COLUMBIA UNIVERSITY School of Continuing Education

Registration Instructions

1. Go to Student Services Online (SSOL, <u>http://ssol.columbia.edu</u>), Columbia's online tool, and log in using your UNI (university network ID) and password.

Olumbia Student Se	rvices Online - Log in - Mozilla Firefox		
<u>File E</u> dit <u>V</u> iew Hi <u>s</u> to	ry <u>B</u> ookmarks <u>T</u> ools <u>H</u> elp		
🛠 Columbia Student S	ervices Online - Log in +		
https://s	sol.columbia.edu	☆ マ C 🛛 💁 Yahoo	ዖ 🏫 🍕
			CU Home
		IT SERV/ICES	ONI THE
IN THE CITY OF NE			ONLINE
Help	Enter security information		
Comments	Required information is marked with	n the 💿 symbol.	
Exam List	O University Network ID #107		
	Network Password	••	aful Linke
	Continue		
		Log in Help	Activate UNI Change Password
		• • • • •	ID Center (CII Card)

2. Click on "Registration Appointments" to view your registration appointment times. You may only register for classes during these times.

	MENU
Menu Help	Welcome TEST * Your next registration appointment for Fall 2012 is Jul 30, 2012 between 9:30AM and 8:30 See more appointments <u>here</u> .
Logout	Your Data Your Data Academic Records Academic Records Academic Profile Addresses: View and Update Cartification Request Degree Application Status Degree Application Status Prove the status Prove

3. After reviewing your registration appointments, once you are prepared to register click "Registration".

			Menu H	elp Comments Logou
COLUMBIA UNI	REGISTRATION AF	FUDENT SERVIO	CES	ONLINE
Academic Records Academic Profile	Viewing Options			
Addresses	Hide my name and personal d	ata Change	-	Update View
Degree App Status				
Degree Audit Grades	Registration appointments are des Registration.	signated times during which you may enro	Il in course	s using SSOL
Holds	See Also: Registration			
P/D/F Grading				
2 TT	Fall 2011 Registration			
Registration	Begin	End		Туре
	Sep 30, 1999 7:00am	Dec 31, 2012 11:00pm		Add, Drop
Enrollment	Spring 2012 Registration		1	
Transcripts	Begin	End		Туре
Account	Sep 30, 1999 7:00am	Dec 31, 2012 11:00pm		Add, Drop
Account Direct Deposit	Summer 2012 Registration			
Refund	Begin	End		Туре
CU Card	Oct 1, 1997 7:00am	Dec 31, 2012 11:00pm		Add, Drop
Deactivate CU ID	Fall 2012 Registration			
Flex & Dining Deposits	Begin	End		Туре
Cardholder	Dec 12, 2011 7:00am	Dec 31, 2012 11:00pm		Add, Drop
Transactions	Jul 30 2012 9:30am	Jul 30 2012 8:30pm		Add Drop

4. Check that you have read and agree to the registration conditions and indicate your VISA status then click "continue".

			Menu I	Help Comments Logout
COLUMBIA UNIV	REGISTRATION	DENT SE	RVICES	ONLINE
Academic Records Academic Profile Addresses	Viewing Options Hide my name and personal data	Change	-	Update View
Degree App Status Degree Audit Grades Holds P/D/F Grading Reg Appts Registration Schedule Trast Message Enrollment Transcripts Account Account Direct Deposit	Spring 2013 Registration Places remember these of the second second second second second appointments. You may check you Pour may not be permitted to regi Dean for academic reasions, beca- During peak activity, you may exp system is still at work. Your account balance is updated By registering you agrees to be bo which mere reliefed to an other	a first day of the terr bur advisor to withd valiable to Columbia U ur appointment times i ster if your Student A use of a financial oblig berience a noticeable p nightly and may be vi und by the policies an stst and/or attorney f bets and/or attorney for	m, you may not dro raw. on Student Services count has been pla tation or because of pause. Please stay o eved on Student Se d regulations of Colu es if your unpaid st /or attorney.	bp your last (only) ith scheduled Online. ced on <u>Hold</u> by a non-compliance with non-compliance with in the line; the trices Online. mbia University, udent account
Retinad CU Card Deactivate CU ID Flax & Dining Deposits Cardholder Transactions Financial Ald Award Info Student Lean Ent/Sct Int Perkins HPR Miscellaneous	I have read and agree to the const time each semester of your acade Immigration and Neuralization See exception to the full time registra international Students and Schole registration period, i.e., BEFORE t Holders of B. I. B. Wird or WB im- outine of B. I. B. J. Immigration 1 Id on the HOLD F-1 or J. Immigration 1 understand I must register full time	Continue Content Category) is mic program. The Uni vrice of all F-1 and J- ay of the change of pr tion requirement must ars Office (ISSO) BEFC he start of Late Regis migration status are p further information status e Continue	mmigration status yo versity is required by l students who are e "ogram period for this be approved and re DRE the close of the tration. rohibited by law from on.	ou must register full / law to notify the lamoliad less than full similar to a set than full corded by the corded by the STANDARD an enrolling for a

 You can locate the 5 digit call numbers in the Directory of Classes, Columbia's online course bulletin: <u>http://www.columbia.edu/cu/bulletin/uwb/.</u> 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.

