

Registration Fall 2020

PROGRAM REQUIREMENTS AND COURSE PLANNING WORKSHEETS

This handbook includes a guide and course planning worksheets that explain the requirements for completing the degree. Use them to begin thinking ahead about your course plan.

CONCENTRATIONS

- Incoming students have already picked a concentration during the admissions process. A brief description of these can be found on the website
- Keep in mind that your concentration is flexible, and that you may enter in one concentration but switch to another after your second semester (with faculty advisor approval).

HOW TO FIND COURSES AND DESCRIPTIONS

- **Online Course Schedule:** The TC general course schedule for Fall 2019 and Spring 2020 is available online at <https://www.tc.columbia.edu/academics/courses/> with the most recent course information. Under the “Any Subject” category, search for courses by finding “All International & Transcultural Studies courses” and selecting “ITSF (Comparative and International Education)”. The schedule is updated several times daily.
- **Student Handbook:** Program courses are listed in the handbook.
- **Program Website:** Brief course descriptions can be found on the Program website. In addition, some faculty members provide detailed course descriptions on their individual websites: <https://www.tc.columbia.edu/international-and-transcultural-studies/international-and-comparative-education/faculty/>

NEXT STEPS

- **Worksheet:** Please create a list of 3-5 courses that you would like to take using your course planning worksheet.
- **ITSF Core Courses:** All incoming masters students must register for ITSF 4091: Comparative Education in the Fall semester.
- Prepare a few back-up options beyond those 3-5 classes you have selected.
- **Peer Advisor:** Email the list of your proposed courses to the Peer Advisor. Please include your concentration in the email so that they can best assist you.
- **PIN:** You should have already received the registration PIN from the Program Assistant. If you have any difficulties with the registration PIN, contact Shelinna Balbuena
- **Faculty Advisor:** Discuss your course plan with your faculty advisor who will give final approval for your course selection.

REGISTRATION PROCEDURES

- With the PIN that you receive (from the Peer Advisor or Program Assistant) you can register for most courses, but some require special permission from the instructor. To register for these courses, you must email the professor and copy (cc) the Program Assistant at iceinfo@tc.columbia.edu expressing your interest (just a brief sentence or two is fine) and requesting permission to enroll.

ADVISEMENT CONTACT INFORMATION

Your **Faculty Advisor** will be assigned to you during the summer prior to starting classes and will be available to provide advisement regarding your initial course selection and any other questions you might have at that time and throughout the academic year.

The **Peer Advisor** is available at peeradvisors@tc.columbia.edu to discuss your course plan and other questions related to registration for fall. During the summer months a peer advisor (typically a doctoral student) will also be available to provide advisement. In order to make the best use of the advisement, please read all of the information carefully and ask specific questions.