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A WELCOME FROM THE DEAN OF STUDENTS

On behalf of the faculty, staff, and current students, I welcome you to the Harris School. You have joined a group of smart, dynamic, committed and compassionate individuals, each dedicated to understanding public life and to shape it by becoming agents of social change. As such, you have engaged in a partnership with the School: to absorb the lessons of the classroom and of the life here, to contribute your own efforts to improving our community and others and, eventually, to put your lessons to use for the greater social good.

The purpose of this guide is to assist you in establishing relationships with the Harris School and its members. It is designed to help you understand the rules of academic and non-academic life here, to help you engage the resources available for your personal and professional aspirations, and to help you be a good citizen of the School and University communities. It was written with these goals in mind.

Use this guide as you would any resource — not exclusively, but as one that may direct you to the next question, next step, or next contact. I hope that it will be a part of making your career at the Harris School as fulfilling as possible.

Ellen Cohen
Dean of Students
ACADEMIC CALENDAR 2010-2011

SEPTEMBER 2010

Sept. 27 Classes begin

OCTOBER 2010

Oct. 1 Deadline to apply for autumn quarter graduation
Last day for full-tuition refund
Oct. 8 Student health insurance enrollment/waiver deadline
Drop/add deadline for autumn quarter (classes dropped after this date will receive a "W")
Oct. 29 Deadline to withdraw from autumn quarter graduation (penalty fee assessed after this date)

NOVEMBER 2010

Nov. 1 "Defendable" honors thesis due to readers and Dean of Students Office
Nov. 15-19 Registration for winter quarter
Nov. 19 Last day to take a Harris class pass/fail
Nov. 22-Jan. 14 Drop/add period for winter quarter
Nov. 26-27 Thanksgiving break (no classes)

DECEMBER 2010

Dec. 6-10 Finals week
Dec. 10 Autumn quarter convocation
Dec. 11 - Jan. 2 Winter break
Dec. 23 Due date for winter quarter bill (late fees assessed after this date)

JANUARY 2011

Jan. 3 Winter quarter classes begin
Jan. 7 Deadline to apply for winter quarter graduation
Last day for full-tuition refund for winter quarter
Jan. 14 Drop/add deadline for winter quarter (classes dropped after this date will receive a "W")
Jan. 17 Martin Luther King, Jr. Holiday Observance (no classes)

FEBRUARY 2011

Feb. 4 Deadline to withdraw from winter quarter graduation (penalty fee assessed after this date)
Feb. 21-25 Registration for spring quarter classes
Feb. 25 Last day to take Harris class pass/fail
Feb. 26-Apr. 15 Drop/add period for spring quarter classes

MARCH 2011

Mar. 14-18 Finals week
Mar. 18 Winter quarter convocation
Mar. 19-27  Spring break  
Mar. 25  Spring quarter bill due (late fees assessed after this date)  
Mar. 28  Spring quarter classes begin  

APRIL 2011  

Apr. 1  Deadline to apply for spring quarter graduation  
        Last day for full-tuition refund  
Apr. 9  Drop/add deadline for spring quarter (classes dropped after this date will receive a "W")  
Apr. 29  Deadline to withdraw from spring quarter graduation (penalty fee assessed after this date)  

MAY 2011  

May 16-20  Summer quarter registration  
May 20  Last day to take a Harris class pass/fail  
May 31  Memorial Day holiday (no classes)  
May 23 – June 30  Drop/add period for summer classes  

JUNE 2011  

Jun. 6-10  Finals week  
Jun. 11  Spring quarter convocation/Harris hooding ceremony  
Jun. 20  Summer quarter classes begin  
Jun. 24  Last day for full-tuition refund  

JULY 2011  

Jul. 1  Drop/ add deadline for summer quarter (classes dropped after this date will receive a "W")  
Jul. 5  Independence Day Observance (no classes)  

AUGUST 2011  

Aug. 12  Tuition/fee deadline for all students graduating summer quarter  
Aug. 22-26  Finals week  
Aug. 26  Summer quarter convocation  

Note: Midterm exams are typically held during the fifth week of each quarter.
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I. ACADEMICS

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ABOUT THE HARRIS SCHOOL

Founded as part of one of the world’s preeminent research universities, the Irving B. Harris Graduate School of Public Policy Studies brings together the interdisciplinary spirit and rigorous analysis of the University of Chicago tradition with an aim to solve real social problems. From its inception, the Harris School has sought to enhance the University’s role in shaping and understanding public life by conducting policy-relevant research and preparing talented individuals to become leaders and agents of social change.

HISTORY

In the 1930s, a number of University of Chicago faculty, seeing that the City of Chicago offered many opportunities for exploration and research, expressed interest in creating a curriculum that exposed students to the problems and process of public policy formation. Inspired by this vision, a group of twenty-three distinguished faculty members formed the Committee on Public Policy Studies in 1975 to “foster inquiry of a distinctive and important kind” and to address the University’s “responsibility for the character and quality of public life.” The University’s tradition of strength in the social science disciplines would be a key element in this endeavor.

Over the next six years, the University established a two-year A.M. program, a Ph.D. program, and an advisory committee for the Committee on Public Policy Studies. During this period, the philosophical foundations for the future graduate school were formed — emphasizing the integration of research and practical training, a focus on real social problems, and an interdisciplinary approach.

By 1983, the program’s enrollment had reached a total of one hundred master’s and doctoral students. In response to the increasing need and demand for preparing professionals in researching, designing, and executing public policy, University President Hanna H. Gray appointed a panel of five present and former deans to discuss the future of the program. In 1985, the panel concluded that the growth in student enrollment should be matched with an increase in program faculty, resources, and finances, and proposed that a graduate school be created from the committee. Their recommendation was implemented in 1988 with the opening of the Graduate School of Public Policy Studies. The new school’s fourteen faculty members all held joint appointments to other units in the University, and included such notables as educational sociologist James Coleman, urban sociologist William Julius Wilson, and future Nobel laureate economist James Heckman.

IRVING B. HARRIS

Businessman and philanthropist Irving B. Harris (1910-2004), an original member of the advisory committee, strongly believed that there was “a critical need to improve our social system” and advocated a program that would prepare talented public policy professionals. In 1986, with his offer of a core endowment the University formally established the Graduate School of Public Policy Studies, and in 1990, renamed it the Irving B. Harris Graduate School of Public Policy Studies in recognition of Mr. Harris’ generosity and strong support of the program.

THE HARRIS SCHOOL TODAY

Over 300 students are enrolled in the Harris School in 2010-2011. Students will work with more than 40 full-time faculty members and faculty affiliates. These faculty represent a wide variety of interests and disciplines, including demography, developmental psychology, economics, education, law, medicine, organizational theory, political economy, political science, program evaluation, social welfare, sociology, and statistics.
TWO-YEAR PROGRAMS

MASTER OF PUBLIC POLICY DEGREE

The Harris School offers a two-year program of professional study leading to the Master of Public Policy (M.P.P.) degree. During this two-year program, students focus on the various methods of analysis used in the disciplines of economics, sociology, statistics, and political science.

PROGRAM REQUIREMENTS

The M.P.P. program consists of the following requirements:

- Satisfactory completion of eighteen courses and six quarters of residence in the Harris School
- Completion of the prescribed program of study (seven core courses, three distribution requirements, and eight electives)
- A cumulative grade point average of 2.7 for all courses used toward the M.P.P. degree, based on a 4.0 scale
- Completion of a minimum of 12 Public Policy courses. This includes core courses.
- Completion of math requirement

CORE COURSES

The M.P.P. program consists of the following core courses:

- PPHA 308: Political Economy for Public Policy I
- PPHA 310 and PPHA 311: Statistical Methods for Policy Research I and II
  or PPHA 312 and PPHA 313: Statistics for Public Policy I and II
- PPHA 316: Political Institutions and the Policy Process
- PPHA 31910: Management in Organizations
- PPHA 323 and PPHA 324: Principles of Microeconomics and Public Policy I and II

DISTRIBUTION REQUIREMENTS

In addition to the core courses, M.P.P. students are required to fulfill three distribution requirements. The Harris School designs these distribution requirements to promote advanced skills in the areas introduced by the core courses, namely: economics, political economy, political institutions, management or organization theory, and statistics.

M.P.P. students are required to take one course in three of the five core course areas listed above. Note that courses at other professional schools or the University might also qualify; however, students must provide the Dean of Students Office with a course syllabus to determine if the course meets a distribution.
Table 1 lists the Harris School courses by course number and distribution type.

**TABLE 1: HARRIS COURSES AND DISTRIBUTION TYPES**

**Key:** Core=core, Econ=economics, Elec=elective, Inst=political institutions, PE=political economy, MOT=management or organization theory, Stat=statistics or decision theory

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Type</th>
</tr>
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<tbody>
<tr>
<td>30101</td>
<td>Math Methods for Public Policy: Algebra</td>
<td>Non-credit</td>
</tr>
<tr>
<td>30102</td>
<td>Math Methods for Public Policy: Calculus</td>
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<tr>
<td>30601</td>
<td>Topics in Family and Child Policy</td>
<td>Inst</td>
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<tr>
<td>30800</td>
<td>Political Economy for Public Policy</td>
<td>Core</td>
</tr>
<tr>
<td>31000</td>
<td>Statistical Methods for Policy Research I</td>
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</tr>
<tr>
<td>31100</td>
<td>Statistical Methods for Policy Research II</td>
<td>Core</td>
</tr>
<tr>
<td>31200</td>
<td>Statistics for Public Policy I</td>
<td>Core alternate</td>
</tr>
<tr>
<td>31300</td>
<td>Statistics for Public Policy II</td>
<td>Core alternate</td>
</tr>
<tr>
<td>31510</td>
<td>Education Policy in an International Context</td>
<td>Elec</td>
</tr>
<tr>
<td>31600</td>
<td>Political Institutions and the Policy Process</td>
<td>Core</td>
</tr>
<tr>
<td>31910</td>
<td>Management in Organizations</td>
<td>Core</td>
</tr>
<tr>
<td>32000</td>
<td>Finance</td>
<td>Econ</td>
</tr>
<tr>
<td>32100</td>
<td>State and Local Public Finance</td>
<td>Econ</td>
</tr>
<tr>
<td>32200</td>
<td>Public Finance and Public Policy</td>
<td>Econ</td>
</tr>
<tr>
<td>32300</td>
<td>Principles of Microeconomics and Public Policy I</td>
<td>Core</td>
</tr>
<tr>
<td>32400</td>
<td>Principles of Microeconomics and Public Policy II</td>
<td>Core</td>
</tr>
<tr>
<td>32501</td>
<td>Red State, Blue State: Opinion, Elections, and Representation</td>
<td>PE</td>
</tr>
<tr>
<td>32600</td>
<td>Analyzing and Communicating Public Policy</td>
<td>Inst</td>
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<tr>
<td>33101</td>
<td>Party, Ideology, and Policy in the United States</td>
<td>PE</td>
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<td>33210</td>
<td>Islam and the West</td>
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<td>33411</td>
<td>U.S. National Security Policy</td>
<td>PE</td>
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<tr>
<td>33510</td>
<td>Nuclear Policy</td>
<td>Elec</td>
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<tr>
<td>33730</td>
<td>Firms, Government and Activists: Business in the Non-Market Environment</td>
<td>See website</td>
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<tr>
<td>34110</td>
<td>School Readiness: Child Development and Public Policy</td>
<td>Elec</td>
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<tr>
<td>34120</td>
<td>Social Change, Civil Society, and Democracy in Israel</td>
<td>Elec</td>
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<tr>
<td>34220</td>
<td>Seminar on Public Policy and Economic Equality</td>
<td>See website</td>
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<tr>
<td>34320</td>
<td>K-12 Education Policy</td>
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<tr>
<td>34500</td>
<td>Macroeconomics for Public Policy</td>
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<tr>
<td>34600</td>
<td>Program Evaluation</td>
<td>Econ/Stat</td>
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<tr>
<td>34910</td>
<td>The Context of Education Policy</td>
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<tr>
<td>35201</td>
<td>Economics and Public Health in the Developing World</td>
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<tr>
<td>35230</td>
<td>Topics in Microeconomics</td>
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<tr>
<td>35410</td>
<td>Political Feasibility Analysis: Winning Strategies in Public Policy</td>
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<tr>
<td>35501</td>
<td>Poverty and Economic Development</td>
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<td>Course</td>
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<tr>
<td>35801</td>
<td>The Political Economy of Cities and Metropolitan Areas</td>
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<td>36010</td>
<td>Public Budgeting</td>
<td>MOT</td>
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<td>36330</td>
<td>South Asia: Triumphs and Travails</td>
<td>Elec</td>
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<tr>
<td>36800</td>
<td>The Economics of Higher Education</td>
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<tr>
<td>37020</td>
<td>State-Building and Failure in the Developing World</td>
<td>See website</td>
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<tr>
<td>37110</td>
<td>Competition Policy</td>
<td>Econ</td>
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<tr>
<td>37810</td>
<td>From Health Policy to Clinical Practice</td>
<td>Elec</td>
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<tr>
<td>38200</td>
<td>Cost Effectiveness Analysis</td>
<td>Econ</td>
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<tr>
<td>38300</td>
<td>Health Economics and Public Policy</td>
<td>Econ</td>
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<tr>
<td>38401</td>
<td>Labor Market Institutions and Unemployment</td>
<td>Econ/Inst</td>
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<tr>
<td>38730</td>
<td>Terrorism, Insurgency &amp; Civil War</td>
<td>PE</td>
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<tr>
<td>38900</td>
<td>Environmental Science and Policy</td>
<td>Inst</td>
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<tr>
<td>39610</td>
<td>Cultural Economics</td>
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<td>39703</td>
<td>Hot Button Topics in Cultural Policy</td>
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<tr>
<td>39901</td>
<td>Policy Approaches to Climate Change</td>
<td>Econ</td>
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<tr>
<td>40600</td>
<td>Economics of Child and Family Policy</td>
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<td>41101</td>
<td>Political Economy 1: Introduction to Applied Game Theory</td>
<td>PE</td>
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<td>41102</td>
<td>Political Economy 2: Intermediate Applied Theory</td>
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<td>41103</td>
<td>Political Economy 3: Testing Theories of Political Institutions</td>
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<td>41210</td>
<td>Physics and Technology for Future Policy Wonks</td>
<td>Elec</td>
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<td>41220</td>
<td>Advanced Political Methodology</td>
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<td>41300</td>
<td>Cost Benefit Analysis</td>
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<td>41400</td>
<td>Applied Regression Analysis</td>
<td>Econ/Stat</td>
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<tr>
<td>41600</td>
<td>Survey Research Methodology</td>
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<td>Survey Questionnaire Design</td>
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<td>Applied Econometrics II</td>
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<td>44100</td>
<td>Advanced Microeconomics for Policy Analysis</td>
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<td>44200</td>
<td>Advanced Microeconomics</td>
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<td>44810</td>
<td>Advanced Methods in Comparative Effectiveness Research</td>
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<td>44900</td>
<td>Social Experiments: Design and Generalization</td>
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<td>45000</td>
<td>The Nonprofit Sector: Behavior and Viability of Civil Society Organizations</td>
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<td>45100</td>
<td>Philanthropy and Public Policy</td>
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<tr>
<td>47500</td>
<td>Advanced Topics in Political Economy</td>
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<tr>
<td>48200</td>
<td>Analysis of Microeconomic Data I</td>
<td>Stat</td>
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<tr>
<td>48300</td>
<td>Analysis of Microeconomic Data II</td>
<td>Stat</td>
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<td>48400</td>
<td>Analysis of Microeconomic Data III</td>
<td>Stat</td>
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<td>50000</td>
<td>Public Policy Internship</td>
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<td>50010</td>
<td>American Recovery and Reinvestment Project</td>
<td>Elec</td>
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<tr>
<td>50101</td>
<td>Leadership in Chicago</td>
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<tr>
<td>50200</td>
<td>Ph.D. Workshop</td>
<td>Req. PhD</td>
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<td>50400</td>
<td>Science Technology and Policy</td>
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<td>50800</td>
<td>Practicum</td>
<td>Elec</td>
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<td>50900</td>
<td>International Policy Practicum</td>
<td>Inst</td>
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<tr>
<td>51200</td>
<td>Field Research (International student only)</td>
<td>Non-credit</td>
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<tr>
<td>51500</td>
<td>Public Policy and Economics Workshop</td>
<td>Workshop</td>
</tr>
<tr>
<td>52000</td>
<td>Independent Reading/Research</td>
<td>Elec</td>
</tr>
</tbody>
</table>

**ELECTIVES**

Students in the M.P.P. program have eight electives that they may use to develop areas of concentration and special skills.

