How exactly do I register?
Transfer student edition…

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. Research 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.
3. 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 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 will be listed on SSOL prior to your first appointment. Your initial registration period will begin on Tuesday, August 20th and end on Thursday, August 22nd. You will have additional opportunities to register right before classes begin through Friday, September 13th. Your registration appointment times cannot be changed.

How does registration for classes work?
1. During your Registration Appointment time, 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. 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.

New registration tool:
A new feature being introduced this summer is called the “Wish List.” The Wish List gives you the ability to build your schedule of classes on-line prior to your registration appointment time and will also allow you to register for these courses all at one time when your registration appointment time arrives. After you add courses to your Wish List and hit the “Submit” button, SSOL will register you for all of the open courses you have selected. Courses that are blocked, full, or in conflict with other courses on your schedule will be left on your Wish List. In this way, you can more easily monitor the
status of these courses. Later on, your Wish List will be linked to new Wait List functionality so that you can easily add your name to electronic course **Wait Lists** when these exist for certain courses.

**What should I keep in mind?**
- All students are required to register for a minimum of 12 credits per term
- CC Students take an average of 15.5 points per term and may not exceed 22 credits per term
- SEAS Students take an average of 16 points per term and may not exceed 21 points per term
- CC Students may choose to take 1 course for Pass/D/Fail (with restrictions). Click [HERE](#) to read more about the Pass/D/Fail policy (scroll toward bottom of page)

**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. If a class you want to take is full, 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 schedules. The change of program period is September 3-13.
- If a **Core** class you hope to register for is full, you may petition the Core Office beginning on Tuesday, September 3rd at 9:00 am in 202 Hamilton Hall.
- 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 drop deadline for non-Core classes is the 5th week of the term (for CC) and the 10th week of the term (for SEAS) (the exact dates are published on the Registrar’s website).
- If you are interested in taking courses in the **arts** (creative writing, dance, music performance, theatre, visual arts) note the Registration Information for Arts document for special registration instructions.
- **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!

**Stay Tuned…**
- New policies and procedures relevant to registration may be announced soon, so keep an eye out for updates via email.
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

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Call Number/Section</th>
<th>Days &amp; Times/Loc</th>
<th>Instructor</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn 2012 :: ECON W1105</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
</tr>
<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

You will need the call number to register

Academic Information for Fall 2013