

Visiting International Student Handbook

2020-2021

August 1, 2020

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.

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

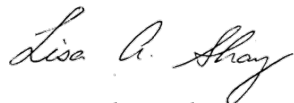
Albert Nerken School of Engineering: www.cooper.edu/engineering

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. Due to the pandemic, we will be open in a hybrid format. While all lecture classes will be held online, labs and other facilities will be open to the greatest extent possible. For information about access to campus and other safety concerns around Covid-19, please check the [hub](#) on the Cooper website. On behalf of the Albert Nerken School of Engineering, I welcome you to Cooper!

Sincerely,



Lisa A. Shay, Ph.D., P.E.
Associate Dean for Educational Innovation

IMPORTANT CONTACTS

Lisa Shay

Associate Dean for Educational Innovation
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New York, NY 10003
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Hala Alkasm

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New York, NY 10003
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Beth Slack

Administrative Associate
41 Cooper Square, Room 204
New York, NY 10003
Phone: (212) 353-4287
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Office of Admissions and Records

30 Cooper Square
Third 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>

GETTING STARTED

Policies: All school policies are detailed [here](#). They include codes of conduct, alcohol, drugs, smoking, copyrights, sexual assault, non-discrimination, and anti-harassment. You are solely responsible for knowing and following the rules and procedures as stated in the policies, course catalog and the Visiting International Student Handbook, all of which are on our website. You should contact the Dean's office in case of questions.

Safety, Security & Campus Emergencies: Cooper Union is committed to providing a safe and secure learning environment for our students, staff, and faculty. All first year and transfer students in the School of Engineering are required to take a shop safety course and pass a written exam. All laboratory personnel and professors will review safety procedures posted in their labs before you start working with them. Please contact the faculty member supervising a particular lab to learn about required safety procedures.

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 [here](#). Important campus-wide safety and emergency guidelines are handed out to every student, but can also be found [here](#). 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 enter 41 Cooper Square, the Foundation Building, and the Residence Hall. Visitors can be signed in through the Dean's Office by obtaining a visitor's pass; host students must always accompany their guests, and guests are not granted access to labs.

Cooper ID: In order to have your ID ready for pick-up on your first day, you'll need to submit a photo via email to ids@cooper.edu. The photo format should be passport-style and meet the following requirements:

- The photo should be a color, .jpg or .jpeg file.
- This picture is for identification purposes, so it must clearly identify you.
- The background should be uniform and light-colored.
- You must be facing forward, with your head and shoulders clearly visible.
- Photos should not include other people or animals - no group photos
- There can be no red eye or flash reflection on glasses or contact lenses.
- No hats, sunglasses, jewelry, or garments of any sort that obstruct the view of your face.
- The file cannot exceed 100k in size.
- The file should be saved as the following: "firstname-lastname.jpg or .jpeg"

When submitting your photo please include the following information in the body of the email:

- Full legal name
- Student ID number, if known
- Date of Birth
- Specify if you will be living on campus
- Specify if you are a master's student

If you are unable to submit a photo or the photo was not acceptable, a new ID photo will be taken during orientation. If you have any questions regarding this procedure, contact the Campus Safety and Security Office at security@cooper.edu or 212.353.4119.

Lockers: Students have access to a locker located at 41 Cooper Square. To receive a locker, please go to the Buildings & Grounds office during regular business hours, located at 41 Cooper Square, room 111. You will receive a locker assignment as well as a school-approved lock. Please note that only school-approved locks can be used on the school's lockers. If you have any questions about receiving a locker, please call 212.353.4105.

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, Mumps 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 [here](#).

Health Insurance: The Cooper Union requires all students to have insurance while in attendance. If students have insurance that meets or exceeds the plan provided by the school, they may submit a waiver to use their own insurance instead of purchasing insurance through the school. Information about the health insurance plan and how to submit a waiver can be found [here](#).

E-mail Address: The CU Computer Center staff will set you up with an @cooper.edu extension, once you have submitted your medical forms. 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 found [here](#). If you are having issues logging into WebAdvisor, please visit the [Webadvisor Login FAQ page](#).