						Menu H	elp Comments Logout
	/ERSITY		STLIC			/ICES	ONI THE
IN THE CITY OF NEW YO		ISTRATION	CLASS	QUE	RY	/ICLS	ONLINE
Academic Records Academic Profile Addresses	Viewir Hide n	ng Options ny name and perso	onal data	Change.		•	Update View
Certifications Degree App Status							
Grades	Add of	Check Class Statt				Instructor	
Holds	Call#	Class/Title	Instructor	Points	Pass/Fail	Permission	Action
Reg Appts Registration	04999	ANTH 6129 G 001 ECONOMY, SOCIETY AND	Kockelman, Paul	3.00	Grade 👻	Not Required Menu Help	Add Class
COLUMBIA UNIV		OTDATION	STUD	ENT	SERV	ICES (DNLINE
	REGI	STRATION					
Academic Records Academic Profile	Viewing	g Options					
Addresses	Hide m	y name and person	al data	Change		-	Update View
Degree App Status Degree Audit Grades Holds P/D/F Grading Reg Apots	 ✓ ✓ 	Adding ANTH 6129 (he new schedule b	G 001 was suc elow.	ccessful. T	he change is e	ffective immed	liately. See
Registration Schedule	Add or	Check Class Status				Menu He	elp Comments Logout
COLUMBIA UNI IN THE CITY OF NEW YC		ISTRATION	STUE CLASS		RY RY	/ICES	ONLINE
Academic Records							
Academic Profile	Viewi	ng Options					
Addresses Certifications	Hide n	ny name and perso	onal data	Change.		•	Update View
Degree App Status							
Degree Audit Grades Holds P/D/F Grading	۲	Class Restricted Class OT 952 N OTC school.	DLARYNGOLO	GY YR RES	sec: 006 call#	: 10002 is not o	pen to your
Registration	Back To	<u> Registration</u> <u>List A</u>	Il Sections <u>Co</u>	ourseworks			

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.

						Menu Help	Comments Logou
COLUMBIA UNIV		ISTRATIO	STU N CLAS	IDE ss q	NT SE	RVICES C	ONLINE
Academic Records Academic Profile Addresses	Viewi Hide r	ng Options ny name and pe	rsonal data	CI	nange		Update View
Certifications Degree App Status Degree Audit	Add o	r Check Class St	atus				
Grades	Call#	Class/Title	Instructor	Points	Pass/Fail	Instructor Permission	Action
Holds P/D/F Grading Reg Appts	04985	PHIL 9004 G 016 QUODLIBETAL STUDIES IV	Neuhouser, Frederick	4.00 -	Crade 🗸	IDon't Have Permission 👻	Add Class
Registration Schedule	PHIL C must b	G9001x or y-G90 ie made with the	04y * Prerequ director of gra	1 3.50 4.00 4.50	ph-quality work tudie: . Tutoria	in the previous term. Arr work in specialized resea	angements rch topics.
Text Message Enrollment Transcripts	* Bulleti Back Ti	n codes: x=Fall y=Sprir	ig. t All Section	5.00 5.50 6.00	NOKS		
Account	out the						

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.

							monatio	oub Lo	control to proget
COLUMBIA UNIV		SISTRATIO	STU N CLAS	JDE ss Qi	NT S	ERVIC	ES	0	NLINE
Academic Records	Viewi	ng Options							
Addresses	Hide r	ny name and pe	rsonal data	CH	ange		-	U	pdate View
Certifications					-				,,
Degree App Status									
Degree Audit	Add o	r Check Class St	atus						
Grades	Call#	Class/Title	Instructor	Points	Pass/Fail	Instructor I	Permissi	on	Action
Holds		PHIL 9004 G 016							
P/D/F Grading	04985	QUODLIBETAL	Neuhouser, Frederick	4.00 🚽	Grade	Don't Have	Permissio	n 👻	Add Class
Reg Appts		STUDIES IV	Tredenek		Grade				
Registration	PHIL O	G9001x or y-G90	04y* Prereq	uisite: hi	Pass/Fail	in the previo	ous term.	Arra	ngements
Schedule	must b	be made with the	director of gr	aduate s	tudies. Tutor	ial work in spec	cialized re	esear	ch topics.
Text Message Enrollment	* Bulleti	n codes: x=Fall y=Sprir	ıg.						
Transcripts		and the second second		~					

Menu | Help | Comments | Logour

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.

		Query/Add Clas	SS				
Spring	2013 classes						
Select	Class/Title	Instructor	Points/Option	Call #	Day	Time/Location	Start/End
	ANTH 6129 G 001 ECONOMY, SOCIETY AND VALU	Kockelman, Paul	3.00 Letter Grade	04999	Мо	11:00am-12:50pm BTBA RTBA	01/22/201 05/06/201
۲	PHIL 9004 G 016 QUODLIBETAL STUDIES IV	Neuhouser, Frederick	4.00 Letter Grade	04985			
Drop	Change Section	Modify					

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 (<u>http://ce.columbia.edu/withdrawal</u>) 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.