

What is SSOL?

[SSOL](#) (or Student Services Online) is the University's web-based, multi-purpose tool for accepted students. You can login with your UNI and password to check your registration appointment times, register for your courses, view your bill, update your address, and check for holds that may be blocking your registration.

What is Courseworks/Canvas?

[Courseworks/Canvas](#) is a course management system that provides online learning and information sharing tools for an interactive educational experience. This robust system offers information sharing between instructors and students through collaboration tools, such as email, chat and wiki; discussion boards; test creation; an improved grade book; calendaring; and social media.

What is Vergil?

[Vergil](#) contains consolidated course information from the Directory of Classes (DOC), [Courseworks/Canvas](#), and school bulletins, and allows you to search for courses by instructor, date and time, department, subject area, key words, etc. Find syllabus, textbook information, and course evaluations when available before you commit to a course. Keep track of your courses of interest with Vergil's Course Planner and graphical calendar interface, and then export your projected schedule to your other calendar apps. When you're done making choices, you can export your course selections to your [SSOL](#) Wish List and be ready to register as soon as your appointment time arrives.

What is the [Columbia University Directory of Classes](#)?

[The Directory of Classes](#) (sometimes referred to as The Directory) is the Registrar's University-wide data base or basic information, meeting times, class locations and instructors. This Database is a little less user-friendly but the most up-to-date.

Are there any other listings outside of these databases?

Yes! The [Mailman Institute of Public Health](#), the [Teacher's College](#), [Columbia Business School](#), and [Columbia Law School](#) all have their own course listings. Not all of those directories will overlap with Vergil, Columbia University Directory of Classes, or even [SSOL](#). For info on how to register, see "How do I know which courses I can take?" below/

When will upcoming semester course offerings be finalized?

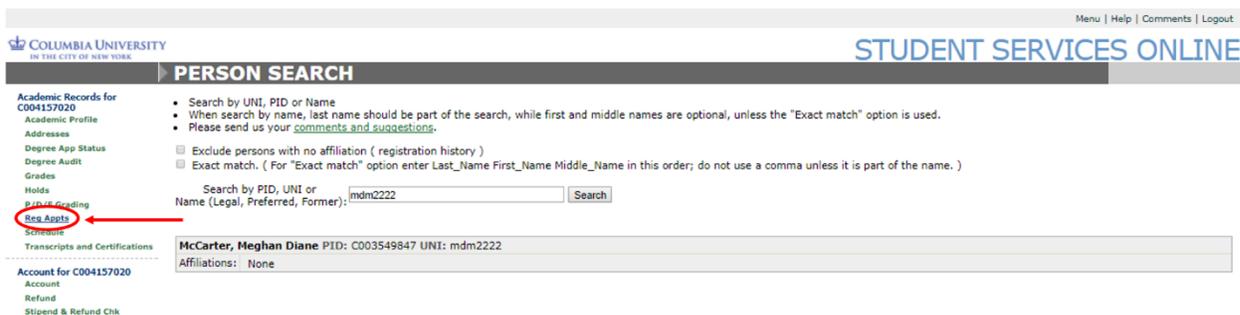
This depends on the administration of each department but generally listings are finalized a month before the end of the previous quarter. As you might expect, there are always some stragglers, so if behooves you to run one last search right before your registration appointment.

When will my registration time be posted?

Your registration appointment for the fall should have been posted last week. If it has not yet, please contact Meghan <mdm222@columbia.edu>. You can check for yourself by logging into [SSOL](#) and clicking on "Registration Appointment" in the left-hand menu. They will be posted in for the spring semester sometime in early November.

Where will my registration time be posted?

Your registration will be posted through the [SSOL](#) portal. In the left-hand menu, under the heading "Your Academic Records, click on the green link "Reg Appts". Your previous and future registration times will be posted there.



