian)
2953 Broadway
at 115th street
222-3568

Deluxe (Upscale Diner)
2896 Broadway,
112th-113th Streets
662-7900

Famous Famiglia's (Pizzeria)
2859 Broadway
at 111th Street
865-1234

The Heights (Mexican)
2867 Broadway,
111th-112th Streets

866-7035

Kitchenette (American)
1272 Amsterdam Avenue
122nd-123rd Streets
531-7600

Le Monde (French)
2885 Broadway,
112th-113th Streets
531-3939

Max SoHa (Italian)
1274 Amsterdam Avenue
122nd-123rd Streets
531-2221

Mill Korean Restaurant
2895 Broadway,
112th-113th Streets
666-7653

Nacho Mama's (Mexican)
2893 Broadway
112th and Broadway
665-2800

Nussbaum and Wu
(Bakery and Bagels)
2897 Broadway
at 113th Street
280-5344

Ollie's Noodle Shop
(Chinese)
2957 Broadway
at 116th Street
932-3300

Panino Sportiva Roma
1231 Amsterdam Avenue
120th-121st Streets
662-2066

Radio Perfecto
1187 Amsterdam Avenue

118th-119th Streets
932-8555

Sezz Medi' (Italian)
1260 Amsterdam Avenue
122nd-123rd Streets
932-2901

Starbuck's
2929 Broadway
at 114th Street
932-0300

Tomo
(Japanese)
2850 Broadway
at 111th–112th Street
665-2916

Tom's Restaurant
(Diner)
2880 Broadway
at 112th Street
864-6137

The West End
(Bar Fare)
2911 Broadway
113th–114th Streets
662-8830

OTHER SERVICES

BAKERIES:

Golden Krust Bakery (Deliver)
- www.goldenkrustbakery.com – (212) 280-2646

Make My Cake
- www.makemycake.com – (212) 932-0833

Nusbaum & Wu Bakery (Deliver)
- www.nussbaumwu.com – (212) 280-5344

Payard Patisserie & Bistro (Deliver)

www.payard.com – (212) 717-5252

FLORISTS

Harlem Flo (Deliver)

- www.harlemflo.com – (212) 316-3031

Katrina Parris Flowers (Deliver)

- www.katrina.parrisflowers.com – (212) 222-7030

Takashimaya New York LLC (Deliver)

- www.takashimaya.com – (212) 350-0100

Jerome Florists (Deliver)

- www.jeromeflorists.com – (212) 289-1677

PHARMACIES

Duane Reade

1290 Amsterdam Ave.

New York, NY 10027

(212) 665-8966

Rite Aid Pharmacies

309 West 125th Street

New York, NY 10027

(212) 961-1246

Claremont Chemists

3181 Broadway

New York, NY 10027

(212) 662-0220

Helpful Phone Numbers

Bursar 854-2026

Career Development 854-2033

College Activities 854-2096

Counseling Services 854-2092

Disability Services 854-4634

Financial Aid 854-2154

Health Services 854-2091

Registrar 854-2011

Safety and Security 854-3362

Dean of the College,
Dorothy Denburg 854-3075

Dean of Studies,
Karen Blank 854-2024

First-Year Class Dean,
Lisa Hollibaugh 854-2024

Sophomore Class Dean,
Christina Kuan Tsu (A-K), Ani Bournoutian (L-Z) 854-2024

Junior Class Dean,
James Runsdorf 854-2024

Senior Class Dean,
Aaron Schneider 854-2024

Dean of Transfer Services and
Dean for Student Development,
Marjorie Silverman 854-2024

Study Abroad Adviser,
Gretchen Young 854-2024

Pre-Law Adviser,

Christina Kuan Tsu 854-2024
Adjua Starks-Allen 854-2024

Health Professions Adviser,
Ani Bournoutian 854-2024

Tutoring Coordinators,
Ani Bournoutian and
Adjua Starks Allen 854-2024

Dean of Multicultural Affairs,
Sonny Ago 854-9130

Director of Residential Life
and Housing,
Ann Aversa 854-5561

Housing Operations Manager,
Matt Kingston 854-5561

Area Director for First-Year Focus
Steve Tolman 854-7682

Associate Director for Hewitt, Elliott and Sulzberger Tower
Amy Leo 854-7484

Associate Director for 600,616,620, W. 116th St.
Onika Jervis 854-4241

Associate Director for Plimpton,
601 W. 110th St., and Cathedral Gardens.
Janett Cordoves 854-6608