A total of **two** internship/independent reading/research courses may be used to satisfy degree requirements for the two-year M.P.P. degree. Each paper must be on a separate subject using different data. These courses must be taken for quality grades (no P grades are acceptable). Faculty advisor must be a Harris instructor. Requirements of the either course includes an initial meeting with the instructor to discuss paper topic and process; regular contact with the instructor throughout the quarter and an agreed to deadline for paper submission. Consent forms for these are available in the Dean of Students Office and online.

For more information on elective courses, see *I. Academics — Curriculum — Elective Courses.*

**MASTER OF SCIENCE DEGREE IN ENVIRONMENTAL SCIENCE AND POLICY**

**PROGRAM REQUIREMENTS**

The Sc.M. program consists of the following requirements:

- Satisfactory completion of eighteen courses
- Six quarters of residence in the Harris School
- Completion of the prescribed program of study (seven core courses, overview course, four courses from the physical or biological sciences divisions; independent study project, and five electives.
- A minimum of 10 Harris courses, including core, the introductory overview course and the independent study course.
- A cumulative grade point average of 2.7 for all courses used toward the Sc.M., based on a 4.0 scale
- Completion of the introductory overview course and an independent study course (taken near the end of the degree program)
- Completion of the math requirement

**CORE COURSES**

The Sc.M. program consists of the following core courses:
I. Academics

- PPHA 308: Political Economy for Public Policy I
- PPHA 310 and PPHA 311: Statistical Methods for Policy Research I and II
  or PPHA 312 and PPHA 313: Statistics for Public Policy I and II
- PPHA 316: Political Institutions and the Policy Process
- PPHA 31910: Management in Organizations
- PPHA 323 and PPHA 324: Principles of Microeconomics and Public Policy I and II
- PPHA 389: Environmental Science and Policy

DISTRIBUTION REQUIREMENTS

In addition to the core courses, two-year Sc.M. students are required to take four courses from the physical or biological sciences divisions.

ELECTIVES

Students in this two-year program have five electives that they may use to develop areas of concentration and special skills. Students may select elective courses from either the Public Policy or environmental sciences curriculum. At least one elective must be a Harris course.

For more information on elective courses, see I. Academics — Curriculum — Elective Courses.

TWO-YEAR COMBINED A.M./M.A. WITH THE COMMITTEE ON INTERNATIONAL RELATIONS

PROGRAM REQUIREMENTS

- Students take a total of nine courses for the M.A. in international relations, approved by their CIR advisors and preceptors, which serve to build the foundation for the required M.A. thesis.
- Students in this program take six of seven core courses available to M.P.P. candidates and three electives. A total of eight courses must be Harris School courses. Students must also complete the math requirement. Choice of core courses needs to be approved by the Dean of Students. For more information on elective courses, see I. Academics — Curriculum — Elective Courses.

ONE-YEAR PROGRAM

MASTER OF ARTS DEGREE PROGRAM

PROGRAM REQUIREMENTS

The A.M. program consists of the following requirements:

- Satisfactory completion of nine courses.
- Three quarters of residence in the Harris School
- Completion of the prescribed program of study: six core courses and three electives. Choice of core courses needs to be approved by the Dean of Students.
- A total of eight courses must be Harris School courses, including core.
- A cumulative grade point average of 2.7 for all courses used toward the A.M. degree in Public Policy, based on a 4.0 scale
- Completion of math requirement.
CORE COURSES

The A.M. program consists of six of the following core courses:

- PPHA 308: Political Economy for Public Policy I
- PPHA 310 and PPHA 311: Statistical Methods for Policy Research I and II
  or PPHA 312 and PPHA 313: Statistics for Public Policy I and II
- PPHA 316: Political Institutions and the Policy Process
- PPHA 319: Management in Organizations
- PPHA 323 and PPHA 324: Principles of Microeconomics and Public Policy I and II

ELECTIVES

A.M. students have three electives that they may use to develop areas of concentration and special skills. One internship/independent reading/research course may be used to satisfy degree requirements in this degree. This course must be taken for quality grades (no P grades are acceptable). Consent forms for these are available in the Office of the Dean of Students and online. For more information on elective courses, see I. Academics — Curriculum — Elective Courses.

JOINT DEGREE PROGRAMS

JOINT M.P.P./A.M. DEGREE PROGRAM WITH THE CENTER FOR MIDDLE EASTERN STUDIES

The Harris School and the Center for Middle Eastern Studies at the University of Chicago offer students an opportunity to earn both a M.P.P. and an A.M. degree. Upon completion, students graduate with both a Master of Public Policy from the Harris School and a Master of Arts in Middle Eastern Studies from the University of Chicago.

This joint degree program addresses the needs of students wishing to acquire a solid background in modern Middle Eastern languages, history, and civilization while developing their abilities in policy analysis in preparation for professional careers in scholarly, educational, governmental, non-governmental, and business environments in the United States and abroad. This program requires 14 courses to complete the requirements in Middle Eastern Studies and 13 courses to complete the public policy degree requirements. Ten of the 13 courses must be Harris School courses. Students who wish to participate in this program must be admitted to both the Harris School and the Center for Middle Eastern Studies. A student who is already enrolled in one of the programs may apply during their first year for admission to the other school.

JOINT M.P.P./M.DIV. DEGREE PROGRAM WITH THE DIVINITY SCHOOL

The Harris School and the Divinity School offer a combined degree program that enables students to graduate with both a Master of Public Policy and a Master of Divinity.

Students in this program take the seven required core courses, plus seven electives for a total of 14 courses, instead of the usual 18, and 22 in the divinity program, instead of the usual 27. Ten of the 14 classes must be Harris classes. Students are also obligated to complete the “teaching parish” component required for master of divinity students. Students must also complete the Harris math requirement. The program allows students to complete both degrees within a total of four academic years; both degrees must be awarded in the same quarter.

The program provides an opportunity for students to combine their interest in examining pertinent issues related to the church as a public institution with their interest in public and urban ministry. Students
who wish to participate in this program must be admitted to both the Harris School and the Divinity School. Students already admitted to one of the Schools may apply during their first year for admission to the other.

Please check with the Dean of Students office regarding implications toward gift aid and student loans when deciding on a joint degree program.

**JOINT M.P.P./M.B.A. DEGREE PROGRAM WITH THE GRADUATE SCHOOL OF BUSINESS**

The Harris School and the Graduate School of Business (GSB) at the University of Chicago offer a combined degree program leading to the M.P.P. and M.B.A. degrees. Upon completion, students graduate with both a Master of Public Policy from the Harris School and a Master of Business Administration from the Graduate School of Business.

The joint degree program allows students who are interested in policy issues and business administration to have an integrated and comprehensive course of study. Students in this program take the seven required Harris School core courses, plus six electives for a total of 13 courses, instead of the usual 18, with the Harris School. Ten of the 13 courses must be Harris School courses. Students must also pass the Harris math requirement. Students also take 14 courses (instead of the usual 20) with the GSB, thus earning both degrees in a total of three years. Both degrees must be awarded in the same quarter. Students already admitted to one of the schools may apply during their first year for admission to the other.

Please check with the Dean of Students office regarding implications toward gift aid and student loans when deciding on a joint degree program.

**JOINT M.P.P./J.D. DEGREE PROGRAM WITH THE LAW SCHOOL**

The Harris School and the Law School at the University of Chicago offer students an opportunity to obtain both a M.P.P. and a J.D. degree. Upon completion, students graduate with both a Master of Public Policy from the Harris School and a Doctor of Law from the Law School.

The joint degree program allows students who are interested in the application of the law to public policy issues to have a comprehensive course of study. Students in this program take the seven required Harris School core courses, plus seven electives for a total of 14 courses. 10 of these must be Harris School courses. Students must also pass the Harris math requirement. All 14 courses are taken during the four quarters of registration at the Harris School. Students may apply one academic quarter of up to four 100 unit courses taken within the Harris School, toward the hours required to obtain their law degree. This enables students to earn both degrees in four years. Both degrees must be awarded in the same quarter. Students who wish to participate in this program must complete the separate admission processes to both the Harris School and the Law School. Students already admitted to the Harris School may apply during their first year to the Law School; those admitted to the Law School may apply during their first or second year to the Harris School.

Please check with the Dean of Students office regarding implications toward gift aid and student loans when deciding on a joint degree program.

**JOINT M.P.P./A.M. DEGREE WITH THE SCHOOL OF SOCIAL SERVICE ADMINISTRATION**

The Harris School and the School of Social Service Administration offer a combined degree program leading to the M.P.P. and A.M. degrees. Upon completion, students graduate with both a Master of Public Policy from the Harris School and a Master of Arts from the School of Social Service Administration.

The joint degree program is intended for students who are interested in social welfare policy, and social policy more broadly, and students who want to be social workers involved in the public policy issues that influence their profession. Students in this program take the seven required Harris School core courses, plus seven electives for a total of 14 courses, instead of the usual 18, with the Harris School.
They also take 13 courses with the School of Social Service Administration for a total of 27 courses, thereby enabling students to earn both degrees in a total of three years. Students who wish to participate in this program must be admitted to both the Harris School and the School of Social Service Administration. A student who is already enrolled in one of the Schools may apply during their first year for admission to the other school.

Please check with the Dean of Students office regarding implications toward gift aid and student loans when deciding on a joint degree program.

PROFESSIONAL OPTION PROGRAM WITH THE COLLEGE AT THE UNIVERSITY OF CHICAGO

The program has the following requirements:

- Satisfactory completion of eighteen courses and six quarters of residence in the Harris School
- Completion of the prescribed program of study (seven core courses, three distribution requirements, and eight electives)
- A cumulative grade point average of 2.7 for all courses used toward the M.P.P. degree, based on a 4.0 scale
- Completion of a minimum of 12 Public Policy courses, many of which are fulfilled by the core courses
- Completion of the Harris math requirement.

PH.D. PROGRAM

APPLYING FOR THE PH.D. IN PUBLIC POLICY PROGRAM

For qualified individuals interested in research-oriented careers concerned with the substantive and institutional aspects of public policy, the Harris School offers a program of study leading to the award of the Ph.D. The program emphasizes the acquisition of skills needed to design and conduct policy-relevant research, and allows students the latitude to develop individualized and innovative courses of study in which they work closely with faculty members of the School and the University.

The doctoral program is administered by the School’s faculty director of doctoral studies, who chairs the faculty Ph.D. Committee, and by the Dean of Students. They are available to advise and assist Ph.D. students concerning their program of study and research interests. Students must report annually on their progress in fulfilling the program’s requirements.

Briefly, here are some things you should know before you apply:

- If you plan to apply to the Ph.D. program, you must complete a new application online by the December 3rd deadline.

- The Harris School can use the original undergraduate transcripts submitted with your master’s application, so there is no need to request new ones (unless the Office of Admission specifically asks you to do so). Please submit a letter allowing the Office of Admission to use your transcripts for this reason.

- Request your unofficial transcript from the University of Chicago Registrar’s office to be included with your application.
• You DO NOT have to pay the application fee. (It is very difficult to have this fee refunded, so just do not pay it).

• You must submit a new personal statement.

• While it is not required, it is highly recommended that you submit new letters of recommendation.

• You should speak with the Director of Admission to determine if you should retake the GRE.

• Please keep track of your application and make sure all components are in and complete by the deadline. Do not assume that something in your master’s file will automatically be included with your PhD application file. You should request all such inclusions in writing. The Committee adheres closely to the deadline for all materials. Incomplete applications are not considered.

**COURSEWORK**

The course of study leading to a Ph.D. in Public Policy Studies is intended to take at least four years. The University of Chicago prescribes the following general pattern of graduate residency for the Ph.D.:

*Four (4) years in Scholastic Residence  
Advanced Residence Eight (8) years*

In addition to the University’s requirements, the Harris School has its own requirements for coursework. Students who enter the Harris School doctoral program with graduate coursework from another university or department may petition the director for a waiver for certain coursework, residence categories, but the graduate residency track system (as presented above) is the basis for calculating program requirements.

All students beginning the doctoral program without prior graduate coursework relevant to public policy studies must complete a minimum of 27 policy relevant courses with at least 18 courses taken for quality grades (A through C-) and no more than nine for R (Registered). Those who enter a master’s degree from a public policy or public affairs graduate program and wish to reduce the number of required courses need to submit a written petition to the director of doctoral studies no later than the end of their first quarter in residence. Having earned a prior masters degree in a relevant field does not automatically entitle a student to waive part of the course requirements of the Harris School.

Petitions to waive courses in the Harris School’s PhD program must be first presented to the Secretary of the PhD committee for approval. This petition must indicate the courses to be waived, and include documentation of how the material in the prior master’s program meets the doctoral training requirements of the PhD program in terms of both the breadth of the material covered in the courses being replaced, the depth of the material covered (theory, methods, or substantive material), and a demonstration that the student has performed adequately for a doctoral student. If the Secretary of the PhD program approves of the content of the petition, it is then reviewed by the Director. If the petition is approved by the Director, the student will then need at least 12 policy relevant courses for quality grades and six for an R, or a total of at least 18 quarter courses at the University of Chicago.

**QUALIFYING EXAMINATION**

The qualifying examinations ordinarily will be taken after two years of coursework, or earlier if the student is prepared. Ph.D. students are required to pass four qualifying exams, one in methods (statistics...
and econometrics), one in microeconomic theory, one in political economy, and one for a substantive field. The courses listed below as requisite provide an adequate preparation and set the expectation for the exam in each respective area. In addition, students are advised and expected to take pre-requisite (preparatory) or post-requisite (supplementary) courses according to their individual level of preparation and interest. Each qualifying exam is based on the requisite courses and will be written and graded by the faculty who teach those courses.

The Director appoints the examining committees that write the exams. The exams typically are written once each year following completion of the preparatory course sequences. Each examining committee will include two or three faculty members, identified well in advance of the examination date. The committees will write and grade the examinations and will submit a brief written assessment of each student’s performance to the director. The Secretary of the PhD committee will notify students of the results of their exams.

If a student does not pass an examination, the examining committee may recommend that the student retake it. If the student’s performance in the preparatory coursework for the exam is adequate, the student will be permitted to retake the exam. Unless the Director determines otherwise, the student will retake a failed exam on the next regularly scheduled exam date. **Students may repeat each examination only once.** If the student does not pass an examination after two attempts or does not pass all exams in a timely manner, the Director will recommend to the faculty that student’s PhD program should be discontinued.

**QUALIFYING PAPER**

Ph.D. students must complete the qualifying paper requirement according to guidelines prescribed by the Ph.D. committee and must present the paper in an appropriate University of Chicago forum. An acceptable qualifying paper will show evidence that the student is developing the capacity for formulating and conducting an independent research project and for creating a scholarly argument. Ideally, the qualifying paper will constitute a step toward completion of the student’s dissertation proposal. The paper’s length should approximate that of a conference paper or a paper sent to a top journal in the students’ field.

Students are expected to complete this qualifying paper by the end of the third year of their doctoral study. **Students who fail to meet this deadline will receive no financial aid (tuition or stipend) beyond that third year.** Following the quarter in which the qualifying paper requirement has been satisfied, funding may be continued. Completion for this purpose involves having both faculty members of the student’s qualifying paper committee indicate to the Director that the work is adequate to meet the requirement on forms available from Cynthia Cook Conley.

**DISSERTATION PROPOSAL**

After successful completion of the four qualifying exams and the qualifying paper, a proposal for the dissertation must be defended before the students’ PhD committee and other interested parties in the University. The proposal must be submitted before a major part of the dissertation research is completed. The hearing must precede the defense of the dissertation itself by at least 8 months.

**DISSERTATION DEFENSE**

The dissertation should be a significant public policy research project carried out under the supervision of the student’s dissertation committee, composed of at least three qualified members approved by the director of doctoral studies. The dissertation defense is a public meeting of faculty and students directed by the chair of the dissertation committee. The dissertation is expected to constitute an original contribution to public policy knowledge and to demonstrate mastery of relevant theories and research methods.
CERTIFICATE AND OTHER PROGRAMS

CERTIFICATE PROGRAM IN HEALTH ADMINISTRATION AND POLICY
The Harris School participates in the Graduate Program in Health Administration and Policy (GPHAP), which draws students and faculty from the graduate schools of business, social service administration, medicine, as well as public policy. The GPHAP is an accredited course of study that trains students for leadership as managers, planners, consultants, and regulators in public and private health services. Applicants must be enrolled in or admitted to one of the participating professional schools. For more information, visit gphap.uchicago.edu or call 773-702-1324.