The screenshot shows the SSOL Student Services Online portal. At the top right, there are links for Menu, Help, Comments, and Logout. The main header includes the Columbia University logo and the text "STUDENT SERVICES ONLINE". Below this is a "PERSON SEARCH" section. On the left, there is a navigation menu with items like "Academic Records for C004157020", "Academic Profile", "Addresses", "Degree App Status", "Degree Audit", "Grades", "Holds", "PID or Grading", "Reg Appts" (highlighted with a red circle and arrow), "Schedules", "Transcripts and Certifications", and "Account for C004157020". The main content area shows search instructions and a search result for "McCarter, Meghan Diane" with PID: C003549847 and UNI: mdm2222. The search criteria used were "mdm2222".

How to I export my choices from Vergil to SSOL?

Once you've planned your schedule in Vergil, you can export your courses using the "Push Courses to SSOL Registration" button:



From there, your selection will populate your SSOL Wish List. During your next appointment time in SSOL, you will be able to move them to your schedule.

How do I register for classes that are NOT listed in Vergil (i.e. Mailman and Teacher's College Classes?)/ How do I cross register?

Business School: Decisions and processing of all cross-registration applications will be made on a first-come, first-serve basis. Students may apply to 3 courses. All prerequisites will be enforced. <http://www8.gsb.columbia.edu/programs/mba/academics/classes/cross-registration>

Mailman School of Public health, Columbia College, School of Social work, and Teacher's College require filling out the [Registration Adjustment Form](#), have it signed by your instructor and turn the form into the Columbia Registrar's at 109 Low Library (the GSAS Dean's Office).

How do I know which courses I have to take?

The courses for each QMSS track are listed in the Course Planning Worksheets on the Degree [Requirements Page](#) on the QMSS website. [Traditional Track](#), [Economics Concentration](#), [Experiments Concentration](#), [Data Science Concentration](#), [Data Science Focus](#), [MPA Dual Degree](#), and [MIA Dual Degree](#) students will find their respective worksheets there.

How do I know which courses I can take?

General Rules

You have implicit instructor permission for ALL QMSS CLASSES. OUTSIDE OF QMSS, your ability to get into the class will be determined by the registration priority of that class as well as you eligibility based on pre- and co-requisite classes. QMSS Students have registration priority for all QMSS classes. You will have no trouble registering for the classes that you need in order to graduate.

ALWAYS EMAIL THE INSTRUCTOR WHEN REGISTERING FOR A NON-QMSS CLASS. Do not email departmental administrators regarding registration unless specifically directed to do so.

NOTE: [SSOL](#) may allow you to register for a class without the pre-requisites of requires permissions. However, if you are ineligible for the course, the system will kick you out within the first two weeks of classes.

Once you have fulfilled the core requirements of your concentration or track, you may count any graduate-level **(4000+) class in QMSS, Economics, Computer Science, Mathematics, Statistics, Political Science, Sociology, Psychology, or History may be counted towards your degree** progress in the elective category. If you want to take a class outside one of these departments (e.g. in Mailman, Teacher's College, School of Social Work, the Business School), please send the course information to qmss@columbia.edu to have it approved for the QMSS degree.

If you have completed ALL the core and elective requirements of your track and you still have room left in your schedule, you are free to take *any* class at Columbia for which you can secure instructor permission.

For students who wish to take elective courses in other Departments within GSAS or other schools within Columbia, please be aware that each has a distinct cross-registration process. QMSS cannot *guarantee* enrollment in any non-QMSS classes not listed on the [Degree Requirements Worksheet](#) corresponding to your curricular track.

Statistics

The GU42XX "shadow course" versions of the 500-level electives should be open to QMSS students pending space.

Economics

4000-level econ courses are open to QMSS Students pending space, EXCEPT for 49XX-level courses, which are not open to non-ECON students. The 5000-level econ courses are NOT open to non-ECON students. 6000-level courses require satisfactory completion of the Math Exam at the beginning of the Fall Semester. For more information on the Math Exam, contact Meghan McCarter at mdm2222@columbia.edu.

