This packet contains essential information about course selection and registration. Use these resources to plan your fall semester courses and begin exploring the array of options available to you.

- How Exactly Do I Register? – A step-by-step guide to registration for fall classes
- Class Schedule Worksheet – A template to help plan your fall schedule
- Core Registration Information Sheet – Information about pre-registered Core curriculum courses
- Registration Information for Classes in the Arts – Instructions regarding courses in creative writing, dance, theatre, visual arts, and music performance
- SEAS Professional Level Courses – Information on required courses for Engineering students

The Center for Student Advising is happy to welcome you to campus. We look forward to working with you to help you achieve a rewarding, fulfilling life here at Columbia!
How exactly do I register?

Where do I start?
1. Read through the Academic Planning Guide for New Students as well as the resources on the CSA webpage and in your school’s Bulletin.
2. Note the meeting times of courses for which you have been pre-registered (using SSOL; see below for details).
3. Research additional courses in the online Bulletin. 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.
4. Create a few sample schedules with alternate times and electives.

Student Services Online (SSOL): Log in to SSOL using your UNI (the combination of letters and numbers that forms the start of your email address) and password. Click on Schedule to see when and where your pre-registered classes meet. Click on Reg Appts to see when your registration appointment times are scheduled. (The Grades screen on SSOL is where you will go to see your grades; Degree Audit Report will show your progress towards the degree.)

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, August 30th and will continue through Friday, September 13th. Your registration appointment times cannot be changed.

How does registration for classes work?
1. During your Registration Appointment time, log in 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. You can add classes online until Friday, September 13th.
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.]
5. Click Drop if you wish to drop a course, either because you made a mistake or because you’ve changed your mind. You can drop classes online until Friday, September 13th.
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, also available in the Center for Student Advising. 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 Special Registration Information worksheet 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 3-13); no courses may be added or dropped electronically after this date.
- Adding classes: you are required to add certain Core and language courses to your schedule by Friday, September 6th; all other classes must be added by Friday, September 13th.
- Dropping classes: the Core drop deadline is Friday, September 13th. The Registrar publishes the Registration dates – the drop deadline for non-Core classes is the 5th week of the term (for CC) and the 10th week of the term (for SEAS).
- 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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Call Number/Section</th>
<th>Days &amp; Times/Location</th>
<th>Instructor</th>
<th>Enrollment</th>
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<tbody>
<tr>
<td>Autumn 2012 :: ECON W1105</td>
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<tr>
<td>ECON 1105</td>
<td>43097 001</td>
<td>MW 1:10p – 2:25p 501 Schermerhorn Hall</td>
<td>S. Gulati</td>
<td>192 / 201</td>
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<tr>
<td>ECON 1105</td>
<td>46397 002</td>
<td>TuTh 6:10p - 7:25p 501 Schermerhorn Hall</td>
<td>B.O’Flaherty</td>
<td>30 / 127</td>
</tr>
</tbody>
</table>

The call number and section number

Current course enrollment indicates space availability

**VERY IMPORTANT**
You will need the call number to register
**Class schedule worksheet**

(Use “Post-its” to make rearranging easier)

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Core Registration Information

To Change Sections of Literature Humanities
The Core Office will consider petitions from students to change their pre-registered sections of Literature Humanities beginning on Tuesday, September 3rd at 9:00 am in 202 Hamilton Hall. Changes will only be made for students who have conflicts with another Core class, major requirement, or varsity athletic practice.

All requests must be made in person by filing a petition with the Core Office in 202 Hamilton.

Registration for all Core classes ends on Friday, September 13th.

To Change Sections of University Writing
Students must submit a petition to request a change of their University Writing section to 310 Philosophy by 4:00 pm on Wednesday, August 28th. The petition form for changing University Writing is on page 13 of this packet.

You may change your section to reconcile conflicts with other courses, university-sponsored extracurricular activities, varsity athletic practices, or university-sponsored work-study hours. You will be allowed to change sections only if there is space available in another section. Students should check their schedule in SSOL on Friday, August 30th to see whether their requests could be accommodated.

To Change Sections of Frontiers of Science
Students must petition to request a change of their Frontiers of Science section in 202 Hamilton at 9:00 am on Tuesday, September 3rd. The petition form will be available in 202 Hamilton. You may change your section to reconcile conflicts with other courses, university-sponsored extracurricular activities, varsity athletic practices, or university-sponsored work-study hours. You will be allowed to change sections only if there is space available in another section.