GRADUATE STUDENT-AT-LARGE PROGRAM
The Graduate Student-at-Large (GSAL) program is a quality grade and credit, non-degree program that enables adult students to enroll in courses that are offered by Harris and other departments and divisions of the University without being enrolled in a degree-granting program. The courses that are taken as a GSAL may be transferred toward an advanced degree. Those who later apply and are accepted into Harris may not transfer more than three of the courses taken in the GSAL program towards their degree. For more information, contact the Graham School of General Studies at 773-702-1726 or 773-702-1058.

COOPERATIVE PROGRAM WITH THE UNIVERSITY OF CHILE
The Harris School has engaged in a cooperative program with the University of Chile in which students enrolled in the M.P.P. program in either school who successfully complete the first year of that program and who qualify in all ways for admission to the other program, may be admitted to that program as candidates for a masters degree. Those students who qualify may also participate in internships through the partner institution.

Students who enroll in the Harris School M.P.P. program who successfully complete the first year of that program and who qualify in all ways for the M.P.P. program at the Universidad de Chile, as determined by the Universidad de Chile, may be admitted to that program as candidates for the Magister en Políticas Publicas degree. Students from the University of Chile who enroll in the Harris School degree program will be required to complete all the normal requirements for that program as determined by the University of Chicago policies, and will be awarded the A.M. degree. For application procedures contact the Dean of Students office.

COOPERATIVE PROGRAM WITH TEL AVIV UNIVERSITY
The Harris School has engaged in a cooperative program with Tel Aviv University in which students enrolled in the M.P.P. program in either school who successfully complete the first year of that program and who qualify in all ways for admission to the other program, may be admitted to that program as candidates for a masters degree. Those students who qualify may also participate in internships through the partner institution.

Students who enroll in the Harris School M.P.P. program who successfully complete the first year of that program and who qualify in all ways for the M.P.P. program at Tel Aviv University, as determined by Tel Aviv University, may be admitted to that program as candidates for the Master of Public Policy degree. Students from Tel Aviv University who enroll in the Harris School degree program will be required to complete all the normal requirements for that program as determined by the Harris School and outlined in the Harris School announcements and other applicable University of Chicago policies, and will be awarded the A.M. degree from the Harris School as well as the M.P.P. degree from Tel Aviv University.
CURRICULUM

CORE COURSES
The core coursework for each program is designed to help students develop the quantitative and analytical skills necessary for effective policy analysis. Students are expected to complete the core courses required for the degree program with a C- or better. For more information on the core courses required for each degree program, see the appropriate program topic in I. Academics.

COURSE WAIVERS
A student who has already taken coursework equivalent to a required core course may petition the instructor in the required course to have the course waived in order to take a course in the same field at a higher level. The student will provide the instructor, of the course they wish to waive, a list of relevant courses previously taken, as well as courses to take as a substitute. The instructor determines if the student has mastered the required course material. A petition, signed by the student and the instructor, should then be submitted to the Dean of Students at the time of registration. Approval of a waiver does not reduce the total number of courses needed to graduate. Petition forms for waivers are available on the student intranet.

ELECTIVE COURSES
Elective courses are an ideal means to explore special academic interests and fields, internships, independent research, and ancillary skill training (e.g., courses in accounting and budgeting, survey methods, and public management). These courses offer students an opportunity to acquire training both in the theoretical and applied analysis of public policy issues, and to develop the skills necessary for a professional position in policy analysis. Elective courses can include the master’s paper course, an internship course, or an independent study course.

Elective courses can be taken at any unit of the University, except any Graham School offerings, including the professional schools, provided that students meet the course prerequisites. In some cases, instructor permission might be required for registration. Permission is needed from both the Dean of Students and the instructor (in email form) for undergraduate courses. Also, some professional schools might use different registration procedures. For more information, see I. Academics — Course Registration.

For more information on the number of elective courses available for each program of study, see the appropriate program topic in the I. Academics section.

CONCENTRATIONS
The Harris School encourages students to tailor their studies to their interests and career goals, and offers optional concentrations in three broad areas of study to help with this process:

- International policy
- Politics and institutions
- Social and economic policy

**International policy** includes national security policy, terrorism and insurgency, international political economy, and international development. Faculty members Ethan Bueno de Mesquita, Susan E. Mayer, Alicia Menendez, and Thomas Wright specialize in this field.
Politics and institutions includes the political economy of state, local, and national governance and the management of governmental and nonprofit organizations. Faculty members Christopher R. Berry, Ethan Bueno de Mesquita, William G. Howell, Willard G. Manning, Raaj Sah, and Boris Shor study issues in this field.


The concentration areas offered by the Harris School reflect the main areas in which faculty members do most research; most, but not all, faculty interests and courses fall within these areas. Concentrations provide students with a way to choose a set of courses that provide depth in a broad substantive area. Students who do not follow a concentration area are expected to select courses that make academic sense.

In addition, the School has a cluster of diverse courses in advanced public policy methods. Courses in this cluster include cost-benefit analysis, program evaluation, and survey and experimental design, as well as advanced courses in economics and statistics. Many students identify with both a substantive concentration and specialization in advanced methods.

ACADEMIC ADVISING

The Harris School encourages students to plan their academic schedule using assistance and advice from faculty or from the Dean of Students Office. Students create course schedules or course plans not only to meet their degree distribution requirements and concentration recommendations, but also to investigate potential career options or build employment-related skills. For this reason, students often want input from faculty members or the Dean of Students Office on course offerings and other academic matters.

While the Harris School does not require academic advising for degree completion, they do recognize some students’ need for faculty or administration advice. For help identifying a Harris School faculty member with specific policy expertise, contact the Dean of Students Office. In some cases, student groups or facilitators associated with a concentration might be able to provide assistance as well. Once students have identified a faculty resource for academic advising, they should contact the professor directly to set up an appointment.

TRANSFER OF CREDITS

Students who have previously taken classes at the University as a graduate student-at-large are allowed to transfer three courses for credit to a Harris School degree program, and must request to do so in writing. All requests are made to the Dean of Students. Complete a Transfer of Credit form in the Dean of Students office. No transfer of credits is allowed for other incoming students.

MATH PLACEMENT EXAMS

All entering students take a placement examination in mathematics at the start of the fall term. The exam comprises two sections: algebra and calculus. Students must pass both sections of the test in order to fulfill the mathematics requirement for the degree.
The results of this exam determine whether or not students will be required to take the non-credit PPHA 30101 and PPHA 30102 mathematics courses as a fourth course their fall quarter. Students who do not pass one or both parts of the exam must register in one or both of the math courses. Algebra is covered first, in PPHA 30101, with the algebra exam administered at mid-term. Calculus will be covered after the midterm, in PPHA 30102, with the calculus test administered during finals week. If the exam(s) are not passed, students must take the exam(s) again on the first Monday of Orientation and repeat the courses if needed.

HONORS/INDEPENDENT STUDY
Students whose grade point average is 3.50 or better (through the quarter prior to graduation) are invited to participate in the honors option offered by the Harris School. In addition to regular coursework, the student is expected to prepare a research paper that combines an examination of primary source materials with a theoretical analysis or policy analysis of the question under investigation. Primary source materials can include both quantitative and qualitative materials. Students will present these papers by the eighth week of the quarter in which they graduate. Students will present to both readers of the paper, who will determine if the paper meets the criteria for honors. The presentations are also open to all Harris faculty, staff and students, as well as the University as a whole.

Criteria used in evaluating the honors paper include: quality of research, quality of the analysis, and quality of the organization and writing. While an honors paper is not expected to compare with a doctoral thesis, the School does expect that an honors paper will constitute a contribution to the field of research.

A student engaged in the honors program may take one independent reading and research course while preparing the paper, provided a faculty member has agreed in advance to supervise the course. The student may select any full-time faculty member in Public Policy, who agrees to assist in the preparation and to read the paper. The student must also identify a second reader, who may be from the Harris School or university faculty. Papers must be submitted by the Monday of the sixth week of the quarter in which the student intends to graduate. Because deadlines for honors fall so early in the quarter of graduation, the student may want to start the paper in a prior quarter and might consider taking a reading and research course during an earlier quarter.

COURSE REGISTRATION
Registration is done using an online application on the Registrar's Online Student Access System. During the quarter registration periods, Harris School students use this application to register for all Public Policy Studies (PPHA) courses and most non-PPHA courses. For more information on registering for non-PPHA courses, see the sections that follow.

REGISTRATION FOR HARRIS SCHOOL COURSES
Perform the following steps to register for Harris School courses using the Registrar's Online Student Access System:

1. From a computer with an active Internet connection, open a new browser session.

2. In the URL field, type https://grad-registration.uchicago.edu
   Result: The Online Student Access Login page appears.
3. Type entries in the CNetID and Directory Password fields and click to continue.
   **Note:** For more information on CNETIDs, see IV. HSIT – Computing Technology – CNetID.
   **Result:** The Online Student Access page appears.

4. Follow the on-screen links and instructions for online registration.

**REGISTRATION FOR COURSES NEEDING INSTRUCTOR PERMISSION**

Some courses require instructor permission to complete the registration for the course. Perform the following steps to complete registration for these courses:

1. Email the instructor for permission to enroll in the course.
2. Forward the email to the Assistant Dean of Students.
3. If you are able to enroll yourself after receiving permission, do so.
4. If unable to register, the Assistant Dean of Students will register you.

**REGISTRATION FOR A BOOTH COURSE**

To register for a Booth course, you must:

1. Review the pre-registration information and post-registration policies and deadlines for complete guidelines on taking Booth courses. [http://departments.chicagobooth.edu/srs/nonmbastudent/gradprof.asp](http://departments.chicagobooth.edu/srs/nonmbastudent/gradprof.asp)
2. Review course schedules and descriptions via the course search tool. [http://departments.chicagobooth.edu/srs/nonmbastudent/facultycourse.asp](http://departments.chicagobooth.edu/srs/nonmbastudent/facultycourse.asp)
3. Note any prerequisites or restrictions for courses. If there are strict prerequisites and you have not taken the prereq course at Booth, you must email the faculty for a prerequisite waiver and forward the response to the Booth School registrar (limnea.battles@chicagobooth.edu) prior to registration.
4. Since registration for Booth courses is after the beginning of the start of each quarter, students must attend week 1 of the class in which they wish to enroll.
5. Review the seat availability report, which is on the Booth website, and is also sent to students via email for closed course sections. If a course is closed, students may not register for it unless a seat becomes available during the registration process.
6. Submit registration requests via the poll during Booth registration periods for non-Booth students.
7. Registration confirmations will be emailed according to the Booth schedule each quarter.
REGISTRATION FOR A LAW SCHOOL COURSE
The Law School requires outside students to complete a Student Permission to Register form. Perform the following steps to register for a Law School course:

1. Email the instructor for permission to enroll in a Law School course.
2. With a copy of the email, go to the Law School Registrar’s office (room 501).
3. Request a Student Permission to Register form.
4. Complete the form and turn it into the Law School Registrar.
5. Once you have permission from the Law School to enroll, return a copy of the form to Kathi Marshall for registration.

DROP/ADD
Students must complete all add/drops to their schedule by the second week of the quarter. These deadlines are strictly enforced. After the second week, there can be no changes in a student’s enrollment except in extraordinary circumstances. Add/drops can be completed on the registration site.

TUITION REFUND SCHEDULE-ALL QUARTERS

1. Students allowed to drop all or part of their registrations will be granted a reduction of a portion of the original charges according to the schedule below. Approval of dropping any course or withdrawal from a program, including the date on which this action takes effect, must be certified by the student’s Dean of Students.
   - **End of first week of a quarter or equivalent** Last day for full refund of charges
   - **End of third week of a quarter or equivalent** Last day for 65% reduction of tuition charges
   - **End of fourth week of a quarter or equivalent** Last day for 50% reduction of tuition charges (only applicable for certain graduate students)
   - **End of fifth week of a quarter** Last day for 30% reduction of tuition charges (only applicable for certain graduate students)

2. After first week, only portions of tuition charges will be refunded. All fees will be due as charged. An approved tuition charges reduction will be reflected on a bill issued by the Bursar after formal notification of the student's withdrawal by the Registrar.
3. A student who is permitted to change courses by dropping and adding one or more courses will be given full tuition credit for the courses dropped to be applied toward the tuition charges for the courses added if the drop and add occur simultaneously.
4. A student whose registration is withdrawn for disciplinary reasons is not entitled to a refund of tuition.
RESTRICTIONS—ALL QUARTERS

IMPORTANT: A student who fails to settle any account due the University will not be considered a student in good standing. The University reserves the right to restrict the future registration of such a student, to withhold the awarding of a diploma, to withhold transcripts of academic records, and to restrict the use of University resources.

GRADES

GRADING POLICY—PASS/FAIL

Only courses in which a student receives a quality grade of C- or above may be used to complete core courses and distribution requirements.

Only two grades of P (Pass/Fail) may be used toward the completion of the two-year M.P.P. requirements in elective courses. Students in the MSEP program, one-year program and in joint programs may take only one elective course on a pass/fail basis. Remember: core courses, distribution requirements, reading and research courses, and internship courses must be taken for quality grades.

Students can apply this pass/fail option for courses taken at the Harris School, as well as courses taken at other professional schools or the University, subject to the school’s policies and/or instructor permission. For Public Policy courses, instructors are not informed that students are taking their course pass/fail. Other professional schools might require instructor notification of the intent to take a course pass/fail and/or instructor permission. For more information on declaring the pass/fail option outside of the Harris School, contact the professional school’s academic office.

The deadline for taking a Harris class pass/fail is the Friday of the 8th week of classes. Once filed, the pass/fail grade (either P or F) cannot be changed. Students do not have the option to convert a pass/fail grade into a letter grade after the deadline has passed and the pass/fail option has been declared.

Pass/fail forms are available online and in the Dean of Students office. The completed form must be turned in to the Dean of Students office by the deadline. We do not accept forms electronically, as we are not responsible for any technical difficulties.

GRADE REPORTS

The Harris School submits all grades for PPHA courses to the University of Chicago Registrar’s office. The Registrar’s office processes all grade reports and transcripts. Students who want to view grades and other academic information will need to access their accounts from the Online Student Access page. Note that the Registrar does not send paper grade reports to students.

Perform the following steps to review online grade reports and academic information.

1. From a computer with an active Internet connection, open a new browser session.

2. In the URL field, type cmore.uchicago.edu
   Result: The cMore Academic Portal appears.
3. Type entries in the CNetID and Directory Password fields and click to continue.  
   **Note:** For more information on CNetIDs, see IV. HSIT – Computing Technology — CNetID.  
   **Result:** The Main Menu page appears.

4. Click the Academic Information link.  
   **Result:** The Academic Information page appears.  
   - To view grades for the current quarter, click “Grades for __________”  
   - To view all grades for all past quarters, click Academic History.  
   - To view the registered courses for the current quarter, click Current Course Schedule.  

5. Click Submit.  
   **Result:** The specified grade report information appears.

6. Students can also order Official Transcripts and Official Enrollment Certification from this site.

**ACADEMIC GRIEVANCE PROCEDURES**

For matters dealing with course procedures, grades, or other academic affairs, the following procedure is typically observed:

- The student takes the complaint to the faculty member  
- If this does not resolve the problem, the complaint should be put in writing and submitted to the Dean of Students, who will work with the faculty member and the Dean to resolve the problem  
- The complaint may then be taken to the University Student Ombudsperson, who works as an outside observer and mediator

For matters dealing with the general policy of the School and complaints about requirements or changes in the system, petitions should be submitted directly to the Dean of Students Office.

**LEAVE OF ABSENCE AND WITHDRAWALS**

PhD students, please refer to the PhD program manual for information on leaves of absence.

For masters students: leaves of absence are usually granted to students. Students considering a leave should consult with the Dean of Students and complete the form available in the Dean of Students office or online. In the case of leave granted for medical reasons, the Dean of Students and University may require information from a physician or therapist as a condition of the student's return. Students with University insurance, but taking a non-medical leave, will need to speak with the on-campus insurance administrators for gap coverage while on leave. Students on leave will not have access to the same University systems - such as the library. If students are receiving loans, they need to consult with the Student Loan Administration the impact a leave would have on loans. Students who take more than two quarters of leave, will be put into a -withdrawn” status. Students who decide not to return must formally withdraw their registration. To do so, students should contact the Dean of Students office. At the time of withdrawal, students are advised of the conditions under which they may resume their studies.
ACADEMIC INTEGRITY

The University of Chicago and the Harris School take very seriously the subject of academic integrity. The School pursues vigorously reported violations. Consequences of these violations are harsh. The School holds workshops and meetings at orientation to inform and prepare students so they may avoid such consequences. Attendance at these events is mandatory, unless otherwise noted.