Math

Math classes are generally not open to non-Math students until the last week of registration, at which point they open to the rest of GSAS.

Computer Science

COMS courses should now be open to non-CS students to add themselves to the waitlist. We are managing the CS Waitlists internally and will move students into classes as space allows.

Industrial Engineering and Operations Research

The IEOR department has a cross-registration process for all non-IEOR students. If the student is interested in taking IEOR courses, they are welcome to apply through [HERE](#).

School of International and Public Affairs (SIPA)

Non-SIPA students are permitted to register for a maximum of 9 credits per semester. The courses listed below are open for registration to non-SIPA students for Spring 2018. Additional courses will be added to this list throughout the change of program period, beginning January 16, 2018. Please continue to check the site for newly added courses. Note that some courses below have pre-requisites. All other SIPA courses are closed to cross-registrants. SIPA core courses are never available for cross-registration. Please visit [THIS PAGE](#) for a list of classes approved for on-SIPA cross-registration.

Columbia Business School

QMSS Students may register for select [MBA](#), [EMBA](#), and [PhD](#) courses through the business school. These classes must be approved on a one-off basis by the Program Director <qmss@columbia.edu> in order to be counted towards the QMSS degree. The business school runs on a DIFFERENT REGISTRATION schedule than the rest of Columbia. All cross-registration must be done through the [MBA](#), [EMBA](#), and [PhD](#) websites respectively. Please read their timeline and policies closely before beginning the process.

Teachers College

Complete the Columbia University [Registration Adjustment Form \(RAF\)](#) and have it signed by your instructor. Submit the form to the GSAS Dean's Office at 109 Low Library before 5:00 PM on the last day of the add/drop period.

School of Social Work

Complete the Columbia University [Registration Adjustment Form \(RAF\)](#) and have it signed by your instructor. Submit the form to the GSAS Dean's Office at 109 Low Library before 5:00 PM on the last day of the add/drop period.

Mailman School of Public Health

QMSS students are limited to cross-registering for two courses per semester and no more than twelve credits. Once a student receives permission from the instructor, the student must officially register and pay the full tuition rate for the class. Submit [THIS FORM](#) to the Mailman School of Public Health department offering the course to request permission, and obtain the signature of the [Department Coordinator/Academic Liaison](#). Take the signed form to the Office of Student Affairs (OSA) for a final approval signature. OSA is located at 722 West 168 Street,

Suite 1014. You must then ALSO submit the [Registration Adjustment Form \(RAF\)](#) to the GSAS Dean's Office at 109 Low Library before 5:00 PM on the last day of the add/drop period. Students with questions or concerns should contact the Office of Students Affairs <msph-osa@columbia.edu>, (212-342-3128) for assistance.

Columbia Law School

The cross-registration form can be found on their website [HERE](#). Please note that only full-time students are allowed to enroll in law school courses.

What's the deal with waitlists?

WITHIN QMSS, you have implicit instructor permission for ALL QMSS CLASSES. If the system asks, indicate that you have it and add the class to your schedule. You will be AUTOMATICALLY BE ADDED TO THE WAITLIST and subsequently moved to the roster within ~48 hours.

OUTSIDE of QMSS, waitlist policies will vary from instructor to instructor and from department to department. This is why you should *always* reach out to the instructor FIRST, when registering for a NON-QMSS class. Even if they don't respond immediately, it is important to document your interest in their class. Even if you cannot register through SSOL.

If you are trying to onto a roster, always plan to ATTEND THE FIRST CLASS MEETING.

If you HAVE documented permission for a NON-QMSS class but SSOL still won't allow you to add yourself to the waitlist and/or register directly, then you will need to turn in the paper [Registration Adjustment Form](#) to the **GSAS Dean's Office in Low Library 109**. If the professor gave EXPLICIT permission in email form (i.e. not if's, and's, or but's), then you can print out that email and attach it to the form in lieu of an ink signature.