Moodle Accounts: Every student has a [Moodle](#) account. Most courses will allow guest access.

Teams Account: You automatically have access to Teams by logging into <https://portal.office.com> using your Cooper email login credentials. Once you're in the system, simply click on Teams. Teams Classrooms will be available after registration is completed and teachers have activated their class.

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. That password is "coopercu".

Other [Technology resources](#), including software that students may download.

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](#). You can use the same login credentials you created for WebAdvisor to log into your SSS account. Please note

that the dean's office has already registered you for the classes that were discussed as part of your application.

Add/Drop Period: The first week and a half of the semester is the Add/Drop Period. Students may add or drop classes during this time with no record of this change on your transcript. After the Add/Drop Period ends, students may not add any more courses including independent studies. For classes being dropped between the second and eighth weeks, a "W" will be placed next to the course on your student transcript. To resolve special situations, such as conflicting or overlapping classes or missing pre-requisites students must ask their advisors to email the registrar staff. Please note that all deadlines for add/drop are listed in the academic calendar and these dates are non-negotiable.

In extenuating circumstances, and with the signatures of the course faculty member, your academic advisor, and the Dean of the School of Engineering, "Drop's" will be allowed after the eighth week. This condition requires an additional waiver form, found in the Deans' Office, to be signed by those listed above. Otherwise, withdrawals are not allowed, and you will receive an "F" in that course. You should be factoring the course workload into your course selections during registration. To resolve these special situations, students must ask their advisors to email the registrar staff. Such approvals will usually require documented medical paperwork or other documented back up.

Academic Advisors: Student's schedules and all requests for add/drops must be approved by the student's academic advisor. During your time at Cooper Union, your academic advisor will be the department chair in the department to which you were accepted.

Department chair contact information:

Professor Melody Baglione, Chair of Mechanical Engineering

Phone: 212.353.4295

E-mail: melody.baglione@cooper.edu

Professor Fred Fontaine, Chair of Electrical Engineering

Phone: 212.353.4335

E-mail: fred.fontaine@cooper.edu

Professor Vito Guido, Chair of Civil Engineering

Phone: 212.353.4304

E-mail: vito.guido@cooper.edu

Professor O. Charles Okorafor, Chair of Chemical Engineering

Phone: 212.353.4371

E-mail: ogbonnaya.okorafor@cooper.edu

Professor Ruben Savizky, Chair of Bachelor of Science Engineering

Phone: 212.353.4372

E-mail: ruben.savizky@cooper.edu

Syllabus: The syllabus distributed in each class is a contract between the faculty and the student. Please read it carefully to ensure your understanding of any policies or procedures within the document.

Attendance: Cooper Union does not allow for unexcused absences, and the expectation is that students will attend every meeting of a class. Excused absences are generally only given for religious reasons or for serious illness. If you miss a class due to illness, please plan to submit a doctor's note.

Student Affairs: Comprised of professionals who support and advocate for the students at The Cooper Union, The Office of Student Affairs encompasses many different services to help students during their time at The Cooper Union and beyond. These services include: Career Development, Residence Life, Athletics, Campus Life, Health and Medical Records, Counseling Referrals, Student Support and Advocacy, Student Judiciary, Student Clubs and Organizations, Orientation Programs and Commencement. They are located on the 3rd Floor of the Student Residence Hall at 29 3rd Ave. Information about their services can be found [here](#).

Academic Calendar & Dean's Office Hours: The Cooper Union for The Advancement of Science and Art operates within a two semester calendar (fall and spring). Most classes are scheduled Monday through Friday between the hours of 8:00 a.m. and 9:00 p.m. We offer a limited summer session with courses typically provided in Math, Physics, and Engineering. The 2020-2021 academic calendar can be found below and [online](#). These dates are non-negotiable. Normal business hours are: Monday through Friday, 9 a.m. - 5 p.m. From early June through Labor Day, Cooper Union operates under a summer schedule: Monday through Thursday, 9 a.m. - 5:15 p.m.