ACADEMIC HONESTY

According to University of Chicago policy: "As students and faculty of the University of Chicago, we belong to an academic community with high scholarly standards of which we are justly proud. Our community also holds certain fundamental ethical principles to which we are deeply committed. We believe it is contrary to justice, to academic integrity, and to the spirit of intellectual inquiry to submit the statements or ideas of work of others as one's own. To do so is plagiarism or cheating, offenses punishable under the University's disciplinary system. Because these offenses undercut the distinctive moral and intellectual character of the University, we take them very seriously and punishments for them may include permanent expulsion from the University.

Proper acknowledgment of another's ideas, whether by direct quotation or paraphrase, is expected. In particular, if any written source is consulted and material is used from that source, directly or indirectly, the source should be identified by author, title, and page number. Any doubts about what constitutes "use" should be addressed to the instructor."

RESOURCES

A copy of Doing Honest Work in College is available in the Dean of Students office. Written by Charles Lipson, professor and director of undergraduate studies in political science in the University, the book communicates the basic principles of academic honesty and is filled with examples of how to cite various sources in all of the major citation styles. Links to other resources are also available on the student intranet.

ACADEMIC DISCIPLINARY PROCEDURES

The Disciplinary Committee of the Harris School operates as part of the University’s disciplinary system, described in the Student Information Manual. Students should familiarize themselves with the material in this handbook.

When a question of possible misconduct arises which, in the judgment of the Dean of Students in the School, is substantial enough to warrant convening a disciplinary committee, the Dean of the School will refer it to the Academic Disciplinary Committee. The committee will consist three Harris School faculty members, the Dean of Students, one person from the Office of the Dean of Students in the University, (the latter two serve as non-voting members) and, if the student so wishes, another student in the School elected by the Harris School Public Policy Student Association (PPSA). In cases where the PPSA is not available (e.g., summer quarter), the Dean of the School may select a student representative.

The Dean of Students will inform the student in writing of the disciplinary questions raised and of the committee’s meeting time and place. The student may bring with him/her individuals who have direct knowledge of the situation under discussion as well as someone to provide support. The student should, however, be prepared to speak to the committee on her/his own behalf. The student may wish to provide the committee with a written statement. In advance of the meeting, the student will be provided with all
of the written material furnished to the committee. If the committee wishes to hear from other individuals during the proceedings, the student may choose to be present when those individuals are heard.

Disciplinary sanctions available to the committee are those set out in the Student Information Manual.

When the committee has reached its decision, the student will be informed of the decision as soon as possible; a confirmatory letter will be sent to the student and the Office of the Dean of Students in the University will be informed of the action.

If the committee imposes a sanction, the student may have the committee’s decision reviewed on one or more of the following grounds: 1) if prescribed procedures were not followed; 2) the sanction will have unforeseen consequences for the student that are harsher than intended; or 3) that new and substantial evidence, unavailable to the committee, bears importantly in the student’s favor.

For a review, the student must make a request in writing to the Office of the Dean of Students in the University not more than fifteen days following the written notification of the decision of the School’s committee. The review is conducted by the Review Board convened by the Dean of Students in the University or his/her appointed representative; one member of the School’s faculty and a student from the School. The student presents to the review board written materials that support the request for review. She or he may be granted an additional fifteen days to prepare these materials.

The Review Board, whose decision is final, does not conduct a rehearing of the matters that came before a disciplinary committee. Nor does the student ordinarily appear before the board, although the board reserves the right to ask the student to appear in order to clarify aspects of his/her request. The Board, acting on the basis of the student’s written materials, may sustain or reduce the sanction, or if satisfied that new and material evidence not available to the committee might have resulted in a different decision, may require a second hearing.

CONVOCATION

Students who complete programs of study at the Harris School are eligible to attend the University of Chicago convocation and the Harris School Hooding Ceremony.

CONVOCATION POLICIES

The following sections outline the policies for convocation application methods and grades for graduates.

METHODS OF APPLYING FOR A DEGREE

Registered Students: Apply online via cMore. Your anticipated graduation date must match with the quarter in which you are applying. Complete the online application and submit.

Non-registered Students: Complete a pink —Application for a Degree” card available in the Dean of Students Office.

Please note, if you want your diploma name to be different from the name that appears on your official university transcript, you will need to complete a change of name form and have it notarized. This can be
done in the Registrar’s office. You will need to take with you official identification with your name as
you wish it to appear on the diploma.

The deadline for applying online or submitting the card is on or before the first Friday of the quarter
in which the student plans to graduate. Upon receipt of the students' information, the registrar’s office
will prepare a packet, to be delivered to the student by mid-quarter, containing information about the
etiquette of the ceremony, gown rental, etc. The student will receive a memo from the Dean of Students
Office noting any incompletes and blanks still showing on the student’s transcript, GPA requirements,
and deadlines for completion of present and past coursework.

All financial obligations to the University must be satisfied by the end of the ninth week of the
quarter in which a student is to graduate. This is a non-negotiable deadline.

If a student’s name is removed from the convocation list, for whatever reason, past the deadline, the
student will be assessed a $50 fee by the Bursar’s office.

**GRADES FOR GRADUATES**

All grades for graduating students are due at the end of the 10th week of the quarter in which they plan to
graduate. Grades for courses taken in prior quarters that replace an incomplete or blank must be turned in
by the end of the 9th week of the graduating quarter. Please be aware if you take a Booth class in the
quarter you plan to graduate – the final may be after your graduation date. Make prior arrangements with
the instructor. A provisional grade cannot be provided for Financial Accounting 30000 – no exceptions.

**PH.D REQUIREMENTS**

In addition to the other requirements previously listed, Ph.D. students must fulfill the requirements for
depositing the dissertation with the University’s dissertation secretary.

**UNIVERSITY OF CHICAGO CONVOCATION**

For more information on the University of Chicago convocation, see the University of Chicago website at
convocation.uchicago.edu/. This page lists times and locations for the convocation ceremonies held each
quarter.

For timely information about convocation details such as marching requirements, academic attire, and
graduation announcements, click the Information for Degree Candidates link on the convocation web
page. There is also information for families and guests.

**HARRIS SCHOOL HOODING CEREMONY**

Following the University of Chicago spring convocation ceremony, the Harris School hosts a ceremony to
convey the hood to new graduates. The hood represents the completion of a course of study in Public
Policy and the entrance into the profession. For more information about the hooding ceremony location
and times, refer to the Dean of Students Office.
II. CAREER DEVELOPMENT—INDEX

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Welcome to the Harris community!

As one of six professional schools at the University of Chicago, the Harris School is known for its academic rigor and analytical training. Our graduates enjoy a wide array of careers after Harris and our successful alumni can be found in all areas of the public policy community: in government, in the private sector and in nonprofit organizations. Harris alumni attribute their success to the policy training they received on campus, as well as access to their professional development opportunities.

During your time at Harris, the staff of the Career Development Office will help you develop your career search strategy, and provide advice on informational interviewing, resume writing, and effective cover letters. We’re excited to share tools, resources and opportunities to empower you in as you plan and realize your career path and goals. Our most successful graduates treat their career development as their fourth course, investing thoughtful time and targeted energy, and we encourage students to spend time evaluating their skills, interests, and values.

My staff and I look forward to partnering with you to help you get the most out of your Harris experience.

Lydia Lazar
Associate Dean for Recruitment and Career Development
STAFF DIRECTORY

Career Development Office
1155 East 60th Street – Suite 214
Phone: 773.834-9082
Email: careerservices@uchicago.edu

Edonna Larkins
Employer Relations for Career Development
1155 East 60th Street - Suite 210
Phone: 773-702-6929
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Coordinator for Career Development
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Email: dwg2@uchicago.edu

APPOINTMENT AND WALK-IN HOURS

Walk-in hours are designed to allow for quick questions, a follow up to a previous appointment and/or clarification regarding upcoming events. Walk in hours are set at the beginning of each quarter. Please consult the online calendar for times. Appointments allow more focused time for a resume review, or a mock-interview, as well as consultation on your Professional Development Plan. Coaching appointments with Career Development staff can be made by signing up through your HarrisLink account.
CAREER DEVELOPMENT AT THE HARRIS SCHOOL

We offer a variety of services to assist you with your job search however, your success in securing jobs and internships will depend largely on your investment of thought, time, and effort into the search process.

Resources We Offer:

- Individual coaching appointments.
- Guidance with customizing resumes and cover letters.
- Interview preparation – traditional and case.
- Information sessions and career development workshops throughout the year.
- Access to online resources that include job, employer and job listings found by logging onto HarrisLink.
- Provide networking opportunities with mentors, faculty, staff, potential employers and alumni.
- Notify students of networking opportunities and other programs that can provide career development and professional contacts.
- Assistance with developing job prospects and coaching instructions on follow – up with employers.
- Assist students with finding opportunities that can bridge gaps in experience.
- Evaluating offers and techniques for negotiating salaries.

Student Responsibility:

- Meet with career coach at Career Development Office to define and develop your career action plan.
- Regularly review career action plan, and recalibrate as needed.
- Submit a resume for review.
- Complete your HarrisLink profile and post your approved resume.
- Regularly review HarrisLink and Harris School calendar to stay abreast of current recruiting events and activities.
- Attend at least three career development workshops and/or employer information sessions per quarter.
- Develop your “elevator speech” and access Alumni Careers Network to build your professional network.
- Utilize the Harris School and greater University of Chicago for potential networking and career opportunities.
- Fill out online surveys upon obtaining internships and/or full-time employment.

Information Sessions:

Each quarter employers conduct information sessions. These sessions provide a chance for you to learn more about an employer, meet with recruiters, ask questions about various opportunities, and express your interest in current or future opportunities. These sessions are open to students that have an interest in the company and are required for students interviewing through OCR. The dress for information sessions is business casual and students arriving 15 minutes after a session has begun will not be admitted.
Job Postings:

Employers that are not conducting On-Campus Recruiting but are still interested in hiring Harris School students will post full-time, internship, and part-time employment opportunities for students in HarrisLink. As a convenience, we have already added each of you into the system however you must upload your resume to activate your account.

What is HarrisLink?

The Career Development Office uses a comprehensive Web-based (powered by Symplicity), on-campus recruiting system called HarrisLink. The system provides students and employers with 24/7 access and enable employers to announce a job or internship opening to students.

In addition, HarrisLink allows students and alumni to access:

- Information about career fairs, workshops, and other career-related events
- Entry level, mid-level and upper level positions worldwide
- On-campus recruitment announcements and online application processes
- Information sessions with prospective employers
- Internship and fellowship opportunities
- View resumes and create customized resume books

Cover Letter and Resume Review:

- To submit your cover letter and/or resume for review, simply e-mail it in a Microsoft Word format or PDF document to career-development@uchicago.edu.
- When submitting a cover letter please include one or two brief descriptions of the type of position you are seeking so that we can ensure your letter will be uniquely tailored.
- Indicate the e-mail address to which you would like your critique sent.
- Cover Letters generally require a two business day turnaround and resumes are reviewed on Fridays, and you will receive feedback on or before the following Friday.

Our office will respond to you with a private e-mail that provides constructive feedback and advice. Also, please be aware that we sometimes experience a high volume of requests for resume and cover letter reviews. We do our very best to adhere to the turnaround time designated and will notify you via email should we experience any delays.

Mock Interviews:

The purpose of a mock interview is to provide you with an opportunity to practice the interview and get direct experience responding to specific questions. Questions will generally cover what you want to do, and why, and how your background has prepared you for the position.

To schedule an appointment for a mock interview please schedule an appointment through HarrisLink and submit a copy of the job description and your current resume to career-development@uchicago.edu.

Each 30 minute appointment includes a 20 minute interview with about 10 minutes dedicated to feedback. The feedback will help you refine both the content and presentation of your answers in
preparation for your real interview. The coach will not provide you with "right answers" or rigid ideas about presentation. Instead, the coach will help guide you to develop answers and a style that you are comfortable using.

Telephone Service:

There is a telephone in interview room 213 (773.702.4586) that students can use to make job-related calls. To reserve, please go to office 214 and sign-up via the phone log binder. Also, please note that the phone may not be available during on campus recruiting and should you need to dial long distance please let the Career Services Coordinator know in advance.

Business Cards:

As a service to students, the Career Development Office provides business cards that can be used for networking purposes. However, in order to receive your cards you must have an approved resume uploaded in HarrisLink.

Portfolios:

To assist with ongoing professional development, the office provides each student with a portfolio to use for interview purposes. The portfolios are a one-time opportunity and will not be replaced if lost or stolen.

Resume Referral:

Employers request resume books via HarrisLink. By submitting your resume(s) online, registered employers can view your resume(s) from the HarrisLink website. This allows employers to search for resumes by criteria you indicate in your resume, e.g. major, job/internship target. Additional resumes can be uploaded for applying to specific job postings.

- Click on "Documents," click on "Add New".
- The first step is to name your resume by completing the label box. Be sure to use relevant and professional titles (e.g. LastName_Sales_Resume).
- Click the document type. Use the browse key and select the file intended to be uploaded as your resume. Double click this file.
- After selecting your resume click "Submit". Repeat the upload process using additional resumes for specific job postings you may be applying to.
- Only one resume can be marked as your default resume. Your "DEFAULT" resume is the resume that appears for employers who search for you based on the fields indicated in your profile. If you only upload one resume it will be automatically designated as the "DEFAULT" resume. Once you upload multiple resumes you will need to indicate which one is your Default. Default status can be changed via the default button under the options heading.
- When you have completed the resume upload process be sure to check the accuracy of its conversion to .pdf format. Conversions are not always 100% accurate and you may need to re-upload your resume if problems occur.
You may delete a resume at any time. Under the heading "Options" simply click on the delete button. If you delete a default resume be sure to make another one your default.

**Your default resume will remain active for up to one year following your last HarrisLink login unless otherwise deleted by you. If you do not use HarrisLink for one year your default resume will automatically become hidden from employer view. To make your resume viewable after one year simply login.**

### Updating Your Resume:

- Although it may appear as though you can, it is not possible to make changes to your resume directly on HarrisLink. Once having updated your resume, replace the resume in HarrisLink by uploading your new document. To do so, delete the resume you wish to replace in HarrisLink (follow above instructions) and replace it with the new version.

### On-Campus Recruiting:

On-campus recruiting is one of the tools available to you for conducting a successful job search. However, it is a privilege that carries certain expectations for your conduct. We expect you to learn how to use the recruiting software (HarrisLink) in an effective manner; portray all personal, work experience, and academic information accurately; prepare well for your interviews; respond to employers in a timely fashion; and seek our assistance when appropriate.

### Eligibility for On-Campus Recruiting:

Students must submit resumes through HarrisLink to participate in on-campus recruiting and meet the following criteria:

- Be a full-time student living in Chicago and taking classes at the University of Chicago during the quarter(s) of participation in recruiting.
- Be in good academic standing.

### Submission Responsibilities:

- Students are responsible for familiarizing themselves with the HarrisLink system and meeting all deadlines for recruiting events.
- Students should submit materials well before the deadlines to avoid encountering technical problems that may arise in submitting resumes and other application materials through HarrisLink.
- Under no circumstances are technical problems with one’s own computer considered a valid reason for missing a resume submission deadline.

### Technical HarrisLink Problems:

If you encounter technical problems with the HarrisLink system on the day of an on-campus recruiting deadline after Career Development offices have closed;

- Continue trying to submit materials until the deadline (midnight Central time).
- If still unable to submit, notify the office by emailing career-development@uchicago.edu of the problem by 10:00 a.m. the day after the application deadline.
The Interview Process:

Assess carefully whether you want to interview with an employer that offers you an interview and sign up for an interview only if you would consider an offer from that employer.

- If you elect to cancel an interview or cannot physically attend a scheduled interview, you must notify Career Development by phone or in person, **by 10:00 a.m. of the business day prior to your interview.**
- For example, to cancel a Wednesday interview, you must provide notice of cancellation by 10:00 a.m. on Tuesday. To cancel a Monday interview, you must provide notice by 10:00 a.m. on Friday.

Consequences for No Show:

- If you do not appear for an interview, or if you cancel without sufficient notice as described above, you are considered a “no-show,” and you will not be allowed to participate in on-campus recruiting until you speak with a Career Development staff member.
- A second "no-show" will result in automatic forfeiture of the right to participate in Harris School recruiting activities.

Accepting Offers:

Once a student accepts an offer, the student will notify other employers that s/he is not continuing the interviewing process.

