

# How exactly do I register?

**Where do I start?** Read through the *Academic Planning Guide for New Students*, the resources in this academic folder and in your school's *Bulletin*, and locate your courses in the online Bulletin or Directory of Classes. The CC and SEAS Bulletins have course descriptions as well as specific information. The Directory of Classes includes all courses offered by the University. Note the meeting times of courses for which you have been pre-registered (using SSOL; see below for details). Create a few sample schedules with alternate times and/or electives. Write down the course and section number, point value, and call number, and check to see if the class has an accompanying recitation or discussion section.  
<http://www.college.columbia.edu/bulletin/>  
<http://www.engineering.columbia.edu/bulletin/>

**Student Services Online (SSOL):** (<https://ssol.columbia.edu>) Log in to SSOL using your UNI and password. To see when and where your pre-registered classes meet, click on Schedule. Your registration appointment times are under "Reg Appts & PIN". (SSOL is also where you will go to see your grades and your progress towards the degree – the Degree Audit Report.)

Some important acronyms:

**UNI:** the combination of letters and numbers that forms the start of your email address.

**PID:** 9-digit Student ID Number. For ex, C001978979. Your UNI and PID appear at the top of every page in SSOL.

**When do I register?** You may only register during your assigned registration appointment times, which are available on SSOL. Your appointments will begin on Friday, September 3<sup>rd</sup> and will continue through September 17<sup>th</sup>. Your registration appointment times cannot be changed.

## Can you walk me through the online registration process?

1. Log on to Student Services Online at <https://ssol.columbia.edu/>
2. Select **Registration** from the Menu.
3. Click **Add** to include courses on your schedule, providing the 5-digit call number. If a course is full, the system will automatically provide alternates for you to select.
4. Click **Replace** to change a section you have already added. [This function is extremely useful if you are attempting to change Core or other courses where enrollment is tight.]

# Registration for classes: <http://ssol.columbia.edu>

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STUDENT SERVICES ONLINE

REGISTRATION

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Hide my name and personal data Change...

**Summer 2010 Registration**

- You may no longer drop your last (only) class. You must consult with your advisor to withdraw.
- Reminder: F-1 and J-1 visa students must be registered full time.
- To register for a class you need the 5 digit Call number of the class.
- Click [search](#) to find a Call number.
- Please send us your [comments](#) about Web Registration.

Add or Check Class Status

Call#

Summer 2010 classes							
Select	Class/Title	Instructor	Points/Option	Call #	Day	Time/Location	Start/End
C	ANTH 1002 S 001 THE INTERPRETATION OF CUL	Karl, Brian B	3.00 Letter Grade	92346	Tu Th	5:30pm-8:40pm SCH 963	07/06/2010 08/13/2010
<input type="button" value="Drop"/> <input type="button" value="Change Section"/> <input type="button" value="Modify"/>							

[Search Class](#)

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[Search Class](#)



REGISTRATION CLASS QUERY

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Hide my name and personal data

Change... [dropdown]

Update View

Add or Check Class Status

Call#	Class/Title	Instructor	Points	Pass/Fail	Instructor Permission	Action
62196	MATH 1101 S 001 CALCULUS I	Fink, Evan M	3.00	Grade [dropdown]	Not Required	Add Class

[Back To Registration](#) [List All Sections](#) [Courseworks](#)



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Update View

Adding MATH 1101 S 001 was successful. The change is effective immediately. See the new schedule below.

Add or Check Class Status

Call# [input] Query/Add Class

Summer 2010 classes

Select	Class/Title	Instructor	Points/Option	Call #	Day	Time/Location	Start/End
<input type="checkbox"/>	ANTH 1002 S 001 THE INTERPRETATION OF CUL	Karl, Brian B	3.00 Letter Grade	92346	Tu Th	5:30pm-8:40pm SCH 963	07/06/2010 08/13/2010
<input type="checkbox"/>	MATH 1101 S 001 CALCULUS I	Fink, Evan M	3.00 Letter Grade	62196	Mo Tu We Th	4:30pm-6:05pm MAT 417	05/24/2010 07/02/2010

Drop Change Section Modify

[Search Class](#)

[Get Confirmation](#)

# Additional Registration Tips

Do not panic if your schedule is not complete by the end of the first registration period; you will find that there is a lot of movement and shifts in enrollment during the first week of classes!

