Registration Instructions

1. Go to Student Services Online (SSOL, http://ssol.columbia.edu), Columbia's online tool, and log in using your UNI (university network ID) and password.
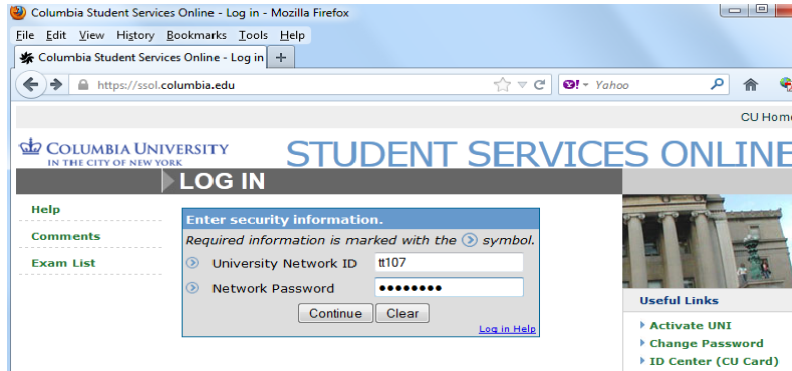
2. Click on "Registration Appointments" to view your registration appointment times. You may only register for classes during these times.
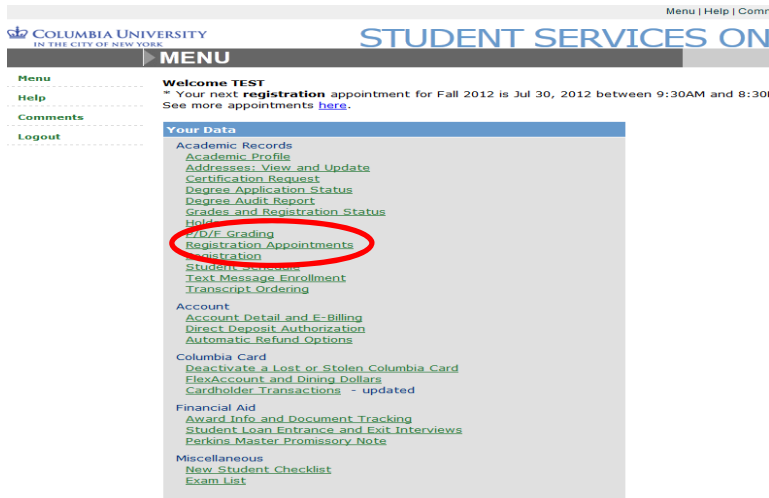
3. After reviewing your registration appointments, once you are prepared to register click "Registration".
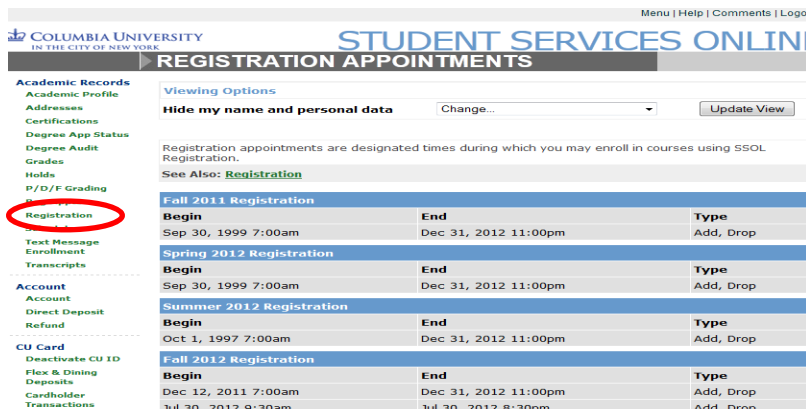
4. Check that you have read and agree to the registration conditions and indicate your VISA status then click "continue".

5. You can locate the 5 digit call numbers in the Directory of Classes, Columbia's online course bulletin: http://www.columbia.edu/cu/bulletin/uwb/. Once you locate the call number of the class you wish to add and enter the number and click "Query/Add Class".

6. Confirm that the course appearing is the course you want to register for and click "Add Class".

   If you do not click "Add Class" you will not be registered for the class.

   If your registration was successful, you will see a message appear in green. You may add additional courses on this page by adding a new call number in the call number box. Please note, once you are registered for classes, you are responsible for tuition and fees.

   If your registration was unsuccessful, you will receive a message in red. There are number of reasons you may receive this message including 1) Outstanding holds on your account 2) Course is not open to SCE students 3) Pre-requisite has not been satisfied 4)Course requires written departmental or instructor approval.
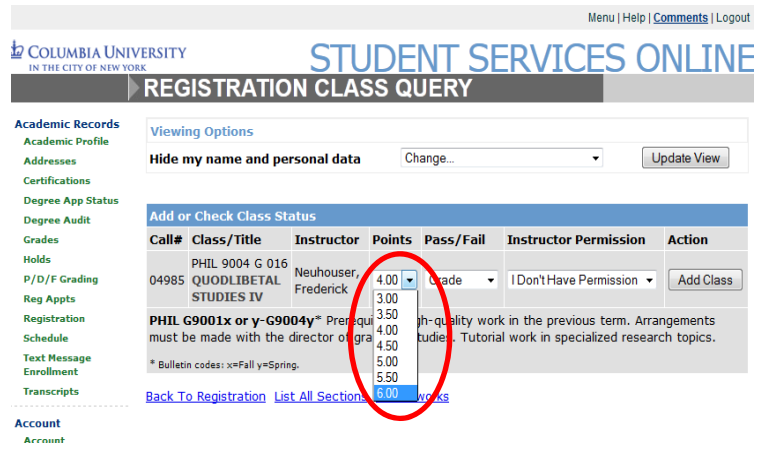
SELECTING THE NUMBER OF POINTS

If the course allows students to select the number of points they can take a course for it will appear as a drop-down option once you enter the course call number. Different courses will have different point values.