- If other employers have extended offers, the student should inform those employers that s/he has accepted an offer.
- Students who have multiple offers are expected to narrow the field to the positions in which they have most interest and withdraw from continuing the interview process for the other positions as soon as possible.
- Holding on to offers in which a student has no interest keeps another student from receiving an offer.
- Reneging on an accepted offer is considered a **serious breach of ethics.** Students who renege on acceptances will be disqualified from further participation in on-campus recruiting.
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CONTACTING HARRIS SCHOOL STAFF AND FACULTY

FACULTY CONTACTS

All Harris School professors hold office hours for the terms in which they teach a Public Policy course. In general, these office hours are reserved for questions or discussions specific to the lectures, course material, or assignments. For more general inquiries or requests for academic advising, send the professor an e-mail with a request for a meeting time.

Professors do not necessarily keep regular office hours during terms when they are not teaching. To meet with these professors, send an e-mail to inquire about a possible meeting time.

For contact information, see Preface — Faculty Directory, or check the Harris School web page at http://harrisschool.uchicago.edu/resources/directories/faculty.asp. Some professors also post information here on working papers or future course syllabi.

STAFF CONTACTS

Students often need to refer to Harris School staff members for assistance with academic or extracurricular affairs. For contact information, see harrisschool.uchicago.edu/resources/directories/staff.asp or Preface — Staff Directory.

STUDENT MAILING LISTS

Students are expected to read School emails as they are received. The school maintains mailing lists to communicate academic information, student organization meetings and other Harris related items and events, such as official social activities. The mailing lists are not to be used for political or fundraising activities, or to promote non-Harris, non-University events (i.e., weekend gatherings) or for personal use (i.e. looking for a dog-sitter or babysitter). All such items are to be posted to harrissstudentevents@listhost.uchicago.edu. To subscribe to this mailing list, go to: https://listhost.uchicago.edu/mailman/listinfo/harrissstudentevents.

First year mailing list: pps-mpp-10@listhost.uchicago.edu
Continuing student mailing list: pps-mpp-09@listhost.uchicago.edu
Ph.D. mailing list: pps-phd@listhost.uchicago.edu

NETWORKING OUTSIDE OF THE HARRIS SCHOOL

ALUMNI CONTACTS

Alumni are an important resource for the Harris School. Many alumni are willing to offer current students informational interviews or an overview of the community and culture of their sector as well as assistance with course projects. The Harris School works very hard to balance accessibility (what students want) with privacy (what alumni value) in such a way as to create a win/win situation.
Note: The following rules apply whether contact with alumni is made via e-mail, phone, conventional mail, or in-person. Please remember that access to alumni is a privilege — not an entitlement. Common sense and courtesy should always prevail when contacting alumni.

- Alumni are a great resource and usually happy to be of assistance. This resource should be treated with respect and courtesy.
- Students should identify themselves and provide a reason for the contact.
- Students asking for assistance should be clear on the amount of time and resources required of the alumni. Generally, students should expect a positive response by alumni when expectations and objectives are clearly defined (and accurate).
- If alumni indicate an unwillingness to communicate, accept this fact graciously.
- Unless specifically asked by alumni, students should not provide a resume. To send out an unsolicited resume or to ask alumni for a job is considered an immense breach of business etiquette.
- Students planning an event and inviting alumni (e.g., panel discussion) should carefully research the alumni to ensure that the request is appropriate to the specific alumnus/a contacted and that the name, job title, degree and class year, and other information is accurate. The Alumni Office is happy to serve as a reference for double-checking this information and should be copied on this type of communication. Also, the Alumni Office is pleased to provide thank-you gifts for alumni who participate.
- Finally, when student organizations host events and invite alumni to attend, the Alumni Office will help with print and electronic invitations and mailing lists, calendar listings, and hosted and paid registration confirmations. Please submit an event form (“Request Alumni Office Help with Events”), found on the Student Portal’s Resources For Harris School Student Organizations page.

The Harris School encourages alumni to become a resource for students. Currently, one-third of Harris School alumni indicate they are willing to be contacted by students. Students with questions on alumni-related matters should contact Colleen Peterson, Harris School Office of External Affairs at (773) 702-5641 or cjpeterson@uchicago.edu.

In addition, access to University of Chicago alumni is available to students through the University’s Alumni Association. Perform the following steps to access information on University of Chicago alumni:

1. Open a new browser session and go to www.alumni.uchicago.edu
   
   **Result:** The Alumni and Friends page appears.

2. In the Online Services section, type the appropriate entries in the Username and Password fields.
   
   **Note:** To register for a username and password for the first time, click the Register here link.

3. Click the Sign in button.
   
   **Result:** The Alumni Contact page appears.

4. Follow the directions on screen to search for university alumni who have agreed to be contacted by students.
   
   **Note:** Alumni are searchable by occupation, employer, geographic location, school, and class year.
DEAN’S INTERNATIONAL COUNCIL
The Dean’s International Council is a prestigious group of men and women from the United States and around the world, many with substantive experience in government and the private sector, and others who have served as advisors to governments, public commissions, and agencies. Council members act as an advisory group to the Harris School in issues of international importance and are a source of new policy initiatives and resource development.

VISITING COMMITTEE
The Visiting Committee of the Harris School of Public Policy Studies is comprised of accomplished professionals with substantial experience in the public, non-profit, and private sectors. Their assistance to the School takes many forms, from providing advice and financial support to interacting with students and connecting the work of the School to the world beyond the walls of the University.

More information on the board members can be found on the Harris School Website under “Boards” (harrisschool.uchicago.edu/Boards).

REPRESENTING THE HARRIS SCHOOL
Student use of the Harris School name, logo, or other graphic elements (including colors and fonts) must be in accordance with the School’s brand identity as prescribed in the Harris School’s Graphic Identity Guidelines Manual. This document is available for consultation and reference through the Communications & Publications Office. These guidelines apply to all materials whether print (including but not limited to letterhead, stationary, invitations, and brochures), electronic (websites and e-mail), or three-dimensional/promotional (such as T-shirts, pens, etc.).

HARRIS SCHOOL LOGO
To request permission to use the Harris School letterhead or logo, for questions regarding the graphic identity guidelines, or for other related information, please contact Steve Yaccino (syaccino@uchicago.edu).

WEBSITE
The Harris School’s website (http://harrisschool.uchicago.edu/) is a central location for information on people, events, and research. This site is maintained through the Communications Office and any changes, postings, or sites that are linked to the Harris School must be approved accordingly. Suggestions regarding site content or features should be directed to the Dean of Students or to the Communications Office.

EVENTS CALENDAR
An online resource for the School (http://harrisschool.uchicago.edu/events/allevents.shtml), this calendar is used to promote School and University community activities. Website visitors may view all events or a subset of events for the current week or month. Students may request that an event be listed on the calendar by completing the “Submit an Event” web form.
Log in with your cNet ID and password. The event will appear on the Harris calendar about an hour after approval.

Acceptable events include:

- Workshops, conferences, discussion series, brown bag talks, public lectures, and other academic activities
- Student organization meetings, activities, and events
- Departmental events, such as Career Development events
- School and University events and activities, including receptions and official social activities

Inappropriate events include:

- Advertising of personal content (e.g. vacations, parties, items for sale)
- Political rallies or fundraising activities

**ADD AN EVENT**

Once you've logged in, you'll see three tabs at the top of the page. Click on “Add Event.” Note that all fields are required unless they are italicized.

A. **Title:**
   In general, make your titles descriptive so that it expresses not only what the event is, but briefly what it's about. Your event will share the stage with other events in the calendar - try to be as clear as possible when thinking of titles.

B. **Date & Time:**
   You have several options after you select the start date for your event. You may
   - Select a begin time and an end date/time
     (Make sure your end date and time comes after the begin date and time.)
   - Specify a duration for your event lasting days, hours, minutes or weeks.
   - Click the "All Day" setting. The words "All Day" will appear before the event title.
   - Selecting "This event has no duration / end date" will hide the end time of the event. You may also choose the same begin and end time to hide the end time.

C. **Recurrence Information**
   Use this space to communicate to the calendar moderator the recurrence needs of your event. For example, you might note, "This event occurs every Tuesday from 1-3 pm." The moderator will then add this information to your event so that it appears on the calendar.

D. **Description:**
   You still have to fill out the description field even if your title is a marvel of succinct explanation. The program will refuse to accept your event if the description field is empty. When you enter a description for your event, you may wish to include a contact point for persons with disabilities.

E. **Cost**
   Please note the cost of your event if there is one. If there is not one, please add “Free.” Events selected for the homepage must be “Free and open to the public” so we encourage that you enter that in the Cost field if this is true.

F. **Event URL:**
   If the event is mentioned or featured on another web site, you may wish to include a link to that site here. If you need to note additional URLs, please do so in the description.
G. Location, Contact and Categories:

Please check to see if a location for your event is already present in the dropdown list. Buildings will be referred to as they are listed on http://maps.uchicago.edu/directory/.

The preferred format for a location is

1. Address: building name, room number/name
2. Subaddress: street address

If your event is off campus or has multiple locations, please choose Off Campus (see description) or Multiple Locations (see description) and then note the details in the description. If you cannot find your event in the drop down, please use Other Locations (see description) and provide your location within the description field.

Contact:

Please check to see if a contact for your event is already present in the dropdown list. Please use organizational contacts only. If personal names or phone numbers are necessary, these may be listed in the description field.

The preferred format for a contact is

1. Organization name
2. Phone number
3. Home page URL
4. Organization email address

If the contact is an individual, use Other Contact (see description) and put the individual's contact in the description.

Categories:

- Categories create groups of events. They are used to narrow down the results so that people can search for only the events that particularly interest them. Please categorize every event that you submit. You may choose as many categories as you wish.
- The calendar categories must serve a wide audience, and they have been created with this purpose in mind. To keep the list from becoming too cumbersome, these have been defined very broadly.
- Proposed categories denote those calendars which are able to accept events from other calendars. You may suggest your event to the calendar moderator by checking that category. Should you have questions about the intent of a proposed category, check the definition. Approval of events is at the discretion of that calendar's moderator.
- Events not sponsored by the University should use the category "Non-University Events."
EDITING AN EVENT

1. Log in to
   https://event.uchicago.edu/eventsubmit/?setappvar=adminGroupPrefill%28agrp_MainCampus%29 using your CNetID and Cnet Password.
2. There are three tabs at the top of the page. Click on Pending Events.
3. You should see any event/s that you have submitted to the calendar that have not yet been approved. To edit a pending event, click on the event title and then change the field that needs to be corrected. Once you are done, click Submit for Approval.
4. Once your event is approved, it will no longer appear in your list of Pending Events. If you need to edit an event that has already been picked up for approval, please contact calendar-comments@listhost.uchicago.edu.

SUPPRESSING EVENT FROM MAIN CAMPUS CALENDAR

Events that are submitted to the Main Campus calendar should be aimed at a fairly general audience and should not be department-specific. Department events should be suppressed from the Main Campus calendar.

To suppress an event from the Main Campus calendar, select from the categories list, “Suppress from Main Campus” and it will be removed from the Main Campus calendar only.

STUDENTS EVENTS CALENDAR

There is a second version of the web calendar on the student intranet portal (https://students.harrisschool.uchicago.edu/Calendar). Access is restricted to the Harris School community. All events on the events calendar are listed as well as other student-oriented events.

WEBSITES FOR STUDENT ORGANIZATIONS

Harris School student organizations are encouraged to establish and maintain a website on the school server. Organizations publish meeting minutes, events and other information using standardized templates as shown at http://harrisschool.uchicago.edu/Students/current-students/organizations/.

Each site must be updated regularly and will be monitored by the Dean of Students Office for appropriate content. Student organizations must supply the Dean of Students Office with the name and contact information of their authorized updater.

Any changes to a student organization website must go through the Harris School Information Technology office (hsit@uchicago.edu).
IV. HARRIS SCHOOL INFORMATION TECHNOLOGY (HSIT)—INDEX

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COMPUTING TECHNOLOGY

Computing technology is an important component of the learning environment at the University of Chicago and at the Harris School. In the following section we describe the resources provided by campus-wide computing groups such as the University Network Services and Information Technology (NSIT) and those provided specifically for our community by the Harris School Information Technology group (HSIT).

UNIVERSITY CNetID

The University of Chicago uses a Chicago Network Identification (CNetID) for student identification on the campus network. Unlike your numeric five-digit student account number, this is an identity that you select yourself. CNetIDs represent the student account name for NSIT, and typically take the form of a short alphanumeric code that a student chooses to represent his or her name. An example might be ibharris.

The University requires all students to establish a CNetID. Students need the ID to perform the following actions:

- Register for courses
- Review grades from the Registrar’s website
- Access course postings and information on Chalk, the
- Send and receive e-mail from the University mail server
- Access the campus wireless network
- Use the proxy server for off-campus library or database searches
- Obtain a computer cluster and/or UNIX account from the HSIT
- Access the Harris School intranet
- Most other situations where an account name is required

The Office of Admissions is responsible for activating student accounts. Once you have been given a student identification number, you will be able to claim a CNetID at cnet.uchicago.edu. Be prepared to enter a social security number and student ID number as identification.

Note that the University links the CNetID name with the student e-mail name, or alias. This means that the name entered for a CNetID will also be used for the e-mail address. For example, a CNetID of ibharris will default to an e-mail address of ibharris@uchicago.edu. It is possible to edit the CNet profile to forward e-mail to a different address, if desired.

For questions or problems in claiming a CNetID, contact support@uchicago.edu or the resource indicated on the web page.

E-MAIL

The University and the Harris School send official communications via e-mail to each student's registered e-mail account. Please remember to check this e-mail account regularly for timely information regarding academic or administrative information. Students are responsible for the notices and the information that the University sends to the e-mail account.

NSIT supports several methods for accessing e-mail:
- **Cmail** is a multi-featured web-based mail client that can be used with all web browsers. Cmail can be accessed at webmail.uchicago.edu. Under this system, e-mail messages are stored on a central storage server and can be accessed from anywhere.

- **Thunderbird** is a commercial e-mail client. Thunderbird is very flexible and supports a variety of features. It is provided free of charge in the NSIT Connectivity Package. Depending on how it’s configured, Thunderbird may delete e-mail from the server making it available ONLY on your desktop.

- **Microsoft Outlook** is a commercial e-mail client for Microsoft Windows systems. Outlook is flexible and supports a variety of features. Many computers are distributed with this client pre-installed. The University provides instructions for configuring Outlook to read email from the University server at support.uchicago.edu/docs/email/configuration/windows/outlook/imap.html.

Further information about the University email systems can be found at http://nsit.uchicago.edu/docs/email/. HSIT staff can assist students to configure either Thunderbird or Microsoft Outlook on individual laptop computers.

**NSIT CONNECTIVITY PACKAGE AND OTHER SOFTWARE**

After claiming a CNetID and creating an e-mail account, students can set up their home computers to access the campus network and resources such as electronic data resources from the library. This can be done by installing NSIT’s Connectivity Package. The Connectivity Package may be downloaded from connectivity.uchicago.edu or installed from CD. The CD package is available at no charge from Campus Computer Stores or at the Identification and Privileges Office. Connectivity Packages will be distributed to first-year students during Orientation. Second-year students can pick up additional copies by stopping by HSIT staff offices or by visiting the locations listed above.

The connectivity package contains all the instructions and network configuration/client software necessary to configure the computer and begin using network applications. The Package includes Thunderbird, Firefox web browser, Putty SSH, SSH Secure File Transfer Software, Adobe Acrobat Reader, and Quicktime. The package also includes McAfee Virus Scan Enterprise which is a key element for protecting computers from viruses and worms.

All students using home computers with or without the Connectivity Package should be running both virus scan software and firewall software. If your home computer does not have active virus software, you can download McAfee Virus Scan from antivirus.uchicago.edu. Remember to configure the application to routinely download updated virus definition files to prevent the spread of viruses. You are also encouraged to run a firewall. Comodo firewall is an excellent application for Intel users and can be freely downloaded at http://www.personalfirewall.comodo.com. Questions about the Connectivity Package or virus protection should be directed to (773) 702-6088 or hsit@listhost.uchicago.edu.

If you have a computer that you want to use to access campus resources, but do not wish to install applications from the Connectivity Package, you will need to configure your browser to authenticate via the proxy server. Instructions can be found at support.uchicago.edu/docs/net/proxy/.