This year, the Registrar is limiting the number of waitlists you can join to three. We will move you off of the QMSS waitlists as soon as possible but if you need to join the waitlist for another department, you can always wait to enroll in QMSS classes, since you have privileged access to our offerings.

You can look-up any Columbia affiliate's contact info using their name or UNI in the [Columbia Directory](#).

How do I get off the waitlist?

Students on the waitlist will be offered a seat in the class in the order in which they were added OR at the discretion of the instructor. This will only happen if an enrolled students drops within the first 2 weeks of the semester. If you have reason to believe there is a good chance that this will happen, you should continue to attend the class until it does. (NOTE: If you attend two weeks of the class and no spots open up, the instructor may ask you to stop attending.)

What is a Residence Unit?

In addition to registering for individual courses, students in the Graduate School of Arts and Sciences are required to register for a "Residence Unit" (RU), which provide the basis for registration limits and tuition charges. You MUST register for an RU (either full, half, or quarter) at beginning of each semester BEFORE you can register for the rest of your classes. This will appear in SSOL as a zero-credit course.

Full-time Residence Unit (less than or equal to 20 points). Students who register for more than 20 points will be charge and <i>additional</i> \$1,790 per each point above 20.	Call #: 99991	\$31,732
Half Residence Unit (three or fewer <i>classes</i>).	Call #: 99992	\$17,194

Quarter Residence Unit (two or fewer <i>classes</i>)	Call #: 99993	\$9,938
Extended Residence (to be taken <i>only after 2 FT RUs</i>)	Call #: 77771	\$12,068

How many courses can I take?

To receive your degree, you must complete 30 credits/points. Classes range from 0 to 4 credits/points.

Students enrolled in a Full-time Residence Unit can register for up to 20 credits per semester. If you exceed 20 credits within a unit, you will be charged additional tuition.

Students registered for a Half-Residence Unit may register for up to 3 courses per semester.

Students registered for a Quarter-Residence Unit may register for up to two courses per semester.

Students enrolled in an Extended Residence Unit are considered full time as long as they enroll in at least one class. They may enroll in as many QMSS courses as they want and up to two non-QMSS classes (with no credit limit).

How few courses can I take?

Students enrolled in a full Residence Unit can register for no fewer than 4 classes per semester to retain their full time status.

Students registered for a half-Residence Unit may register for up to 2 classes per semester to retain their half-time status.

Students registered for a quarter-residence unit may register for no fewer than 1 class per semester to retain their quarter-time status.

How do I secure permission from a professor?

The instructor will indicate permission by signing the student's registration form in the column marked "Instructor Approval." Alternately, you can print out and email from the professor clearly stating the course number and their permission.

If instructor permission is required, there will be an option where you may select whether or not you have instructor permission. While the system may allow you to indicate that you have instructor permission, if they do not, you may be unenrolled from the course at a later time.

You can look-up any Columbia affiliate's contact info using their name, UNI, or email in the [Columbia Directory](#).

What if I haven't completed the pre-requisite courses for a class?

Students should not register for courses if they have not met the stated prerequisites. However, in exceptional cases, students may be granted permission to enroll in such courses by demonstrating to the instructor that they have competence equivalent to the prerequisites.

How do I take a course Pass/Fail?

You may select this option up to the Pass/Fail/R deadline for the semester by navigating to your schedule in [SSOL](#) and clicking the Pass/Fail/R button next to the class.

You CANNOT take any required courses Pass/Fail/R. You CANNOT count a course/credits taken for P/F or R credit towards your degree requirements.

The Pass/Fail/R deadline for 2017 is Thursday, Nov 15th. Grading options may not be changed or "uncovered" after this date.

Should I take a course Pass/Fail?

You CANNOT take any required courses Pass/Fail/R. You CANNOT count a course/credits taken for P/F or R credit towards your degree requirements.

