

# POST CHANGE OF PROGRAM PERIOD ADD/DROP TOOL SEPT 2014

The tool is used by several Columbia University schools. Read and understand your school's registration policies and procedures. You are responsible, both academically and financially, for completed registration actions. Course changes made after the Change of Program period may result in financial liability. For students in the School of General Studies and the School of Continuing Education, full tuition charges are incurred for any courses added or dropped after the Change of Program period.

## Background

- Historically, students could add/drop courses through SSOL only during the Change of Program period.
- Following this period, all "adds" and "drops" had been handled manually using a paper form.
- Physical delivery of the paper form caused unnecessary traffic at the Student Service Center.
- Student survey feedback indicated the older process was time-consuming, inefficient, and frustrating.

## Goals

Our goals for the Post Change of Program Period Add/Drop tool are to:

- Provide an electronic mechanism to add/drop courses after the Change of Program period
- Electronically route requests to add a course to the course instructor and, where appropriate, the student's advisor
- Allow the student to add a course following online approval from the instructor and, where necessary, the advisor
- Electronically manage course drops, pending approval, where appropriate, from student's advisor using SSOL

## How It Works

Students use the Post Change of Program Period Add/Drop tool in SSOL, after the end of the Change of Program period, to either add a course to their existing schedule or drop a course already on their schedule.

- Students can request to add a course using SSOL.
  - The request will be electronically directed to the course instructor and student's advisor, if required, for approval.
  - If approval to add is granted, the student will be notified by email and will be able to register for the course via SSOL.
- Students can also request to drop a course using SSOL.
  - The request will be electronically directed to the student's advisor for approval.
  - If approval is granted, the student will be notified by email and will be able to complete the drop via SSOL.

[Columbia College and Undergraduate Engineering students cannot drop below 12 credits. Columbia College students cannot drop or add Core courses after the Change of Program period (including Art Hum., Contemp. Civ., Frontiers of Science, Lit Hum, Music Hum, University Writing). Undergraduate Engineering students cannot drop University Writing or Art of Engineering without special approval.]

*Note: Students in schools not participating in use of the Post Change of Program Period Add/Drop tool will still need to use a paper Registration Adjustment Form.*