The University of Chicago licenses a number of software applications keeping prices reasonable for academic use. Information about licensed software can be found at http://licensing.uchicago.edu/. Some
applications can be freely downloaded such as McAfee Virus Scan. Students should be aware that the University of Chicago participates in the Microsoft Campus Agreement Program which makes it possible for students to obtain a complete copy of the most recent Microsoft software for a nominal fee. Information about this program is available at nsit.uchicago.edu/msoft/. Other software applications may be available for purchase from the site licensing office (licensing.uchicago.edu) or Campus Stores (ccs.uchicago.edu).

WIRELESS NETWORK

Students who bring personal laptop computers or other wireless devices to campus have the option of using the wireless network technology installed throughout the Harris School. This wireless network affords students Internet connectivity and access to the Harris School network, including the student U:\ drives.

Use of the wireless network requires the following resources:

- Notebook computer or another Internet-enabled device
- 802.11b 11 Mbps-compliant network adapter
- A 128-bit encryption capable web browser
- CNetID and password

To use the wireless network, your portable device will need to authenticate via a web browser. Perform the following steps to use the wireless system. Exact procedures will vary depending on the operating system and the vendor of the wireless card; however, the steps are basically to:

1. Set the network name for your wireless card (sometimes called SSID) to "uchicago", all lower case.
2. Make sure the wireless interface is set to be configured via DHCP.
3. Boot up in range of the wireless network.
4. Open web browser and go to any web site.
5. You will be automatically redirected to a login page.
6. Log in with your CNet password.
7. Once you have authenticated, you may access the network through any TCP/IP application (web browser, ssh client, mail client, etc).

The connection should stay active until your laptop goes out of range or is shut down, rebooted, or put to sleep. For more information about the wireless network on campus, including a map of wireless access points, see wireless.uchicago.edu.

LISTSERVS

At registration, the Harris School creates e-mail distribution lists for all currently enrolled students, organized by class. These lists are available for use by the administration, staff, and faculty, as well as for student-to-student communication to announce official Harris School related programming and events. The list address for the 1st year class is pps-mpp-08@listhost.uchicago.edu and the address for the 2nd year class is pps-mpp-07@listhost.uchicago.edu. The address for Ph.D. students is pps-phd@listhost.uchicago.edu. For more information on creating a listserv for a student group, see listhost.uchicago.edu.
Listservs should be treated as a professional resource provided by the School to facilitate the program and its objectives. Members of the Harris School community are responsible for the information contained in messages posted to the listservs. For questions regarding the content of messages to student, staff, and faculty mailing lists, students can seek guidance from the Dean of Students. Please use the Student Forums (described below) for less formal discourse.

**INDIVIDUAL WEBSITES**

The University hosts up to 20Mb of data per student that can be used to create a personal web page, online resume or curriculum vitae, or any other information appropriate for universal access. Home pages must be created manually by logging into a central server, harper.uchicago.edu, as described in uchicago.edu/docs/home-doc/.

For more information on how to upload files, change directories, or uninstall the directory, see the documentation provided at uchicago.edu/docs/home-doc/. The University restricts personal website storage to 20MB. Students interested in establishing a presence on the web should contact the Dean of Students or HSIT.

**cMORE**

Students access, view and edit their personal information through a secure and confidential web service called cMore. In cMore, students will be able to see the information that the University stores on record such as: name, addresses, phone numbers, e-mail, medical insurance enrollment, program of study, and more. Students will be expected to change and maintain this information directly online throughout the year. This secure service will be accessible with the CNetID and CNet password. For more information on cMore, see cmore.uchicago.edu.

**CHALK**

The University uses Chalk, the University of Chicago's e-Learning environment, which utilizes the Blackboard Academic Suite. Blackboard provides a common framework and feature set for courses hosted on the system. Chalk course sites enable instructors to post lectures, assignments, and answer sheets online. The sites can also be used to post questions and to interchange dynamically. Information how to use Chalk is available at chalk.uchicago.edu.

**COMPUTING RESOURCES AT THE HARRIS SCHOOL**

The Harris School of Public Policy’s Information Technology division (HSIT) supports the school’s educational and research agenda by providing the technological infrastructure necessary to promote efficient research programs and provide a rich learning environment for its students. Among other things, HSIT is responsible for:

- Providing computers for student use in the 1155 building
- Providing access to public services
- Providing access to and support for applications used in quantitative methods courses
- Updating and supporting the student intranet portal
- Supporting and maintaining computing equipment, projectors, and other hardware in the school’s classrooms
- Debugging problems accessing the wireless network
- Helping students configure personal computers to use email and other campus resources
HSIT operates a number of dedicated research servers. HSIT provides analysis capabilities and data storage in a secure UNIX environment and also maintains a Windows network to support faculty/staff/student computing. HSIT supports a wide array of desktop and server-based software packages and applications. HSIT staff offices are located in the basement of the Harris School. Assistance can be requested in person, by telephone (773) 702-6088, or by e-mail to hsit@listhost.uchicago.edu.

HARRIS COMPUTING ID

Students are assigned a HARRIS-ID and password prior to the start of math camp. You should change your default password prior to the start of the academic year.

Please be aware that Harris-ID PASSWORDS EXPIRE QUARTERLY! It is your responsibility to keep your password updated. You can reset your password in the student computer lab or on the student intranet. Please keep in mind that we require strong passwords, e.g.

- Passwords must be at least 7 characters in length;
- Passwords must include at least one special character (!,@,#,$,%,.....) and a combination of upper or lower case letters and numbers;
- New passwords must different from your previous four passwords.

HARRIS COMPUTING CLUSTER

The Harris School maintains workstation computers and printers in the Computer Cluster located in the basement in rooms 042 and 043. The PC Cluster is outfitted with Dell Gx270 desktop machines with readable/writable DVD drives and multiple USB2 ports. Each workstation operates under Windows XP and is configured to include common office applications, networking applications, and statistical applications such as SPSS and Stata.

The cluster is open at all times, 24-hours a day, and workstations and printers are open to students on a first-come, first-served basis. Please be considerate of other students by limiting personal computer activities to times when no one is waiting to use the workstations or to print an assignment.

HARRIS PRINTING POLICY

The Harris School maintains several network printers for student use. The printing policy is outlined below:

- Student are given 2,000 free pages per year (July 1 to June 30)
- There is a 06¢ charge per page over the 2,000 limit
- Once you have reached your limit, your printing privileges will be immediately disabled.
- You can check your available balance and page limit on the student intranet home page. (https://students.harrisschool.uchicago.edu).
- CREDIT ONLY. We will accept credit only as payment for pages printed over the limit. You can add money to your account by visiting HSIT staff during business hours.
Students who are working within the school in a research or teaching position may have their printing quotas suspended during the quarter(s) that they are working in this position. HSIT requires an email message from the relevant faculty member or administrator be sent to hsit@listhost.uchicago.edu.

**HARRIS SCHOOL ELECTRONIC FILE STORAGE**

A valid HARRIS-ID also enables students to save personal files and data on dedicated network drives created for student use. Students can access their network drive from the computer cluster where it is mapped to the U:\ drive when logging on. These directories are accessible off-campus via the Harris Student intranet that are secured and encrypted using SSL security protocols.

Student organizations and research groups can request that a shared folder be created on the file server for all designated group members to access. Requests should be directed to HSIT and should explicitly delineate who will have access to the drive and for what time period.

**HARRIS SCHOOL INTRANET PORTAL**

The school’s student intranet portal hosts essential information and applications geared to student interests. The portal currently includes information about HSIT, scheduled events at the school, and provides access to internal Career Services and Dean of Students information (such as information on graduation requirements). The portal also includes an online job search application sponsored by Career Services that allows students to browse job postings by location, area of specialty, and position type. The portal also connects users to personal home directories, thereby enabling students to upload, download, and store files on the network drive. The portal can be accessed using a web browser that supports https and SSL security protocols. The URL to the intranet is https://students.harrisschool.uchicago.edu. To access the intranet site, users must have a HARRIS-ID and password.

**HARRIS SCHOOL ON-LINE FORUMS**

All students have access to the Harris School on-line forums. The forums are hosted on the student intranet https://students.harrisschool.uchicago.edu/forumsad/. Forums are to be used for informal communication(s) between students and student groups. Please use good judgment when posting to the on-line forums. Inappropriate posts will be removed and access denied.

**HARRIS SCHOOL STUDENT DIRECTORY**

The Harris School maintains an internal student directory on the student intranet portal (https://students.harrisschool.uchicago.edu/directory/). Access to directory information is restricted. You can login and edit your directory information.

**AUDIO-VISUAL NEEDS AND CLASSROOM SUPPORT**

The Harris School provides a variety of electronic resources for student and instructional use throughout the school. First and foremost, the School’s main lecture hall and classrooms 140B, 140C, and the Woodlawn room are equipped to handle Microsoft PowerPoint and related presentations using ceiling mounted LCD projectors and electronic lectern systems. The computers in these rooms are enabled for wireless access to the intranet. The main lecture hall and classroom 140C also have audio-visual services complete with DVD/VCR, a document camera, and speakers.

HSIT also has laptop computers and portable LCD projectors that can be reserved by students for use within the Harris School, primarily for group presentations or outside speakers. Portable microphones, speakers, and other presentation equipment are also available. Equipment requests should be made forty-
eight hours prior to the time the equipment is needed and should also indicate the location. HSIT will endeavor to satisfy these requests.

HSIT also maintains assisted listening devices for the hearing impaired. Please contact HSIT (hsit@listhost.uchicago.edu) for additional information.

RESEARCH SERVER
The Harris School maintains a UNIX server researchers and projects that are sharing data, programs and other analytic information for researchers who are processing large research databases. The research server is also home to a centralized repository of databases used in public policy research. The collection includes micro-and macro-level data on population dynamics, labor force participation, health status, vital statistics, crime rates and crime victimization, educational aspirations and outcomes, family dynamics, and attitudinal surveys on a variety of topics.

To request an account on the research server, please have your faculty advisor or Dean or Students contact hsit@listhost.uchicago.edu and provide your Harris_ID. To connect to the server, users must use a secure telnet application such as SSH as provided in the Connectivity Package.

TRAINING SESSIONS
In addition to providing and maintaining computing infrastructure, HSIT is responsible for training graduate students in the use of equipment and applications. Staff works closely with faculty, advanced graduate students and the Dean of Students to develop mini-courses and other training materials to facilitate use of supported software applications. HSIT offers introductory and advanced training sessions for Microsoft Office applications as well as statistical applications such as SPSS and Stata. Information about upcoming training sessions is available on the Harris School intranet site: https://students.harrisschool.uchicago.edu. NSIT also offers training sessions, sometimes for a fee, for students. More information about these sessions can be found at https://training.uchicago.edu.

COMPUTER ADVICE
While the Harris School does not require its students to have a laptop or desktop computer, many do. The University has a relationship with Dell Computers as well as Apple which can give you a price break on purchases. Suggested computer specification and special offers are listing on the Campus Computer Store website (ccs.uchicago.edu/).

Computer security is taken seriously by all computing groups on campus. Computers infected with viruses, worms, etc. or any computer hacked into will be denied access to the campus network. You are strongly encouraged to install virus protection software and to update virus definition often. Furthermore, users are encouraged to run a firewall that protects your computer from unintended access. Microsoft operating systems (Windows XP, etc) now install a firewall by default.

HSIT staff are available to students during regular office hours to provide individual assistance accessing campus or school computing resources. We will help diagnose and troubleshoot problems. Feel free to visit our offices (043A-045C) in the basement or send an email message to hsit@listhost.uchicago.edu.
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STUDENT ORGANIZATIONS

HARRIS SCHOOL STUDENT ORGANIZATIONS

The academic life at the Harris School is enriched by a variety of extracurricular activities and organizations. Table 2 lists the student organizations for the 2010-2011 academic year. For a more detailed description of an organization, including links to some organization websites, see http://harrisschool.uchicago.edu/Students/current-students/organizations/. For questions or more information about a student organization, refer to a contact person listed next to the organization.

<table>
<thead>
<tr>
<th>Student Organization</th>
<th>Contact</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community and Economic Development Organization (CEDO)</td>
<td>Julia Conte</td>
<td><a href="mailto:jconte24@uchicago.edu">jconte24@uchicago.edu</a></td>
</tr>
<tr>
<td></td>
<td>Sean Thornton</td>
<td><a href="mailto:sthornton@uchicago.edu">sthornton@uchicago.edu</a></td>
</tr>
<tr>
<td>Chicago Environmental Policy Association (CEPA)</td>
<td>Karen Hagberg</td>
<td><a href="mailto:khagberg@uchicago.edu">khagberg@uchicago.edu</a></td>
</tr>
<tr>
<td></td>
<td>Matej Mavricek</td>
<td><a href="mailto:matej@uchicago.edu">matej@uchicago.edu</a></td>
</tr>
<tr>
<td></td>
<td>Kristin Totten</td>
<td><a href="mailto:krtotten@uchicago.edu">krtotten@uchicago.edu</a></td>
</tr>
<tr>
<td>Committee on International Affairs and Public Policy (CIAPP)</td>
<td>Elizabeth Belser</td>
<td><a href="mailto:ebelser@uchicago.edu">ebelser@uchicago.edu</a></td>
</tr>
<tr>
<td></td>
<td>Nathan Wineinger</td>
<td><a href="mailto:nwineinger@uchicago.edu">nwineinger@uchicago.edu</a></td>
</tr>
<tr>
<td></td>
<td>Zach Levinson</td>
<td><a href="mailto:zacharymax@uchicago.edu">zacharymax@uchicago.edu</a></td>
</tr>
<tr>
<td></td>
<td>Ling Zhang</td>
<td><a href="mailto:lingzhang@uchicago.edu">lingzhang@uchicago.edu</a></td>
</tr>
<tr>
<td></td>
<td>Junchen Feng</td>
<td><a href="mailto:junchen@uchicago.edu">junchen@uchicago.edu</a></td>
</tr>
<tr>
<td>Chicago Policy Review</td>
<td>Josh Hurd</td>
<td><a href="mailto:jhurd@uchicago.edu">jhurd@uchicago.edu</a></td>
</tr>
<tr>
<td></td>
<td>Elizabeth Mackey</td>
<td><a href="mailto:ewmackey@uchicago.edu">ewmackey@uchicago.edu</a></td>
</tr>
<tr>
<td>Education Policy Interest Coalition (EPIC)</td>
<td>Adam Cox</td>
<td><a href="mailto:adamacox@uchicago.edu">adamacox@uchicago.edu</a></td>
</tr>
<tr>
<td></td>
<td>Joan Lee</td>
<td><a href="mailto:joanl@uchicago.edu">joanl@uchicago.edu</a></td>
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<tr>
<td></td>
<td>Bryn Murray</td>
<td><a href="mailto:bryn@uchicago.edu">bryn@uchicago.edu</a></td>
</tr>
<tr>
<td></td>
<td>Johanna Peterson</td>
<td><a href="mailto:jfpeterson@uchicago.edu">jfpeterson@uchicago.edu</a></td>
</tr>
<tr>
<td>IBH Consulting</td>
<td>Jinghan Liu</td>
<td><a href="mailto:jinghanliu@uchicago.edu">jinghanliu@uchicago.edu</a></td>
</tr>
<tr>
<td></td>
<td>Ruinan Liu</td>
<td><a href="mailto:ruinan@uchicago.edu">ruinan@uchicago.edu</a></td>
</tr>
<tr>
<td></td>
<td>Caitlyn Styrsky</td>
<td><a href="mailto:caitlinrs@uchicago.edu">caitlinrs@uchicago.edu</a></td>
</tr>
<tr>
<td>Jewish Public Policy Association (JPPA)</td>
<td>Nicole Vahlkamp</td>
<td><a href="mailto:nicolev@uchicago.edu">nicolev@uchicago.edu</a></td>
</tr>
<tr>
<td></td>
<td>Cynthia Boruchowicz</td>
<td><a href="mailto:cboruchowicz@uchicago.edu">cboruchowicz@uchicago.edu</a></td>
</tr>
<tr>
<td>Latin America(n) Matters (LAM)</td>
<td>Diego Villalobos</td>
<td><a href="mailto:dvillalb@uchicago.edu">dvillalb@uchicago.edu</a></td>
</tr>
<tr>
<td></td>
<td>Bianca Villanova</td>
<td><a href="mailto:bvilanova@uchicago.edu">bvilanova@uchicago.edu</a></td>
</tr>
<tr>
<td>Leaders in Child and Family Policy (LCFP)</td>
<td>Melissa Tooley</td>
<td><a href="mailto:melissatooley@uchicago.edu">melissatooley@uchicago.edu</a></td>
</tr>
<tr>
<td></td>
<td>Sara Schapiro</td>
<td><a href="mailto:sschapiro@uchicago.edu">sschapiro@uchicago.edu</a></td>
</tr>
</tbody>
</table>
NEW HARRIS SCHOOL ORGANIZATIONS

The Harris School welcomes new ideas or plans for student organizations. Harris School organizations are funded by student activities fees dispersed through the Public Policy Student Association (PPSA). PPSA comprises elected student representatives who oversee funding and coordination of the Harris School student groups, among other tasks. This includes advising on student events, reviewing and approving requests for funding from the student activities fund, and facilitating communication among the student leaders.

