

THE COOPER UNION
Albert Nerken
School of Engineering
International Exchange Handbook



Dear International Exchange Student,

I warmly welcome you to the Albert Nerken School of Engineering, part of The Cooper Union for the Advancement of Science and Art. You will find Cooper Union to be an intimate learning environment with small class sizes and significant interaction with both faculty and your peers.

I invite you to join us for an International Student orientation meeting from 12:45pm – 2:00pm on **September 6, 2016**, Room 201A at 41 Cooper Square. Light refreshments will be served.

For more information, please feel free to visit the follow online resources:

Albert Nerken School of Engineering:
www.cooper.edu/engineering

Albert Nerken School of Engineering Master's Program:
www.cooper.edu/engineering/curriculum/master

The course catalog includes all information pertaining to degree and graduation requirements, program descriptions as well as the list of courses offered:
<http://cooper.edu/students/registrar/course-catalog>

I look forward to working with you during your time at Cooper Union. Please don't hesitate to stop by and say hello. On behalf of the Albert Nerken School of Engineering, I welcome you to the School of Engineering at Cooper!

Sincerely,

Anita Raja, PhD
Associate Dean of Research and Graduate Programs
Professor of Computer Science
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Getting Started

Obtaining your Cooper ID: To receive your school ID, please contact David Robbins (drobbins@cooper.edu), to set up an appointment to process your student identification card. Please note that you will need your colleague ID number to do this. The office of Student affairs is located at 29 3rd Avenue, Suite 3b, New York, NY 10003.

Lockers: Students can secure personal lockers (*provided to each engineering student on the 5th, 6th, and 7th floors of 41 Cooper Square*) by placing a lock on an unused locker and registering it through Student Services at the following website: <https://esc.cooper.edu/admin/lockreg>.

E-mail Address: The CU Computer Center staff will set you up with an @cooper.edu extension, once you have submitted your medical forms and paid any fees associated with your account. Once your e-mail address has been set up, you will be notified by a Computer Center staff member.

WebAdvisor: Once you have been set up with a Cooper e-mail address and have received your student ID number, you can register for WebAdvisor by following the first time instructions on this page <http://cooper.edu/students/registrar/registration>.

Registration: You can access your educational plan (ie the list of courses you will be taking throughout your career at Cooper Union) through the Student Self Service portal: www.cooper.edu/students/registrar/registration (Please note that the dean's office has already registered you for the classes that were discussed as part of your application.)

Accessing Wifi: To access the Cooper Union networks (cooper-a or cooper-g), please use your @cooper.edu username and password. Prior to entering your username and password, you might be prompted to enter an access password (password: cooperCU).

Moodle Accounts: To obtain a Moodle account, please email Ian Hochstead (ian@cooper.edu) and request an account.

Drop/Add Period: Incoming students are assigned an advisor for the duration of their degree program. ***For international students, this advisor is the department chair.*** Add/Drop changes are handled by advisors who approve courses and students can add to their Ed Plans in Student Self Service, if appropriate. Advisors can also evaluate students' requests to drop courses, and if appropriate, the advisors manually drop the courses in Student Self Service. The registrar staff handles extraordinary situations, such as conflicting or overlapping classes or missing pre-requisites.

Classes may only be added during the first two weeks of the semester. After that period, no new courses may be added. For the Fall 2016 semester, the last day that classes may be added is **September 13, 2016**.

To resolve these special situations, students must ask their advisors to email the registrar staff. Students who wish to withdraw from a course after the eighth week must have their instructor, their advisor, and the Dean email their approval to the registrar staff.

After the eighth week of the semester, students cannot withdraw from a course unless a documented medical or other such extenuating circumstance exists.

Department chair contact information:

- Jameel Ahmad, Chair of Civil Engineering
E-mail: ahmad@cooper.edu
- Fred Fontaine, Chair of Electrical Engineering
E-mail: fred@cooper.edu
- O. Charles Okorafor, Chair of Chemical Engineering
E-mail: okoraf@cooper.edu
- Melody Baglione, Chair of Mechanical Engineering
E-mail: melody@cooper.edu

Policies: All school policies are detailed at: <http://cooper.edu/students/policies>. They include codes of conduct, alcohol, drugs, smoking, copyrights, sexual assault, non-discrimination, and anti-harassment.

Safety, Security, and Campus Emergencies: Cooper Union is committed to providing a safe and secure learning environment for our students, staff, and faculty. All laboratory personnel and professors will review safety procedures posted in their labs before you start working with them.