To reverse the order of University Writing and Frontiers of Science
Columbia College students with a compelling reason to reverse the order of their enrollment in University Writing and Frontiers of Science may submit a petition to request a switch to 310 Philosophy by 4:00 pm on Wednesday, August 28th. The petition form to switch from University Writing to Frontiers of Science is on page 12 of this packet. The petition form to switch from Frontiers of Science to University Writing is on page 11 of this packet. Petitions must include a strong argument as to why one course should take precedence over the other. Even with a compelling reason, the granting of a petition is not automatic, as it depends on availability in both University Writing and Frontiers of Science. Students should check their schedule in SSOL on Friday, August 30th to see whether their requests could be accommodated.

SEAS students must take the Art of Engineering and University Writing in the order they have been pre-registered.

Deferring Frontiers of Science until the Sophomore Year
Prospective science majors who in their first year are enrolled in:
- Literature Humanities
- A mathematics course
- A language course at the Elementary II level or above
- And one of the following science major sequences:
  - CHEM C3045-C3046
  - PHYS C1601-C1602
  - PHYS C2801-C2802

may petition the Committee on Science Instruction to postpone taking Frontiers of Science until their sophomore year. Students wishing to petition should do so in 208 Hamilton.
Language Add and Attendance Policy
All language courses must be added by Monday, September 9th. Attendance in language classes is mandatory; if you miss class in the first week you may be dropped from the roster. Language courses may not be taken Pass/Fail. If you are interested in taking a Barnard language course, you may register for the course online. Please also contact the appropriate department to determine if there are additional registration procedures to ensure your space.

Registration Information for Creative Writing, Dance, Theatre, Visual Arts, Music Performance

Creative Writing
Every class in the Creative Writing Program is open to non-majors. You can register online, through SSOL, for all courses except those workshops that require an application. There are no prerequisites and no application for seminars or beginning workshops. If, while registering online, you are asked whether you have departmental or professor approval, say "Yes" and consider yourself approved. Intermediate, Advanced, and Senior workshops, and the senior seminar, require the submission of a writing sample and approval of the professor in order to register.

If the Beginning workshops are full, continue to look for openings online; if you see an opening, add the class and contact the Instructor immediately for a syllabus and any missed work. There is a great deal of shuffling during the first two weeks of the semester; typically, students end up with at least one of the classes they wanted to take.

Please see the Creative Writing department website for additional information. To register for Filmwriting please contact the Undergraduate Film Program. To register for Playwriting please contact the Undergraduate Theater Program.

Dance
Students interested in taking Dance classes at Barnard should note the prerequisites as specified in the course catalogue and then register online. Students may seek the advice of a dance faculty member as well as self-evaluate their own technical proficiency. Students must attend the first class or risk losing their place in the course. The first class of the semester serves as an audition/ placement class. As a guide for Ballet and Modern, level I is beginning and level VI is pre-professional. For styles courses (African, Flamenco, Tap, Jazz) a student must be an intermediate level III dancer. For additional registration and placement information, please visit the Dance Department website for additional information.

Please note: In order for a Barnard dance class to satisfy one of the Physical Education requirements, students must take a Columbia Physical Education class first.

Visual Arts
Visual Arts courses are open for online registration through SSOL. If a course is full, students should complete the appropriate wait-list, which can be found on the course directory.
Theatre
Auditions are required for the semester's acting classes and productions. All students planning to audition for classes or productions must go to a mandatory introductory meeting which will be held in Minor Latham Playhouse, 118 Milbank Hall at 5:30 pm on Tuesday, September 3. Auditions will begin promptly after the meeting.

Tuesday, September 3
6:30 pm – 8 pm & 8:30–10pm: Auditions for returning and transfer students

Wednesday, September 4
6 pm – 9 pm: Auditions for First-Year students

You may prepare a 2-minute monologue or visit the Theatre Department office, 507 Milbank Hall, for material. Auditions are held in the Minor Latham Playhouse; students should plan to stay for the entire audition session. Please see the Theatre Department website for additional information.

Music Performance
For information about music lessons, university orchestra, chamber ensembles, jazz ensembles, Collegium Musicum, Bach Society, Marching Band, Wind Ensemble, Klezmer Band, and more, please contact the Music Performance Program directly. You can visit the website, stop by the office in 618 Dodge Hall, or ask questions of Professor Gerbino and other faculty members at the Academic Resources Fair on Wednesday, August 28th.

Private lessons in orchestra instruments & guitar: Private lessons are offered in orchestral instruments, early music instruments, classical piano, voice, guitar, percussion, organ, harp, jazz trombone, saxophone, trumpet, guitar, bass, piano and drums, jazz voice. Students are selected for private lessons through auditions in the fall. Do not register for lessons until you have received confirmation of placement. Following a successful audition, students will be placed in weekly private lessons with a Music Associate (1 credit); there are 12 half-hour lessons per semester, or 6 one-hour lessons every other week. You will be given a letter grade for lessons, and habitual tardiness will result in a lowered grade. We will place you with the teacher we feel is best for your level, personality, and interests. More information about auditioning for private music lessons or for any ensembles can be found on the website of the Music Performance Program. You may also contact Beth Pratt, Music Performance Program Coordinator, at bp2413@columbia.edu.