## What should I do if a course I want is full? (for non-Core; see below for Core)

- Check the Directory of Classes to see if there is another section with spaces available. Enrollment counts are updated nightly; spaces may also open during the change of program (aka add/drop) period when other students, upperclassmen included, change their programs.
- If the class remains full throughout the change of program period, a willing instructor *may* add you to an overenrolled course (if they are *able* to do so, given space constraints and departmental guidelines). Attend class and inquire if the instructor will sign your add/drop form, found in the Center for Student Advising or here: <http://www.columbia.edu/cu/registrar/docs/forms/add-drop.html>. You will then need to bring the signed form to the Registrar in 205 Kent Hall.
- If you are closed out of some choices, don't despair! Each year you have more priority based on seniority, so you should be able to take those popular classes in a later semester.

## How do I make changes to Core classes?

Please see the enclosed **Special Registration Information** for instructions on how to petition for changes to pre-assigned Literature Humanities, Frontiers, or University Writing classes. Petitions to change Core classes will only be granted for students who have conflicts with other Core classes, major requirements, or athletic practice. Please note: varsity athletes must consult with Jackie Blackett in 433 Dodge Fitness Center and obtain her signature. For SEAS students interested in making changes to Gateway, consult your Advisor.

## Other hints and tips:

- After you register for classes, you will have the opportunity to make changes to your schedule online during the Change of Program Period (September 7 – 17); no courses may be added or dropped electronically after this date!!
- You are required to add certain Core and language courses to your schedule by Friday, September 10<sup>th</sup>; **all other classes must be added by Friday, September 17<sup>th</sup>.**
- You will not be permitted to drop certain Core classes, including Art Humanities and Music Humanities, after Friday, September 17<sup>th</sup>. The drop deadline for non-Core classes is the 5<sup>th</sup> week of the term (for CC) and the 10<sup>th</sup> week of the term (for SEAS). Exact dates and deadlines are here: <http://www.columbia.edu/cu/registrar/docs/students/registration/registration-dates.html?Fall>
- Official registration is only noted through SSOL. You are not officially enrolled in a class—and will not earn credit—unless it is noted in SSOL on your Grades and Schedule screens. Signing up through Courseworks, or simply speaking with the professor, does not indicate registration!

# What do the numbers and letters in the Bulletin and Directory of Classes mean?

<http://www.college.columbia.edu/bulletin/>  
<http://www.engineering.columbia.edu/bulletin/>

**“W” denotes the faculty teaching the class.** Possibilities include: C = Columbia College, E = Engineering and Applied Science, BC or X = Barnard College, W = Interfaculty, F = General Studies, V = Interschool course with Barnard

**“1105” denotes the level of the course.** 1000 level courses are typically introductory, 2000 are intermediate, 3000 level are advanced undergraduate, 4000 level and above are graduate

**“x” classes are offered in the fall,**  
**“y” in the spring**

**ECON W1105x or y Principles of Economics 4 pts.** Corequisites: ECON W1155 recitation section with the same instructor. How a market economy determines the relative prices of goods, factors of production, and the allocation of resources and the circumstances under which it does it efficiently. Why such an economy has fluctuations and how they may be controlled. Recitation Section Required.

The number of **points** is directly related to how many contact hours are spent in the classroom

**Prerequisites or corequisites** will be listed here when courses require prior knowledge of a subject or concurrent enrollment in a recitation or lab

Course Number	Call Number/Section	Days & Times/Location	Instructor	Enrollment
<b>Autumn 2010 :: ECON W1105</b>				
ECON 1105	43097 001	MW 1:10p – 2:25p 501 Schermerhorn Hall	S. Gulati	192 / 201 <input type="button" value="More Info"/>
ECON 1105	46397 002	TuTh 6:10p - 7:25p 501 Schermerhorn Hall	B.O’Flaherty	30 / 127 <input type="button" value="More Info"/>

The call number and section number

Current course **enrollment** indicates space availability

**\*\*VERY IMPORTANT\*\***  
**You will need the call number to register**