If you witness any safety violations, you are strongly urged to report them to the supervising staff member and/or professor. Anonymous reporting can be performed through: <https://safety.cooper.edu/>. Important campus-wide safety and emergency guidelines are handed out to every student, but can also be found at: <http://cooper.edu/students/safety>. Remember, you are an integral part of keeping our campus safe and secure. Every active student will be provided with a photo identification card that must be swiped to gain entry into 41 Cooper Square, the Foundation Building, and the Residence Hall. Visitors can be signed in through the Dean's Office; host students must accompany their guests at all times. Visitor's passes are issued in the Dean's Office.

Health Insurance: The Cooper Union requires all students to submit proof that they have health insurance prior to registration. Students who fail to supply the information requested on the Student Accident and Sickness Insurance Enrollment/Waiver Form before August 15th will be billed for insurance.

In order to get approval for an international insurance plan, the forms must be submitted (in English) to [Beth Slack \(bslack@cooper.edu\)](mailto:bslack@cooper.edu).

Health Forms: It is mandatory that incoming Cooper Union students complete and return the Cooper Union health forms and the New York State required response forms for Meningitis, Measles, Mupls and Rubella. **A physician must fill out, sign and stamp the forms. You cannot attend classes until these forms are completed and received.**

The Cooper Union health forms can be accessed at:
www.cooper.edu/students/forms-and-contacts

2016 - 2017 Academic Calendar

August 28	Sunday	Move-in day for Residence Hall
August 28- September 4	Sunday -Sunday	New student orientation
September 5	Monday	Labor Day Observed
September 6	Tuesday	Fall semester classes begin. Note: Tuesday classes meet
September 13	Tuesday	There will be a \$25 fee for Dropping classes after this date
September 20	Tuesday	Fall Festival (school in session)
November 22-23	Tuesday-Wednesday	Thursday and Friday Classes Meet
November 24-November 27	Thursday-Sunday	Thanksgiving (staff holiday)
December 1-December 7	Thursday-Wednesday	Registration for Spring 2017 Classes
December 8-9, 12-14	Thursday-Friday Monday-Wednesday	Last HSS/Engineering Classes
December 15-16, 19-21	Thursday-Friday Monday-Wednesday	Last meeting times for all architecture and art classes/crits. These continue in their Regularly assigned rooms/spaces. Final Exams for HSS and Engineering
December 21	Wednesday	Last day of Fall 2016 semester
December 22 - January 16	Thursday-Monday	Winter recess; all schools
December 22 - January 3	Thursday-Tuesday	Staff Holiday
January 4	Wednesday	Administrative Offices reopen. All grades are due in the Office of Admissions and Records before Noon
January 16	Monday	Martin Luther King Jr.'s birthday (Staff Holiday)
January 17	Tuesday	Spring semester classes begin. Note: modified schedule; Monday classes meet

January 25	Wednesday	There will be a \$25 fee for Dropping classes after this date
February 17-20	Friday-Monday	Founder's Day/President's Day (Staff Holiday)
March 11-19	Saturday-Sunday	Spring recess (administrative offices remain open)
April 18-21	Tuesday-Friday	Registration for Fall 2017 classes
April 26-27	Wednesday- Thursday	Last HSS/Engineering Wed/Thurs Classes
May 1, 2, 5	Monday, Tues, Friday	Last HSS/Engineering Mon/Tues/Fri Classes
May 3, 4, 8, 9, 10	Wednesday, Thursday Monday-Wednesday	Last meeting times for all architecture and art classes/crits. These continue in their regularly assigned rooms/spaces. Final Exams for HSS and Engineering
May 10	Wednesday	Note: Friday classes, exams and crits meet
May 10	Wednesday	Last day of Spring 2017 semester
May 11	Thursday	Senior grades due in the Office of Admissions and Records before Noon.
May 15	Monday	All non-senior grades are due in the Office of Admissions and Records before Noon.
May 22	Monday	Commencement rehearsal; annual student exhibition opens
May 23	Tuesday	Commencement
May 29	Monday	Memorial Day (Staff Holiday)
July 4	Tuesday	Independence Day Observed (Staff Holiday)

Contact Information

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New York, NY 10003
Phone: (212) 353-4287
E-mail: bslack@cooper.edu

Office of Admissions and Records
30 Cooper Square
3rd Floor
New York, NY 10003
Phone: (212) 353-4120
E-mail: admissions@cooper.edu
<http://cooper.edu/admissions/contact>

Office of Student Affairs
29 Third Avenue
Third Floor
New York, NY 10003
<http://www.cooper.edu/students/student-affairs>