Dear Student,

This letter contains important information about how to register for the Fall 2011 semester. Most Columbia students register for classes on Student Services Online (SSOL) via the Web.

Students must register during an assigned registration appointment time. After your initial registration (i.e., you’ve added at least one class to your program) any further registration change is considered to be a change of program. As a transfer student, you will have your first registration appointment time between **August 23-25**.

The Fall 2011 change of program period, during which you may freely add and drop classes from your schedule, begins on the first day of classes and continues through Friday, September 16.

In order to use SSOL, you must have activated your Columbia University Network IN (CUNI) and password. If you don’t know your CUNI and password, please see below.

**Web Registration**

1. Please make sure that you’ve followed the advising guidelines and have discussed your program with an advisor before you begin.
2. Log on to SSOL from the Columbia Homepage ([www.columbia.edu](http://www.columbia.edu)) click Students and then Student Services Online.
3. Click Registration Appointments to see your registration times.
4. During your assigned appointment time, click Registration in SSOL to register.

**CUNI & Password**

1. Go to [www.columbia.edu](http://www.columbia.edu)
2. Click on Computing & Email
3. Click on Manage Computer ID
4. Click on Create/Activate a NEW ACCOUNT
5. Enter your name or UNI and follow the instructions to activate your UNI and create your password.

**Also available on SSOL**

- Your Academic Records
- Your Account
- Your Columbia Card
- Your Financial Aid

*If you have no Web access, please call the Registrar at 212-854-4330 to resolve Registration issues.*