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

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 29th and will continue through Friday, September 12th. 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/](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 12th.
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 12th.
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 Registration Adjustment 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 Art of Engineering, consult your Adviser.

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 2-12); 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 5th; all other classes must be added by Friday, September 12th.

- Dropping classes: the Core drop deadline is Friday, September 12th. 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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<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>
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</table>

The call number and section number

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

Current course enrollment indicates space availability
Class schedule worksheet
(use “Post-its” to make rearranging easier)

<table>
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<th>THURSDAY</th>
<th>FRIDAY</th>
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Core Registration Information

To Change Sections of Literature Humanities or Frontiers of Science
The Core Office will consider petitions from students to change their pre-registered sections of Literature Humanities and Frontiers of Science sections beginning on Tuesday, September 2nd 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 12th.

To Change Sections of University Writing
To change your University Writing section, you must fill out the petition (see pages 10-12) in person on Wednesday, August 27th by 4pm. 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 fill out a petition (see pages 10-12) in person on Wednesday, August 27th by 4pm. 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.

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 8th. 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 & Performing Arts & Writing Classes

Visual Arts

How do I register for Visual Arts courses?
Students are able to register for VA courses online through SSOL. If classes are full, students should just show up to the first class to see if they can secure a seat. Likewise, registered students who fail to show up to the first day of class will lose their spots. Photography courses have a wait-list if classes are full: http://arts.columbia.edu/photolist
or
Visual Arts courses are open for on-line registration. If a Visual Arts class is full, visit arts.columbia.edu/registration_info.

Creative Writing

How do I register for Creative Writing courses?
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.

Students seeking to enroll in Intermediate, Advanced, and Senior-level Creative Writing workshops should:
1) Join the electronic wait-list through SSOL
2) Submit an application and writing sample(s) to the Undergraduate Creative Writing Program (617 Kent Hall) before the deadline: Tuesday, August 26th at 4:00 PM.
3) Expect to receive an e-mail from the Undergraduate Creative Writing Program regarding their application status (approved, wait-listed, not accepted) prior to the first class meeting.
4) If accepted into a workshop, students must attend the first class session or risk losing a place on the roster.

Students interested in Beginning Workshops and Seminars should:
1) Join the electronic wait-list through SSOL
2) Attend the first class session or risk losing a place on the roster.

Important links:
Fall 2014 courses
Fall 2014 registration/application procedures
Application
Theater
How do I register for Theater Classes, Acting Classes, and Productions?

Auditions are required for each semester's acting classes and productions. Sign-up sheets for audition sessions are posted in the lobby of the Minor Latham Playhouse on the first floor of Milbank Hall at Barnard College. Students auditioning for courses/productions that require singing (e.g. Acting the Song) should prepare a 2-minute monologue as well as a standard chorus, or approximately 16 bars, to be sung a cappella. Otherwise, students should prepare a 2-minute monologue only. Please see http://theatre.barnard.edu for additional information.

Music
I would like to take Music lessons and/or get involved with the music performance program:

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 at http://music.columbia.edu/mpp or stop by the office in 618 Dodge Hall.

Auditions are required for music lessons as well as music performance groups, and will be held during the first week of classes every fall term. 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.

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.

Information about Practice rooms

To learn about upcoming concerts, events, and news in the Columbia Music Performance Program, please subscribe to the email newsletter at this page: https://lists.columbia.edu/mailman/listinfo/mpp-announce
Voice Lessons, Barnard-Columbia Chorus, and Chamber Choir

Music@Barnard V1593 & V1595

Auditions for solo voice lessons and voice classes
Wednesday, Sept 3 and Thursday, Sept 4 from 6pm-10pm in 404 Milbank

If you are interested in the Chorus and Choir, please attend the first rehearsal of the ensemble:
The Barnard Columbia Chorus 6-8 pm on September 9, 405 Milbank
The Barnard- Columbia Chamber Choir 8-9 pm September 9, 405 Milbank
Please note: There are no auditions for the choirs.

For more information, please contact Gail Archer at garcher@barnard.edu

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.
UNIVERSITY WRITING: Petition to Change Sections or Enroll

All petitions must be submitted to 310 Philosophy, by 4pm, Wednesday, 27 August 2014
Students are responsible for checking their schedules on SSOL to determine their new section.

Students may submit a petition if they are:
1. not enrolled in a section; or
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 course/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, 3, etc.--in order of preference. You must make at least three selections. You can choose a standard 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 Readings in Data Sciences and Engineering (ENGL C1015):

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: ________
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 27, 2014.

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

I am currently enrolled in course/section ____________________________.

STUDENTS WILL BE REGISTERED FOR THE DISCUSSION SECTION AND THE LECTURE (MONDAYS, 11 AM TO 12:30 PM).

Select at least three choices from the time-slots below for the Discussion section.

Mark them—1, 2, 3, etc.—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 ____

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

Student Signature_____________________________________________________

_____________________________________________________

Office Use Only  Assigned Section__________________ Initials_____________
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 27, 2014.
___ I want to switch from Frontiers of Science to University Writing
Reason: __________________________________________________________

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

University Writing, 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 Readings in Data Sciences and Engineering (ENGL C1015):

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

Please note: C1020 sections are designed for students who are English language learners seeking 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:____________________________________________________

Official Use Only  Assigned Section______________  Initials______________  Fall 2014