We do not generally recommend this option for any classes. However, if the drop deadlines have passed, this may be a good option if you feel that cannot achieve an otherwise satisfactory grade in the class. You may also choose this option simply because you would like to expand your knowledge without the pressure of a letter grade. Some course may require instructor permission to select this option.

The Pass/Fail/R deadline for 2017 is Thursday, Nov 15th. Grading options may not be changed or "uncovered" after this date.

What does it mean to take a class for R credit?

R is a non-evaluative grade, not a change in course grading option, that confers credit for registration without designating an A-F letter grade. Enrolling in a class for R credit is not the same as taking a class on a Pass/Fail basis or as an auditor. Students who have received R credit for a course can view the R grade in the grade screen in SSOL.

You CANNOT take any required courses for R credit. You CANNOT count a course/credits taken for R credit towards your degree requirements.

We do not generally recommend this option for any classes. However, if the drop deadlines have passed, this may be a good option if you feel that cannot achieve an otherwise satisfactory grade in the class. You may also choose this option simply because you would like to expand your knowledge without the pressure of a letter grade. Some course may require instructor permission to select this option.

The Pass/Fail/R deadline for 2017 is Thursday, Nov 15th. Grading options may not be changed or “uncovered” after this date.

When is the last day I can add/drop a class?

To make sure it does not count towards your tuition calculation for the Residence Unit, you must drop a class during the first two weeks of the fall or spring semester. The deadline for Fall 2017 is Friday, Sept 14th. To ensure that a class does not factor into your transcript, the drop deadline for Fall 2017 is Tuesday, Oct 9th (NOTE: classes dropped at this point will still be billed to you).

Failure to attend classes or unofficial notification to the instructor does not constitute dropping a course. Students who stop attending a course without formally dropping it by the deadline will be assigned a grade.

NOTE: SSOL will continue to let you add and drop courses after the first two weeks of the semester. Courses dropped within this period will no longer appear in your schedule. HOWEVER, any courses added or dropped after the first two weeks of the semester WILL appear on your bill. DO NOT CONTINUE TO USE THIS AS A SHOPPING PERIOD.

Please familiarize yourself with the [GSAS Academic Calendar](#) to stay abreast of university deadlines, breaks, and holidays.

When do I have to pay my bill?

Your final bill will be calculated and on Sept 14th. It will likely fluctuate before that point as you add and drop classes. Make sure your schedule is final by Sept 14th so that your total is accurate when it comes due.

If your bill is not accurate on the evening of Sept 14th, do not pay it. Contact Student Financial Services RIGHT AWAY and they will address it the following Monday.

Please familiarize yourself with the [GSAS Academic Calendar](#) to stay abreast of university deadlines, breaks, and holidays.

NOTE: DO NOT GET OVERCHARGED! SSOL will continue to let you add and drop courses after the first two weeks of the semester (i.e. Friday, Sept 14th). Courses dropped after this point but before the add/drop deadline (i.e. Tuesday, Oct 10th) will no longer appear in your schedule. HOWEVER, any courses added or dropped during this period WILL appear on your bill. DO NOT CONTINUE TO SHOP CLASSES AFTER SEPT 14th!!!

Can I switch sections within a course if I have a conflict?

This is often possible at the discretion of the instructor. Reach out to the instructor directly to negotiate the situation.

What if I'm trying to shop two classes that overlap?

The status column will also indicate when you have a class which conflicts with another course you are already registered for. The system will let you temporarily register for a course with which you have a conflict and you will receive a message for the registrar that you must resolve the conflict. Otherwise, one course will be dropped.

How do I know what books to buy for a course?

The books for a course are usually searchable through the [Columbia Bookstore website](#). However, if the professor forgets to add this information to either database, a complete list of course materials will be provided through [Courseworks/Canvas](#) and on the class syllabus. If all else fails, email the instructor or TA to ask for clarification