SELECTING PASS/FAIL GRADING

If a course allows students to take the course on a Pass/Fail basis, it will appear as a drop-down option. Students in Master of Science programs or Certificate of Professional Achievement programs must take all of their classes for a standard letter grade, regardless of whether or not the Pass/Fail option appears.

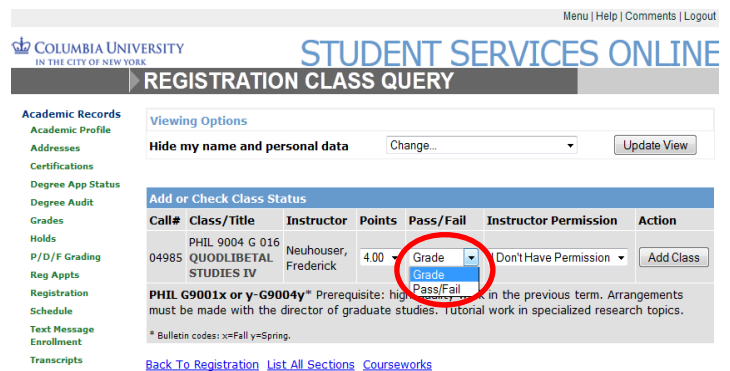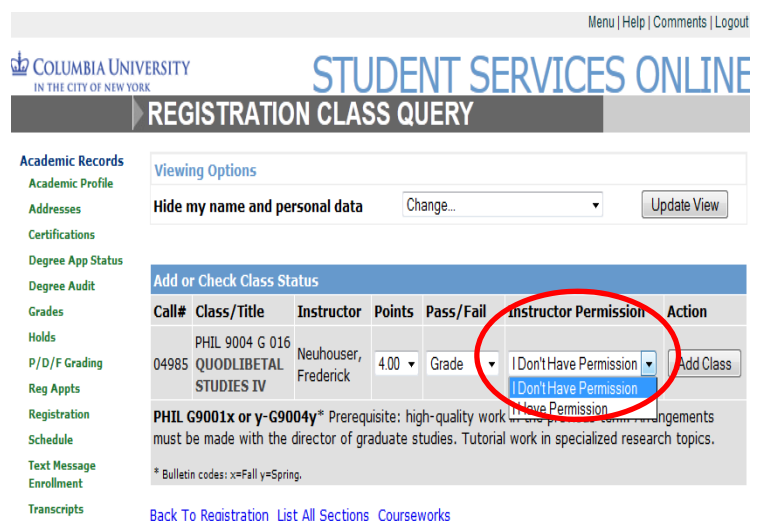# SELECTING INSTRUCTOR PERMISSION

If the course requires students to obtain instructor permission, it will appear as a drop-down option. If you have permission to take the course, select the appropriate option. If you do not have permission, you will need either the department or instructor's permission before registering. If you register without permission, the University reserves the right to drop you from the course.

To determine whether or not the course you want to register for requires approval, check the "Approvals Required" line for the course on the Directory of Classes (http://www.columbia.edu/cu/bulletin/uwb/) If "Department" or "Instructor" is listed in the "Approvals Required" line, you will need to secure approval in writing. If the "Open To" line does not include "School of Continuing Education" you will need to secure written approval even if it says "None" in the "Approvals Required" line.

DROPPING AN INDIVIDUAL CLASS

To drop a course, select the appropriate class and click the drop button. If successful, you will receive a message in green indicating that the course was successfully dropped. You will be unable to drop a course after the drop deadline because you will no longer have access to online registration after the deadline.

Please refer to the Academic Calendar (http://registrar.columbia.edu/academic-calendar/) for deadlines for dropping one of several courses you are registered.

If you attempt to drop to zero points you will receive an error message indicating that you cannot do so on SSOL and that you must contact Student Life to withdraw.

WITHDRAWING

Students must submit an Electronic Notice of Withdrawal (http://ce.columbia.edu/withdrawal) in order to drop to zero points in a term. A nonrefundable, $75 fee is applied to all withdrawals. Please check your account on Student Services Online (SSOL) approximately two weeks after submission to either pay your bill or to request a refund.

You may pay your bill either online through SSOL or send checks payable to **Columbia University to Columbia University, Student Account Payment, 210 Kent Hall, 1140 Amsterdam Avenue, New York, NY, 10027**. Please be sure to include your UNI or PID, also known as your C-number. Refunds are not automatically issued. If you are entitled to a refund, you must request it online via SSOL after the withdrawal has been processed.

Students enrolled in both full term and partial term, or in multiple, partial term online Business Certificate courses are not eligible for the partial term withdrawal refund schedules. Students who wish to drop partial term courses must do so during the Change of Program periods associated with each of those partial terms. If students drop individual, partial term courses after the partial term Change of Program periods, they will be responsible for the full cost of the course.