For more information on PPSA activities or funding requests, refer to a PPSA representative. Table 3 lists the elected PPSA representatives for the 2010-2011 academic year.

Table 3: 2010-2011 PPSA Representatives

<table>
<thead>
<tr>
<th>Representative</th>
<th>E-mail</th>
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<tbody>
<tr>
<td>Junchen Feng</td>
<td><a href="mailto:junchen@uchicago.edu">junchen@uchicago.edu</a></td>
</tr>
<tr>
<td>John Karner</td>
<td><a href="mailto:jkarner@uchicago.edu">jkarner@uchicago.edu</a></td>
</tr>
<tr>
<td>Anita Lee</td>
<td><a href="mailto:anital@uchicago.edu">anital@uchicago.edu</a></td>
</tr>
<tr>
<td>George Letavish</td>
<td><a href="mailto:gletavish@uchicago.edu">gletavish@uchicago.edu</a></td>
</tr>
<tr>
<td>Andrew Litten</td>
<td><a href="mailto:alitten@uchicago.edu">alitten@uchicago.edu</a></td>
</tr>
<tr>
<td>Liz Mackey</td>
<td><a href="mailto:ewmackey@uchicago.edu">ewmackey@uchicago.edu</a></td>
</tr>
<tr>
<td>Benita Mahanta</td>
<td><a href="mailto:benita@uchicago.edu">benita@uchicago.edu</a></td>
</tr>
<tr>
<td>Kelsey Tardiff</td>
<td><a href="mailto:kmt29@uchicago.edu">kmt29@uchicago.edu</a></td>
</tr>
</tbody>
</table>

UNIVERSITY OF CHICAGO REGISTERED STUDENT ORGANIZATIONS

The University of Chicago supports student organizations through the Office of the Reynolds Club and Student Activities (ORCSA) located in the basement of the Reynolds Club in room 001. This office
coordinates campus facilities, resources, funding, and advertising for all campus groups that choose to apply for Registered Student Organization (RSO) status. Those groups that apply for RSO status can use all of the resources and services offered by ORCSA, which, in some cases, can also include additional funding or financial sponsorship. Groups awarded RSO funding are obligated to open their meetings and events to the University community.

**Note:** The Harris School does not require school organizations to file for RSO status. Some organizations might choose to not pursue the RSO designation.

For more information about the University of Chicago RSOs, see the ORCSA website at studentactivities.uchicago.edu. In addition, the University hosts some student organization web pages at https://studentactivities.uchicago.edu/webpages/.

**APPLICATION FOR RSO DESIGNATION**

For more information on applying for RSO status, see the ORCSA information page at https://studentactivities.uchicago.edu/involved/becoming.shtml. Remember that some student groups at the Harris School can organize informally without applying as an RSO, however, these groups will not have access to the resources coordinated by ORCSA.

**EVENTS**

**REQUESTS FOR SPEAKERS/SPECIAL EVENTS**

The Harris School welcomes guest speakers to strengthen the School’s vibrant intellectual and social climate and to provide students opportunities to meet individuals actively engaged in real policy issues. The following guidelines ensure that speaker events fit with the School’s mission and are appropriately planned and managed.

- Invitations to all speakers must be issued through the staff of the School, with approval of the Dean; or through RSOs with School approval.
- No student can represent him or herself as representing the School without prior clearance from the School.
- Students or student organizations must receive prior approval from the School before committing the School or School resources to any activity.

A speaker request form is located on the student intranet under Student Organization Resources. When submitting the request, please consider the following:

- How the speaker fits with the Harris School mission
- How is the event to be funded
- The projected size of the event (attendance, space, if reception is planned, etc.)
- The projected date of the event
- A written draft of the invitation to the speaker.
REIMBURSEMENTS
Students who incur approved expenses for a student group, such as food or other event materials, can request reimbursements from the organization’s account. In addition, those students who have expenses associated with recruiting or other Admissions functions can request reimbursements. Please see Kathi Marshall, Dean of Students office, who will give approval for items eligible for reimbursement.

To submit a reimbursement, bring the necessary materials and information to Kathi Marshall. She will submit the reimbursement request and supporting documentation (proper documentation includes among other things original invoices, register tapes, and signed credit card receipts. Photo copies of receipts or unsupported charge card receipts are not acceptable documentation without proper documentation).

For reimbursements for events attended by less than 10 people, the student must list the name of the event attendees on the receipt.

HARRIS SCHOOL ROOMS AND RESOURCES
The Harris School meeting spaces and classrooms are available for student use during the daytime and evening hours. Reserve using the online link “Harris School Room Calendar” found on the student intranet. Audiovisual and other equipment may also be available. Contact HSIT for information on reserving AV equipment. If you need to use a conference phone/speaker phone please contact the Assistant Dean of Students. Phones can be used in rooms 106, 153C and 154.

CONFERENCES
In addition to one-time events or speakers, the Dean of Students Office welcomes student input or leadership in organizing conferences or seminars. For more information on planning conferences or seminars at the Harris School, contact the Dean of Students office.

WORKING AND GETTING PAID AT THE HARRIS SCHOOL
STUDENT EMPLOYEES
In addition to other work on the University campus, students have the option of working for professors as teaching assistants (TAs) or research assistants (RAs). In some circumstances, professors will advertise open positions on the University job board (studentemployment.uchicago.edu) or through the class listservs, but in many cases, job arrangements are made directly between professors and students. If students are interested in a TA or RA position with a particular course or research project, they should speak directly to the professor or staff member about any potential job openings.

When students are hired for a TA or RA position, their employment will be processed through the Harris School Human Resources Department. Before starting work on the new position, students will need to file the appropriate information and paperwork, as outlined in the following paragraphs.

When students are notified of employment at the Harris School, they will need to gather the pertinent information from the manager to start the employment paperwork. To initiate this process, prepare the following information:

- Student name
- Social Security number
- Supervisor’s name
- Position (RA or TA)
• Position description
• Account number
• Start date/end date
• Hourly pay rate
• Hours per week

Students can send this information to Madhu Cain via e-mail (madhucain@uchicago.edu) or bring it in person to the Human Resources Office, where she or her staff can assist in person. When the staff receives this information, they will enter the job information into the payroll system.

If students have not before worked at the University of Chicago, they will also need to fill out additional paperwork to complete the payroll process. At minimum, this includes forms for federal filing, tax withholdings, and, if desired, direct deposit. Note that international students might require additional paperwork. When such paperwork is required, the staff will notify students via e-mail or student mailboxes. Be sure to complete the forms and return them to the Human Resources Office before starting work.

If students have held previous positions at the University of Chicago, they might not need to fill out duplicate paperwork. Remember, though, that these students must send the job information listed above to the Human Resources Office in advance of starting work.

TIMECARDS

Once students have completed all of the job information and paperwork, they need to pick up blank timecards from the Human Resources Office. Depending on the term of the position, students will be set in UChicago Time (The University of Chicago's time tracking system). It is the University's new method for reporting time for all biweekly paid employees. If the position is for a shorter term, students will be given a blank timecard to write out.

Students submit handwritten timecards on the Thursday before the pay period at 9 a.m. Note that all time cards submitted after the deadline will not be processed until the following pay period. The payroll system processes timecard submissions in one business week. If students request direct deposit, the staff will file the payroll stubs in student mailboxes. If students prefer printed checks, they can pick up the pay envelopes directly from the staff.
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<td>Office of International Affairs</td>
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HARRIS SCHOOL FACILITIES AT THE 1155 BUILDING

MAIL FOLDERS
All students enrolled in Harris School programs are assigned a mail folder. Mail folders are located in room 133 (Student Resource Room). Students are responsible to check their mail folders on a regular basis and are responsible for any time-sensitive information that might be distributed there. Note that the mail folders hold more than University correspondence: the administration or staff uses the mail folders to distribute notices or forms, and the faculty uses them to return exams and assignments.

Student groups can request mail folders for Harris School communications. For more information or questions about the mail folders, see the Assistant Dean of Students.

LOCKERS
The basement of the 1155 building contains a number of unreserved lockers for student use. To claim a locker, simply supply your own lock and email the Assistant Dean of Students with the locker number.

LOST AND FOUND
If you’ve lost, or found, an item, first check with the front security desk to see if anyone has turned in the lost item; or if someone is looking for an item. If unsuccessful, report lost or found item to the Dean of Students office.

LOUNGES AND STUDY AREAS
A quiet study area is located in the northeast corner of the second floor (past classrooms 289A and 289B). This room is for quiet, individual study. If you need a space for group work, you can use the student lounge, or reserve a room through the Harris School Room Calendar.

Please be considerate of fellow students when using these areas and when using common resources such as the tables, microwave and refrigerator. By cleaning up and replacing any objects that you might have moved, students can help keep these areas orderly and enjoyable. Please refrain from eating and drinking in the classrooms.

FAX MACHINES
Students may use the fax machine in the Career Services Office for faxes related to jobs and internships. Students wishing to send a personal fax should go to FedEx Kinko’s (1319 East 57th Street).

COPY MACHINE
A copy machine for student use is located in room 133 (Student Resource Room). The machine is operated by the Chicago Card office. You must have money on your UCID in order to use the copier. For more information on the Chicago Card and adding money to the cashstripe, see VI. Resources–Campus Administration—ID & Privileges Office.

SECURITY DESK
There is a staffed security desk located at the main entrance of the 1155 building. This desk is staffed at all times, 24 hours a day and seven days a week.
RESTROOMS
Restrooms are located on all floors of the 1155 building.

PARKING
Public parking is available on the surrounding streets and the campus. Permit parking is available for a fee on a limited basis for the lot behind the 1155 building. For more information on permit parking, see VI. Resources — Campus Administration—Parking Office.

CAMPUS ADMINISTRATION

STUDENT LOAN ADMINISTRATION OFFICE
The Student Loan Administration Office (SLA) processes student loans and work-study for students in the graduate and professional schools and divisions, except Booth and Medical. This includes federal loan programs, as well as options for alternative loans or special loans. Note: For questions specific to scholarships, fellowships, or assistantships through the Harris School, see the Dean of Students Office.

SLA also conducts entrance and exit loan counseling for all students receiving federal student loans; disburses loan funds to all students receiving federal student loans; and services and collects for all Federal Perkins and institutional loan programs.

You may apply for an emergency cash loan of up to $250 at Student Loan Administration, for any quarter in which you are registered. Students must demonstrate the means to repay this loan. The loan will be charged to your tuition account. If you require emergency loan funds in excess of $250, please see the Dean of Students. In some instances, a co-signer may be required.

Location: Fourth floor of the Bookstore Building at 970 East 58th Street, Room 411 Chicago, IL 60637
Hours: 9:00 a.m. to 4:00 p.m.; Monday through Friday; check with SLA for summer hours
Phone: (773) 702-6061
Email: student-loans@uchicago.edu
Website: https://sla.uchicago.edu/

THE OFFICE OF THE UNIVERSITY REGISTRAR
The Office of the University Registrar manages academic and personal information for students. This includes student contact information, medical insurance enrollment, returning student confirmations, course reports, grade reports, and transcripts. Note: Many of these services are now available online. For more information, see IV. HSIT — Computing Technology — cMore.

Location: 5801 S. Ellis Avenue, Room 103, Chicago, IL 60637
Hours: 8:30 a.m. to 4:30 p.m., Monday through Friday
Phone: (773) 702-7891
Website: http://registrar.uchicago.edu or https://cmore.uchicago.edu
BURSAR’S OFFICE
The Bursar’s Office administers all tuition bills and student accounts. This includes loan refund checks for all financial aid processed through the Student Loan Administration Office.

Note that the Bursar’s Office requires a signed Hold Check request to hold any funds for student pickup at the campus office. Otherwise, the office will send the funds to the address of record on the student account. For more information on the Hold Check request contact the Bursar’s Office.

Location: 970 East 58th Street, 3rd Floor
Hours: 9:00 a.m. to 3:00 p.m., Monday through Friday
Phone: (773) 702-8000
Website: http://bursar.uchicago.edu; for tuition, fees, etc. visit http://bursar.uchicago.edu/tuition.html

HUMAN RESOURCES/EMPLOYMENT SERVICES OFFICE
The Human Resources Office coordinates the University of Chicago campus employment and community involvement opportunities available to students. This includes an online database of work-study and non work-study positions for students, as well as a database of careers within departments of the University of Chicago. In some cases, off-campus positions might be advertised from organizations that are looking to hire students and anticipate part-time or alternative work arrangements. The Human Resources Office also provides information about the Office of Community Affairs, which describes the University of Chicago's involvement with the Hyde Park community.

Location: 970 East 58th Street, Room 320, Chicago, IL 60637
Phone: (773) 702- 8903
E-mail: http://hr.uchicago.edu/contacts/
Website: http://jobs.uchicago.edu

CAREER ADVISING AND PLANNING SERVICES
The Career Advising and Planning Services (CAPS) office facilitates employment opportunities for the campus, which extends to the graduate programs and the professional schools. The CAPS office provides career counseling, resources for employment opportunities and skill-building, and information about on-campus recruiting. In most cases, CAPS services and resources complement those offered by the Harris School Office of Career Services.

Location: Ida Noyes Hall, 1212 E. 59th Street, Chicago, IL 60637
Hours: 8:30 a.m. to 5:00 p.m., unless otherwise posted
Walk-in hours for quick resume review and questions are as follows for graduate students
(subject to change): 2:00 p.m. to 3:30 p.m., Monday, Tuesday, Thursday
Phone: (773) 702-7040
Website: https://caps.uchicago.edu

OFFICE OF INTERNATIONAL AFFAIRS
The Office of International Affairs (OIA) has the dual function of serving the University's international students and scholars and its American students who are interested in grants for overseas research. OIA advises international students about United States government regulations and University rules and policies. The staff helps with personal problems and concerns arising from study in a foreign country and
also acts as a liaison with international groups and activities on and around campus. OIA conducts competitions for overseas study awards such as Fulbright grants.

**Location:** International House, 1414 East 59th Street, Room 291  
**Hours:** 9:00 a.m. to 4:30 p.m., Monday through Wednesday; 10:00 a.m. to 4:30 p.m., Thursday and Friday  
**Phone:** (773) 702-7752  
**Email:** international-affairs@uchicago.edu  
**Website:** https://internationalaffairs.uchicago.edu/

**ID & PRIVILEGES OFFICE**

The University of Chicago Card is the official University identification card. Chicago Cards are issued to all students enrolled in credit programs, faculty, staff and academic employees. The office also offers passport photos and University shuttle bus information and tickets.

**Location:** 100F in the lobby of Joseph Regenstein Library  
**Hours:** 8:30 a.m. to 7:00 p.m., Monday through Thursday; 8:30 a.m. to 5:00 p.m., Friday; 9:00 a.m. to 1:00 p.m., Saturday  
**Phone:** (773) 702-3344  
**Website:** http://ipo.uchicago.edu/

Students use the University of Chicago card for the following tasks:

- Gain entry into Regenstein and Crerar libraries
- Check out library materials at all University libraries
- Cash checks at the Bursar's Office
- Gain entry to the Gerald Ratner Athletic Center and the Henry Crown Field House, and rent athletic equipment (faculty, staff, and academic employees must purchase a membership)
- Enter the Pub (if you are a member)
- Rent athletic equipment
- Access Student Health Services
- Purchase snacks and beverages from vending machines, make photocopies, and use laundry services throughout campus without using coins
- Access the USITE Computing Clusters
- Ride the following buses: Free access for anyone with a "STUDENT" designation on their Chicago Card on CTA bus numbers 170, 171, 172, in addition to University Evening Service buses A-F (Evening Services allow bus access to anyone with a Chicago Card regardless of the designation.) For additional information, please visit www.rh.uchicago.edu/bus.

**CHICAGO CARD CASHSTRIP**

The thin CashStrip on the back of the Chicago Card eliminates the need to carry cash to make photocopies, do your laundry in the residence halls, or purchase snacks and soft drinks from vending machines.

Students can add up to $50 of purchasing value to their Chicago Cards at any one of the many Cash Value Centers or at the card readers located on the library copiers. There is no record kept of the money
put on the CashStripe, so students who lose or damage Chicago Cards will also lose the money on it. In addition, there are no refunds for unused monies that remain on the card.

