

◆ POST CHANGE OF PROGRAM PERIOD ADD/DROP TOOL ◆

STUDENT USER GUIDE

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.

Steps to Log On:

- ✦ Go to SSOL at <https://ssol.columbia.edu>
- ✦ Log on using UNI and password
- ✦ Click on "Registration" link

1 Fall 2013 classes

Select Class/Title	Instructor	Points/Option	Call #	Day	Time/Location	Start/End
<input type="radio"/> PHIL 1010 C 001 METHDS & PBLMS- PHILOSPHC THGHT	John Collins	3.00 Letter Grade	70517	Tu Th	8:40am- 9:55am NWC 501	09/03/2013 12/09/2013
<input type="radio"/> PHIL 3411 V 001 SYMBOLIC LOGIC	Jeffrey Helzner	4.00 Letter Grade	14576	Tu Th	1:10pm- 2:25pm HAM 717	09/03/2013 12/09/2013
<input type="radio"/> PHIL 4424 G 001 MODAL LOGIC	Haim Gaifman	3.00 Letter Grade	19276	We	2:10pm- 4:00pm HAM 717	09/03/2013 12/09/2013

Things to note:

- Be aware that you may not be able to drop from a course if it will put you below 12 credits.
- The request will not be processed until you explicitly complete the drop or add once you received the approvals.

2 ADD/DROP Requests

Total Points BEFORE → **10.00**

Request	3 Class	Instructor	Points/Option	Result Points	Call #	Status
Add Class	CHNS 1011 W 001 INTRODUCTORY CHINESE II	Shaoyan Qi	2.50 Letter Grade	2.50	22832	Approved 4 <input type="button" value="COMPLETE REQUEST"/>
Add Class <input type="button" value="WITHDRAW REQUEST"/>	MATH 1101 V 005 CALCULUS I	Hector Chang	3.00 Pass/Fail	3.00	76676	Pending Advisor Approval Instructor Approval

- 1** Your current registration list appears at the top of the page.
 - ✦ To request **adding a course**, follow the steps as you normally would to add a course in SSOL (using call number).
 - ✦ To request **dropping a course**, select the course from your current registration list and click on the "Drop" button.
 - ✦ To request **switching sections of a course** that you've already registered for, select the course from your current registration list and click on the "Change Section" button.
- 2** All **Add/Drop requests** are displayed in this table just below your current registration.
- 3** The **Request Column** indicates the type of request that you submitted. You may withdraw a request by clicking on the "Withdraw Request" button.
- 4** When you receive an email confirming that your request has been approved, log in to SSOL to complete the action. You must go back in to SSOL to **complete your request**.

If you need assistance, email the Registrar's Office at registrar@columbia.edu.
To learn more, visit the University Registrar website at www.registrar.columbia.edu.