2020-2021 Academic Calendar:

Mon, Aug 1	Student bill due date	
Tue, Aug 25 – Sun, Aug 30	Orientation	
Mon, Aug 31	Fall 2020 Semester Begins	Monday Classes Meet
Mon, Aug 31 – Tue, Sep 8	Course Adjustment Period	Students can add/drop courses with advisor assistance
Mon, Sep 7	Labor Day	Offices and Classrooms are closed
Tue, Sep 8	Fall Festival	
Tue, Sep 8	Course Add/Drop deadline	Last day to add/drop courses. Last day to take leave of absence or fully withdraw from School and receive full tuition and fees refund.

Mon, Oct 12	Outstanding Student Bills Due and Account Hold	Hold placed on student records preventing future course registration and/or release of transcript pending payment
Wed, Oct 28	Last Day to withdraw from classes	
Tue, Nov 17 – Mon, Nov 23	Registration for Spring 2021 classes	All students must have advisor approval in order to register
Tue, Nov 24	MODIFIED SCHEDULE	THURSDAY classes meet
Wed, Nov 25	MODIFIED SCHEDULE	FRIDAY classes meet
Thu, Nov 26 – Fri, Nov 27	Thanksgiving Holiday	Offices and Classrooms are closed
Mon, Nov 30	Classes Resume	
Thu, Dec 10 – Fri, Dec 11	Study Period	No Classes
Mon, Dec 14 – Fri, Dec 18	Final Classes, crits and exams	Students meet in regularly assigned rooms at regular times
Fri, Dec 18	End of Fall term	Last day of the fall 2020 term
Mon, Dec 21 – Sun, Jan 17	Winter Recess	All schools closed
Wed, Dec 23 – Sun, Jan 3	Staff Holiday	
Mon, Jan 4	Administrative Offices Re-open Fall grades due	All grades due to the Office of the Registrar before noon (12PM)
Tue, Jan 5	Spring 2021 Bill Due Date	
Mon, Jan 18	Martin Luther King Jr. Birthday	Staff Holiday
Tue, Jan 19	Spring 2021 Semester begins	Spring semester begins. MONDAY classes meet
Tue, Jan 19 – Tue, Jan 26	Course Adjustment Period	Students can add/drop courses with advisor assistance

Tue, Jan 26	Course Add/Drop Deadline	Last day to add/drop courses. Last day to take leave of absence or fully withdraw from School and receive full tuition and fees refund. Advisors and School Offices are informed as to how to handle Tuesday evening courses.
Wed, Feb 10	MODIFIED SCHEDULE	FRIDAY classes meet
Fri, Feb 12	Founder's Day	Classrooms and office closed
Mon, Feb 15	President's Day	Classrooms and office closed
Fri, Mar 12	Outstanding Student Bills Due and Account Hold	Hold placed on student records preventing future course registration and/or release of transcript pending payment
Sat, Mar 13 – Sun, Mar 21	Spring Recess	No Classes. Administrative offices remain open
Wed, Mar 31	Last Day to withdraw from classes	
Tue, Apr 20 – Fri, Apr 23	Course Registration for both Summer 2021 and Fall 2021	Registration into Summer and/or Fall semester courses. All students must have advisor approval in order to register
Thu, May 6 – Fri, May 7	Study Period	No classes
Mon, May 10 – Fri, May 14	Final classes, crits, and exams	Students meet in regularly assigned rooms at regular times
Fri, May 14	End of Spring 2021 Term	Senior grades due to Office of the Registrar before noon (12PM)
Mon, May 17	Senior Grades due	All non-senior grades due Office of the Registrar before noon (12PM)
Wed, May 19	All non-senior grades due	Time TBD
Tue, May 25	Commencement Rehearsal	5 – 9pm
Tue, May 25	End of Year Show Opening	10:30am – 12pm

Wed, May 26	Commencement	Classrooms and offices closed
Mon, May 31	Memorial Day	Classrooms and offices closed
Sat, Jun 19	Juneteenth	Classrooms and offices closed
Mon, Jul 5	Independence Day Observed	