Chicago Cash Value Centers can be found at the following campus locations:

- Regenstein Library
- Crerar Library
- Law Library
- Reynolds Club
- The University of Chicago Bookstore
- Pierce Hall
- Max Palevsky Central
- Burton-Judson Courts
- The Shoreland Hall

PARKING OFFICE

The University of Chicago's Parking Office is responsible for parking lot assignments, parking permit distribution, collection of fees and fines and enforcement of parking rules and regulations on all University-owned property. Parking spaces are available on a first come-first served basis to any faculty, staff, or student.

To apply for a parking permit, visit the Parking Office or contact a Parking Office representative.

**Location:** 5525 South Ellis Avenue – 1st Floor, Chicago, IL 60637
**Hours:** 8:00 a.m. to 3:00 p.m., Monday through Friday
**Phone:** (773) 702-8969
**Website:** [http://facilities.uchicago.edu/transpparking/index.html](http://facilities.uchicago.edu/transpparking/index.html)

CAR POOLING

The University provides discounted and even free parking spaces for carpoolers. Two-person car pools save half the cost of a regular permit, while car pools with three or more people are eligible for free parking on campus. You can start your own car pool by ensuring that all carpoolers are eligible for the program before registering with the Transportation & Parking Office.

TRANSPORTATION SERVICES

For bus schedules and routes go to: [http://rh.uchicago.edu/bus](http://rh.uchicago.edu/bus).

CAMPUS FACILITIES

BOOKSTORES

Most courses at the Harris School and at the University of Chicago order textbooks through one of the two campus bookstores: the University Bookstore or the Seminary Cooperative Bookstore.

**THE UNIVERSITY OF CHICAGO BOOKSTORE**

The University of Chicago Bookstore is managed by Barnes & Noble. The store sells books, school supplies, and University memorabilia, such as clothing and glassware. The café has Starbucks coffee,
pastries, and more. The bookstore also has a section with used books at 25 percent off the original price. Store hours in the summer are subject to change.

**Location:** 970 East 58th Street  
**Hours:** 8:00 a.m. to 6:00 p.m., Monday through Friday; 9:00 a.m. to 4:00 p.m., Saturday  
**Phone:** (773) 702-7712  
**Website:** http://uchicago.bncollege.com

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**SEMINARY CO-OP**

The Co-op specializes in social sciences and humanities. You can join the Co-op for three $10.00 shares of stock (the shares are bought back when you end your membership). Shareholders get a 10 percent discount on most purchases and a share in the store’s earnings. There are occasional member-only sales that offer greater savings. For memberships contact the 5757 South University location.

**Location:** 5757 South University Avenue  
**Hours:** 8:30 a.m. to 8:00 p.m., Monday through Friday; 10:00 a.m. to 6:00 p.m., Saturday; noon to 6:00 p.m., Sunday  
**Phone:** (773) 752-4381 or (800) 777-1456  
**Website:** http://semcoop.booksense.com/NASApp/store/IndexJsp

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**OTHER BOOKSTORE LOCATIONS:**

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<th>Location</th>
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<tr>
<td>57th Street Books</td>
<td>8:30 a.m. to 9:00 p.m.</td>
<td>(773) 684-2804</td>
<td><a href="http://uchicago.bncollege.com">http://uchicago.bncollege.com</a></td>
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<tr>
<td>1301 East 57th Street</td>
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<tr>
<td>(773) 684-2804</td>
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<tr>
<td>The Newberry Library Bookstore</td>
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<tr>
<td>60 West Walton</td>
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<td>(312) 255-3520</td>
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<td>8:30 a.m. to 9:00 p.m.</td>
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<td>T-Th 9:00 a.m. to 6:00 p.m.</td>
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**OTHER BOOK RESOURCES**

**DIVINITY SCHOOL BOOK SALE**

Each Spring quarter, The Divinity School Students Association invites you to sell, donate, and buy books at its annual Book Sale. There are 10,000-plus new and used books, from all disciplines, at great prices on sale in Swift Hall. Most titles will be reduced by an additional 50% on the third day. Call 2-8200 for more information.

**UNIVERSITY MARKETPLACE WEBSITE**

Buy and sell books on the University Marketplace website: marketplace.uchicago.edu. Not only is it a resource for books, but you can also buy and sell appliances, cars, computers, electronics, and furniture, find rental properties and more. It’s hosted by University Student Government.

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**LIBRARIES**

The University system encompasses eight libraries. In addition, the library's Web server offers information about the library's collections and services, along with access to a growing array of networked information sources and databases. A comprehensive list of electronic resources is available at: lib.uchicago.edu/e/db.
Reference librarians provide a general orientation to campus libraries and can help you locate materials within or beyond the University system. They can also help you formulate library research strategies and verify bibliographic citations. Reference services are available in person, by phone, or by e-mail. For more information visit: http://www.lib.uchicago.edu/e/using/reference.

All University of Chicago students can access all of these library facilities with the University of Chicago ID, however, the checkout privileges might vary according to the program of study or affiliation with a professional school. For more information, refer to the on-site librarian.

**Chemistry**
For organic, physical, and theoretical chemistry  
Location: 5730 South Ellis Avenue  
Phone: (773) 702-7715  
Website: lib.uchicago.edu/e/chem/

**D’Angelo Law Library**  
For U.S., foreign, and international law  
Location: 1121 East 60th Street  
Phone: (773) 702-9615  
Website: lib.uchicago.edu/e/law/

**Eckhart Library**  
For mathematics, statistics, computer science  
Location: 1118-32 East 58th Street  
Phone: (773) 702-8778  
Website: lib.uchicago.edu/e/eck/

**John Crerar Library**  
For science, medicine, technology  
Location: 5730 South Ellis Avenue  
Phone: Circ. (773) 702-7409  
Website: lib.uchicago.edu/e/crerar/

**Joseph Regenstein Library**  
For humanities, social sciences  
Location: 1100 East 57th Street  
Phone: (773) 702-8740  
Website: lib.uchicago.edu/e/reg/

**Social Services Administrative Library**  
For social welfare, social work  
Location: 969 East 60th Street  
Phone: (773) 702-1199  
Website: lib.uchicago.edu/e/ssa/

**William Rainey Harper Memorial Library**  
For undergraduates  
Location: 1116 East 59th Street  
Phone: (773) 702-7959  
Website: lib.uchicago.edu/e/harper/

**Yerkes Observatory Library**  
For astronomy, astrophysics  
Locations: Williams Bay, Wisconsin  
Phone: (262) 245-5555, ext. 830  
Website: lib.uchicago.edu/e/yerkes/

**FOOD**
There are several cafés and other places to eat on the Hyde Park campus. The following list outlines the locations and hours for several of these establishments. Please note that hours of operation are subject to change.

1313 Café  
1313 East 60th Street, basement  
Monday - Friday: 8:00 a.m-2:00 p.m.  
Pastries, soups, salads, and made-to-order sandwiches.

Barnes and Noble Café  
University Bookstore  
Monday-Friday: 7:00 a.m. - 8:00 p.m.  
Saturday: 8:30 a.m. - 5:00 p.m.  
Starbucks coffee, juices, pastries, soup, salad, sandwiches.
Billings Hospital Cafeteria  
5841 South Maryland Avenue  
6:30 a.m. - 10:30 a.m.,  
11:00 a.m. - 4:00 p.m.,  
4:30 p.m. - 8:00 p.m.  
This traditional cafeteria-style eatery is frequented by employees and guests of the hospitals.

Bio Café  
Biological Sciences Learning Center, 2nd floor  
Monday - Friday: 8:00 a.m. - 5:00 p.m.  
Fresh sandwiches, good salads, breads, and pastries.

Classics Café  
Classics, 2nd floor  
Monday - Friday: 7:00 a.m. - 5:00 p.m.  
Features classical music and newspapers.  
Seattle's Best coffees, pastries, soups, sandwiches, salads, and more.

Cobb Hall Coffee Shop  
Cobb Hall, basement  
Monday-Friday: 7:30 a.m. - 4:30 p.m.  
A popular and affordable student-run hang-out.  
Cheap coffee is even cheaper if you bring your own mug. Happy hour from 3:00 to 4:00 p.m. features free coffee with any purchase.

Crerar Cyber Café  
Crerar, basement  
Monday - Friday: 8:00 a.m. - 4:00 p.m.

C-Shop  
Reynolds Club, 1st floor  
Monday - Friday: 7:00 a.m. - 11:00 p.m.  
Saturday: 10:00 a.m. - 11:00 p.m.  
Java City coffee drinks (espresso, lattes, etc.), pastries, ice cream. Offers $1 shakes on Wednesdays. Accepts Flex dollars.

DCAM Food Court  
DCAM, 2nd floor  
7:30 a.m. - 5:30 p.m.  
Sandwiches, pizza, stir fry, and a deli.

Ex Libris  
Regenstein Library, A-level  
Monday - Thursday: 8:30 a.m. - 11:30 p.m.  
Friday: 8:30 a.m. - 5:00 p.m.  
Sunday: 2:00 p.m. - 11:30 p.m.  
Drinks, vending machines, selections from Hyde Park restaurants. Closing time is accompanied by a mad rush (after hours, bagels and donuts are free).

Hutchinson Commons  
Reynolds Club, 1st floor  
Monday-Thursday: 10:30 a.m. - 10:30 p.m.  
Friday: 9:30 a.m.-5:00 p.m.  
Saturday: 10:30 a.m.-8:00 p.m.  
Tacos, pizza, Asian offerings, a grill, Subway, sandwiches, salads, baked goods. Accepts Flex dollars.

Law School Café  
Law School, Green Lounge  
Monday-Thursday: 7:30 a.m. - 6:00 p.m.  
Friday: 7:30 a.m. - 5:00 p.m.  
Saturday: 9:00 a.m. - 2:00 p.m.  
Made-to-order sandwiches, panini, and items from Hyde Park vendors including pizza and Asian cuisine.

Newberger Hillel Center  
5715 South Woodlawn Avenue  
Kosher lunch and dinner plans are available.

The Pub  
Ida Noyes  
Monday - Thursday: 4:30 p.m. - 1:00 a.m.  
Friday: 4:00 p.m. - 2:00 a.m.  
Saturday: 4:30 p.m. - 2:00 a.m.  
You must be 21 or over. Membership costs $5 a year for students or $7 for staff and faculty. Guests of current members must pay a $1 entrance fee.
South Campus Dining Commons  
South Campus Residence Hall  
6031 S. Ellis Ave.  
A brand new state-of-the-art dining commons  
that offers made-to-order meals featuring a Glatt  
Kosher station*, a Parve vegan and vegetarian  
station, a Mediterranean pizza and pasta station,  
full salad and sandwich bar, and Halal entrees  
that are served three days a week. * The Glatt  
Kosher station is Chicago Rabbinical Council  
approved and staffed.  
Monday-Thursday: 7:00am - 8:00pm  
Friday: 7:00am - 7:00pm  
Saturday: 8:00am - 2:30pm  
Sunday: 8:00am - 8:00pm  
South Campus Dining Commons accepts Cash,  
Flex Dollars and Meal Plans

Smart Museum Café  
Smart Museum lobby  
Monday - Wednesday; Friday:  
8:30 a.m. - 4:00 p.m.  
Thursday: 8:00 a.m. – 7:30 p.m.  
Saturday: 11:00 a.m. - 4:30 p.m.  
Creative comestibles by Briazz, Snail Thai,  
Corner Bakery, and Torrefazione Coffee. Eat  
inside or in the Elden Sculpture Garden.

SSA Café  
Social Services Administration, 1st floor  
Monday - Thursday: 8:00 a.m. - 7:00 p.m.  
Friday: 8:00 a.m. - 3:00 p.m.

Plum Café  
Stuart Hall, basement  
Monday – Thursday, 7:30 a.m. – 6:00 p.m.  
Friday, 7:30 a.m. – 5:00 p.m.

Surgery Brain Research Institute  
5812 S. Ellis Avenue, inside entrance  
kiosk selling coffee, pastries, sandwiches and

Swift Coffee Shop  
Swift Hall, basement  
Monday - Friday: 7:45 a.m. - 4:00 p.m.  
Vegetarian entrées made by a local chef, items  
from Hyde Park vendors, pizza, salads, desserts.  
"Where God drinks coffee."

The Tiffin Café  
International House, 1st floor  
Monday - Friday: 8:00 a.m. - 8:00 p.m.  
Light meals and snacks at lunchtime and  
dinnertime.

Hallowed Grounds  
Reynolds Club, 2nd floor  
Monday - Friday: 9:30 a.m. - 12:30 a.m.  
Saturday: noon - 12:30 a.m.  
Sunday: noon- 11:30 p.m.  
This snack bar and coffee shop is run by  
students.

Weiss Coffee Shop  
Harper Library, mezzanine level  
Monday - Thursday: 9:00 a.m. - 10:00 p.m.  
Sunday: 1:00 p.m. - 10:00 p.m.  
Good for pastries, snacks, pizza, and drinks.  
Student-run.

For dining options in and around hyde park, visit: http://chicagolife.uchicago.edu/city/hp_dining.shtml

ATHLETICS AND RECREATION
Registered students have full membership to the University of Chicago athletics facilities on campus.  
Note that membership does not include locker rentals or towel service. For admission to the athletics  
facility, students will need a valid student ID. The children and spouses of registered students are also  
eligible for fee-based athletics memberships.
GERALD RATNER ATHLETICS CENTER

Location: 5530 South Ellis Avenue

Hours: 6:00 a.m. - midnight, Monday through Thursday; 6:00 a.m. - 9:00 p.m., Friday; 8:00 a.m. – 9 p.m., Saturday - Sunday. Summer hours differ.

Phone: (773) 702-7684

Website: http://athletics.uchicago.edu/facilities/ratnercenter.htm

This center includes the following facilities:

- 50-meter x 25-yard swimming pool with a moveable bulkhead
- Multilevel fitness facility with cardiovascular exercise equipment, weight lifting machines, and free weights
- Multipurpose dance studio
- Competition gymnasium and a smaller auxiliary gymnasium
- Classroom and meeting room space
- Permanent and day lockers and locker rooms

HENRY CROWN FIELD HOUSE

The Henry Crown Field House is the University of Chicago’s historic center for athletics.

Location: 5550 South University Avenue

Hours: 7:00 a.m. - 11:30 p.m., Monday through Thursday; 7:00 a.m. - 8:30 p.m., Friday; 10:00 a.m. - 8:00 p.m., Saturday; 10 a.m. – 8:30 p.m., Sunday

Phone: (773) 753-4949

Website: http://athletics.uchicago.edu/facilities/facilities.htm

- Indoor running track, racquetball and squash courts, cardiovascular fitness equipment, weight training equipment, permanent and day lockers and locker rooms, classroom and meeting space rooms.

CAMPUS SERVICES

STUDENT CARE CENTER

All registered students pay a mandatory Student Health Fee that qualifies them to visit the Student Care Center located in the University of Chicago Medical Center in Hyde Park. This includes students who have non-University insurance plans, or those students who have signed a health insurance waiver.

The Student Care Center provides a number of services for students by appointment, including physician and nurse practitioner visits, yearly women’s exams, nurse referrals, nutrition services, sports medicine consultations, health education services, some lab services, and immunizations. In addition, the SCC physician on-call service provides medical consult in situations of emergency or medical urgency.
Location:  R-100, inside the main hospital. Use Ellis Ave. or 59th Street entrance.
Hours:  8:00 a.m. to 5:00 p.m., Monday to Friday; 8:00 a.m. to 11:00 a.m. for emergencies, Saturday
Phone: For an appointment call (773) 702-4156; for the physician on call use (773) 702-6840.
Website:  http://scc.uchicago.edu

STUDENT COUNSELING AND RESOURCE SERVICE
All students and spouses, domestic partners, and children of registered students who pay the Student Health Fee are eligible for services offered by the Student Counseling and Resource Service (SCRS). This includes a range of services: counseling, crisis intervention, diagnostic assessment, psychiatric evaluation, individual therapy, therapy for couples, group therapy, medication management, and referral. The SCRS therapist on call option provides services in the event of an evening or weekend emergency.

The Student Counseling and Resource Service operates on a short-term therapy model. The number of visits is determined individually for each patient depending on his or her condition, but is not unlimited and there is a charge for extended services.

The SCRS also coordinates discussion groups and special programs for some personal and academic issues.

Location:  5737 South University Avenue
Hours:  8:30 a.m. to 5 p.m., Monday to Friday, by appointment only
Phone: (773) 702-9800; for the therapist on call, use (773) 702-3625
Website:  http://counseling.uchicago.edu