Waiting list: It is inevitable, given the high level of demand, that some of you will not receive lessons. If this happens, you will be placed on a waiting list and offered lessons when and if a slot becomes available later in the year. Slots rarely open, however, and in most cases you will need to re-audition the following fall. Please note that we do not offer auditions in the spring, nor can we add anyone into lessons or ensembles during the spring term. The demand for guitar lessons far exceeds the number of lesson slots, so priority is given to more advanced players.

Referral list: We offer private lessons in many instruments, but we do not offer beginning instruction in any instrument except piano. If you wish to learn to play an instrument, we can put you in contact with a teacher in the neighborhood, though you will not receive credit for these lessons. Come by 618 Dodge and ask to see the Referral Teacher List.

Practice rooms: http://music.columbia.edu/practiceroompolicies
Professional-Level Courses for Engineering Students

All Columbia Engineering students are required to take at least one professional-level course chosen from the following list before the end of the sophomore year, and preferably during the first year. Professional-level courses are taught by regular department faculty and thus provide a double introduction to both subject area and faculty.

Courses offered fall semester

BMEN E1001x: Engineering in medicine
The present and historical role of engineering in medicine and health care delivery. Engineering approaches to understanding organismic and cellular function in living systems. Engineering in diagnosis and treatment of disease. Medical imaging, medical devices: diagnostic and surgical instruments, drug delivery systems, prostheses, artificial organs.

CHEN E2100x: Introduction to chemical engineering
This course serves as an introduction to the chemical engineering profession. Students are exposed to concepts used in the analysis of chemical engineering problems. Rigorous analysis of material and energy balances on open and closed systems is emphasized. An introduction to important processes in the chemical and biochemical industries is provided.

ELEN E1201x and y: Introduction to electrical engineering, with laboratory in circuit design
Exploration of selected topics and their application. Electrical variables, circuit laws, nonlinear and linear elements, ideal and real sources, transducers, operational amplifiers in simple circuits, external behavior of diodes and transistors, first order RC and RL circuits. Digital representation of a signal, digital logic gates, flipflops.

GRAP E1115x and y: Engineering graphics
Visualization and simulation in virtual environments; computer graphics methods for presentation of data. 3-D modeling; animation; rendering; image editing; technical drawing.

MECE E1001x: Mechanical engineering: micromachines to jumbo jets
The role of mechanical engineering in developing many of the fundamental technological advances on which today’s society depends. Topics include airplanes, automobiles, robots, and modern manufacturing methods, as well as the emerging fields of micro-electro-mechanical machines (MEMS) and nanotechnology. The physical concepts that govern the operation of these technologies will be developed from basic principles and then applied in simple design problems. Students will also be exposed to state-of-the-art innovations in each case study.

Courses offered spring semester

APPH E1300y: The physics of the human body
Human body analyzed from the basic principles of physics: energy balance in the body, mechanics of motion, fluid dynamics of the heart and circulation, vibrations in speaking and hearing, muscle mechanics, vision, gas exchange and transport in the lungs, structural properties and limits, and other topics.

APAM E1601y: Introduction to computational mathematics and physics
Mathematics and physics problems solved by using computers. Topics include elementary interpolation of functions, solution of nonlinear algebraic equations, curve-fitting and hypothesis testing, wave propagation, fluid motion, gravitational and celestial mechanics, and chaotic dynamics.
CIEN E1201y: The art of structural design
Basic principles according to which many structures are designed, constructed, and maintained in service. How strength and safety are treated and the role of the computer at this design stage. Performance requirements, such as noise and motion limitations. Classic and new materials of construction, their important features, and laboratory demonstration of properties. Management of both design and construction projects, and follow-up assessment monitoring and control.

EAEE E1100y: A better planet by design
Sustainable development and management of Earth resources (water, minerals, energy and land) are now recognized globally as an essential goal. A “systems analytic” approach to understanding feedbacks and interactions between human activity and the environment is introduced. Elements of integrated assessment, modeling, forecasting and decision analysis are illustrated by means of case studies of current resource and environment concerns.

ELEN E1201x and y: Introduction to electrical engineering, with laboratory in circuit design
Exploration of selected topics and their application. Electrical variables, circuit laws, nonlinear and linear elements, ideal and real sources, transducers, operational amplifiers in simple circuits, external behavior of diodes and transistors, first order RC and RL circuits. Digital representation of a signal, digital logic gates, flipflops.

