REGISTRATION GUIDELINES

When and How do I Register for Classes?
For complete information about registration procedures, refer to the GSAS Registration page.

1. Review your course selections with your Faculty Adviser in advance of registration.
2. Your Faculty Adviser needs to approve your selections.
3. Register through the Student Services Online (SSOL).
   a. You will be assigned periods of time during which you can register.
   b. These "registration appointments" will be listed in SSOL.
   c. Your UNI and password will be required to access SSOL.
   d. Click on “REG APPTS” from the menu on the left. This will enable you to see designated times during which you may enroll.

4. **KEY DATES**

What is a Residence Unit (RU) and when do I register for an RU?

1. Besides signing up for classes, all students must sign up for RUs.
2. RUs are registration categories used to determine tuition.
3. RUs are paid as one-quarter, one-half or one-full-unit each semester.
4. **The MA Degree requires completion of at least two Residence Units (RUs).**
   a. ¼ RU allows for registration of one or two courses (RESI G0003, call # 99993).
   b. ½ RU allows for registration of up to three courses (RESI G0002, call # 99992).
   c. 1 RU allows 18 points or fewer of course credit (RESI G0001, call # 99991).
   d. 1 Extended RU is for students who have completed two RU’s (EXRS G0001, call # 77771).
      - International students on an F-1 visa must be registered for one Full Residence Unit during each of their first two semesters, and for an Extended Residence Unit in their third semester, even if they take fewer than four courses.
      - More about Residence Units.

What resources are available?

- **Columbia Course Directory**
  - Reveals when a student is restricted from taking a course. Must be “open to” GSAS.
  - Shows how many students have already signed up and how many slots are still open (time-delayed from the evening before).
  - Reveals if there are any “Approvals Required.”
- **Vergil** – Search for classes with a key word or instructor name.
- **List of currently approved (and not approved) electives**
- **Cross Registration Procedures**
- **Statistics** Courses Listing. Click on Statistics and then click on the semester in question.

For how many classes should I register?

- Always review your course selection with your Faculty Adviser.
- **Students on an F-1 visa must register for a full RU or Extended RU.**
  - For best results, first semester students should register for no more than 4 courses.
  - If you are a part-time student, you may register for a half or quarter RU depending on the number of courses you are taking over a maximum four-year period.
What if a class is “restricted?”
This means that you cannot get into this class. *It is closed to anyone in our school. Please do not email your Faculty Adviser or the MA Staff to get into that course. It is not available to MA Statistics Students.*

What if a class is full?
- SSOL is the primary source for all registration including the waitlists.
- Register as soon as possible and place yourself electronically on the online waitlist.
- You will be informed if you are denied or accepted into the course.
- There is no reason to reach out to a Faculty Adviser about getting off the waitlist except in a case where the class is required for you to graduate and it is your last semester in the program.
- **Here is a helpful Guide for waitlists.** Email waitlist@columbia.edu for questions.
- Sign-up for an alternative course or a different section in the same course to provide back-up.

How do I cross register for a class at another school?
- Does the course count towards your degree? Are there any prerequisites? Verify through our website at the [Elective Course List](https://example.com/). Always consult with your adviser and receive approval.
- If you wish to register in a course at the School of Continuing Education, School of Public Health, School of Engineering and Applied Science (SEAS), or Columbia Business School, you must follow that school’s cross-registration procedure. We do not have influence over another school’s policies.
- If the other school has no special procedure, then you will need to fill out a [Registration Adjustment Form](https://example.com), get the signature and UNI of the appropriate administrator of the other school and your academic adviser, and bring the form to 107 Low for processing.
- [IEOR: Cross Registration information](https://example.com).
- [Business School: Cross Registration Information](https://example.com). For questions, please contact the Office of Student Affairs at crossreg@gsb.columbia.edu.

How and when do I add or drop a class?
- Refer to the [Academic Calendar](https://example.com) for add/drop deadlines.
- Your Faculty Adviser must approve your final schedule, even if via email.

Additional Notes:
- Failing to attend classes or unofficially notifying the instructor does not constitute dropping a course. Students who stop attending without officially dropping will be assigned a grade.
- Adding classes may cause your RU status to change. Therefore please note the change in your RU status and register for appropriate RU’s accordingly. If you want to change to a lower RU, you have to do that manually, as it is not automatic.
- To drop your last or only class, you must make a special request through Dean Birge in 107 Low Library in the Student Affairs Office. Then you would need to either submit an application for a Leave of Absence or Withdrawal based upon your particular situation.
- Only classes with normal grading (not P/F or R Grade) are counted towards the 30 credits required for the MA Degree. **Required courses MAY NOT be taken Pass/Fail.**