REGISTRATION GUIDELINES

When and How do I Register for Classes?
For complete information about registration procedures, refer to the GSAS Registration page and the Registrar’s Registration and Enrollment page. The Student Service Center Website has helpful videos and other information on registration.

1. Review your course selections with your Faculty Adviser.
2. Your Faculty Adviser needs to approve your selections either in person or via email.
3. Register through 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. In addition to registering for classes, all students must register for RUs.
2. RUs are registration categories used to determine tuition.
3. International students on an F-1 visa must be registered for one full RU during each of their first two semesters, and for ER in their third semester, even if they take fewer than four courses.
4. RUs are paid as one-quarter (QR), one-half (HR), or one-full-unit (RU or ER) each semester.
5. GSAS requires completion of two Residence Units (RUs) to graduate.
   a. QR (¼ RU) allows for registration of one or two courses (RESI G0003, call # 99993).
   b. HR (½ RU) allows for registration of up to three courses (RESI G0002, call # 99992).
   c. 1 RU allows a maximum of 20 points of course credit (RESI G0001, call # 99991).
   d. 1 Extended Residence Unit (ER) allows a maximum of 20 points (EXRS G0001, call # 77771).
      - After completing two RU’s, all students are required to register for ER.
      - 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 prerequisites or “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?

- For best results, first semester students should register for no more than four courses.
- Always review your course selection with your Faculty Adviser.
- Students on an F-1 visa must register for a full RU or Extended RU.
A part-time student may register for a half or quarter RU depending on the number of courses. Part-time students have a maximum of four years to graduate. All students must complete two RUs to graduate.

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.
- There are two kinds of waitlists. You will either receive a number to know how many are ahead of you on the list, or you will receive a “pending approval” message. Please read more in the GUIDE below on the details of your waitlist status.
- **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?
- Is the course an approved elective? Verify through our website at the Elective Course List. *Always* consult with your adviser and receive approval.
- Are there any prerequisites? Look it up in the Columbia Course Directory.
- If you wish to register in a course at the School of Professional Studies, 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, 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.
- **Cross Registration Links for:**
  - Computer Science
  - IEOR – Industrial Engineering & Organizational Research
  - Data Science Institute, Email: datascience@columbia.edu
  - Business School: For questions, please contact the Office of Student Affairs at crossreg@gsb.columbia.edu.

How and when do I add or drop a class?
- The first two weeks of the semester is called the “Change of Program Period” because students may add and drop classes in SSOL without penalty. **Your schedule should be set at the end of this period.**
- Refer to the Academic Calendar for add/drop deadlines.
  - No classes may be dropped after the **LAST DAY TO DROP.** There are no exceptions.
  - **LAST DAY TO CHANGE TO** R or Pass/Fail. There are no exceptions.
- Your Faculty Adviser must approve your final schedule, even if via email.
- HERE is information about the Post-Change of Program period.

When do I pay?
After you register, you will be charged in SSOL. Payment is due before the end of **Change of Program period.** For information about when and how to pay your bills, please view Bills & Payments Basics. For your amount due and to view the current student account balance please visit: Student Services Online (SSOL). For more comprehensive information about billing and payments or to learn about payment plans, please visit: Student Financial Services: Paying your Student Account.

Here are some quick links for tuition and fees in GSAS:
- Office of Financial Aid
- Cost of Attendance
- Estimated Living Expenses
- Other University fees
Additional Registration Notes:

- You should NOT register for more than 1 section of the same course.
- You should NOT register for PhD level Statistics courses.
- Failure 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 RUs 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 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.

VIEWS FROM THE COLUMBIA COURSE DIRECTORY

(1) Ma Statistics students can register for the course below. It is only open to MA Statistics.

<table>
<thead>
<tr>
<th>Fall 2017 Statistics</th>
<th>GR5203 section 005</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROBABILITY</td>
<td>GR52XX courses are for MA Statistics Students Only.</td>
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</tbody>
</table>

Call Number: 67151
Day & Time Location: TR 8:40am-11:25am
Location: 903 School of Social Work
Points: 3
Approval Required: None
Instructor: Regina Dolgoarshinnykh
Type: LECTURE
Course Description: Prerequisites: At least one semester of calculus. A calculus-based introduction to probability theory. Topics covered include random variables, conditional probability, expectation, independence, Bayes’ rule, important distributions, joint distributions, moment generating functions, central limit theorem, laws of large numbers and Markov’s inequality.
Web Site: CourseWorks
Department: Statistics
Enrollment: 0 students (46 max) as of 11:37PM Thursday, August 3, 2017
Subject: Statistics
Number: GR5203
Section: 005
Division: Interfaculty
Open To: Graduate School of Arts and Science
Campus: Morningside
Note: MA Stat Students Only, Meets 9/5-10/21
Section key: 20173STAT5203W005

Check to see if the class is open to your school/department.
(2) MA Statistics students should not register for the course below.

<table>
<thead>
<tr>
<th>Fall 2017 Statistics GU4203 section 002 PROBABILITY THEORY</th>
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<tbody>
<tr>
<td>Call Number</td>
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<tr>
<td>Day &amp; Time Location</td>
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<tr>
<td>Location</td>
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GU42XX are for other Undergrad & Grad Students.

(3) Check the “Notes” section for special details.

<table>
<thead>
<tr>
<th>Fall 2017 Mathematics GR5280 section 001 CAPITAL MARKETS &amp; INVESTMENTS</th>
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<td>Call Number</td>
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<td>Points</td>
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<td>Approvals Required</td>
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<td>Instructor</td>
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<tr>
<td>Type</td>
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<tr>
<td>Course Description</td>
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<td>Web Site</td>
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<td>Department</td>
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<td>Subject</td>
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<td>Note</td>
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<tr>
<td>Section key</td>
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Check the "Notes" section. Sometimes classes are restricted until a certain date.