GRAP E1115x and y: Engineering graphics
Visualization and simulation in virtual environments; computer graphics methods for presentation of data. 3-D modeling; animation; rendering; image editing; technical drawing.

MSAE E1001y: Atomic-scale engineering of new materials
An introduction to the nanoscale science and engineering of new materials. The control and manipulation of atomic structure can create new solids with unprecedented properties. Computer hard drives, compact disc players, and liquid crystal displays (LCDs) are explored to understand the role of new materials in enabling technologies. Group problem-solving sessions are used to develop understanding.
Columbia College

Petition to Switch from Frontiers of Science to University Writing

Name (Print)____________________________________________________________

UNI____________________________________________________________

Petitions are due in 310 Philosophy Hall by 4pm, Wednesday, August 28, 2013.

___ I want to switch from Frontiers of Science to University Writing

Select a minimum of three choices from the time slots below.

Mark them—1, 2 and 3—in order of preference. You must make three selections. You can choose from our regular sections of UW, C1010, and/or from our themed sections.

University Writing, C1010:

|---|---------------|-----------------|--------------|--------------|--------------|-------------|-------------|--------------|-------------|----------------|-------------|

C1011 - UW Readings in American Studies:

|---|--------------|-----------------|--------------|-------------|

C1012 - UW Readings in Gender and Sexuality:

|---|--------------|-----------------|-------------|-------------|

C1013 - UW Readings in Sustainable Development:

|---|--------------|--------------|----------------|

C1014 - UW Readings in Human Rights:

|---|--------------|-------------|-------------|

C1020 - UW for International Students:

|---|----------------|-----------------|-------------|

Please note: C1020 sections are designed for students who are English language learners, or who seek extra support in learning the conventions of American academic prose.

I understand that this petition will only be granted IF there is space in the time-slots that I indicated.

Student Signature__________________________________________________________

Office Use Only   Assigned Section__________________ Initials_________________
Columbia College
Petition to Switch from University Writing to Frontiers of Science

Name (Print)__________________________________________________________

UNI________________________

Please bring the completed petition to 202 Hamilton Hall. Petitions are due by 4pm, Wednesday, August 28, 2013.

___ I want to switch from University Writing to Frontiers of Science

STUDENTS WILL BE REGISTERED FOR THE DISCUSSION SECTION AND THE LECTURE (M 11-12:30).

Select a minimum of three choices from the time slots below for the Discussion section.

Mark them--1, 2 and 3--in order of preference.

Tuesday 11:00-12:50____ Wednesday 9:00-10:50 ____ Wednesday 6:10-8:00____
Tuesday 2:10-4:00 _____ Wednesday 11:00-12:50____ Thursday 9:00-10:50 _____
Tuesday 4:10-6:00 _____ Wednesday 2:10-4:00 ____ Thursday 11:00-12:50____
Tuesday 6:10-8:00 _____ Wednesday 4:10-6:00 ____ Thursday 2:10-4:00 _____

I understand that this petition will only be granted IF there is space in the time-slots that I indicated.

Student Signature__________________________________________________________

Office Use Only  Assigned Section_______________  Initials______________
UNIVERSITY WRITING: Petition to Change Sections or Enroll

All petitions must be submitted to 310 Philosophy, by 4pm, Wednesday, 28 August 2013
Students are responsible for checking their schedule on SSOL to determine new section.

Students may submit a petition if they are
1. not enrolled in a section
2. currently enrolled in a section that causes an irreconcilable conflict with a required course, athletic practice, or other academic obligation.

NAME: (please print) _____________________ UNI: __________

SELECT:
O Not currently enrolled in a section
O Currently enrolled in a section that conflicts with projected schedule

NATURE OF CONFLICT:
O Required class (please specify course name and time): _______________________________________________
O Other academic obligation (please specify): ___________________________________________________________
O Sports Schedule (signature from Dean Blackett required): _____________________________________________

Select at least three choices from the time slots below.
Mark them—1, 2 and 3, etc.—in order of preference. You must make at least three selections. You can choose a regular University Writing section (ENGL C1010) and/or a themed section.

University Writing (ENGL C1010):

UW Readings in American Studies (ENGL C1011):

UW Readings in Gender and Sexuality (ENGL C1012)

UW Readings in Sustainable Development (ENGL C1013)

UW Readings in Human Rights (ENGL C1014)

UW for International Students (ENGL C1020) (specifically designed for English language learners):

I understand that this petition will only be granted IF there is space in the time-slots that I indicated.

Student Signature__________________________________________________________

Office Use Only: Assigned Section: _____________________________ Initials: __________