Course registration occurs via Student Services Online (SSOL), the University's student portal. Students are assigned individual registration times during which they can access the system. Across the university and registration, assignment times are staggered. At SIPA, initial registration times are assigned based on a student’s semester of residency. Generally, students closest to graduation are provided earlier registration times.

You can review your registration appointment times in SSOL. A student’s number of semesters in residency at SIPA determines appointment times on the first day of registration. Please see the time allocations below.

Note: Registration appointment times are randomly assigned after the first day.

Continuing Student registration times (Based on semesters completed)

3+ semesters: 9:30AM registration appointment
2 semesters: 10:00AM registration appointment
1 semester: 10:30AM registration appointment

Note: PRIORITY REGISTRATION RESTRICTIONS WILL BE LIFTED ON DECEMBER 19TH.

Posted below are registration-specific dates which you should bear in mind.

Spring 2023 Important Registration Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 14</td>
<td>Registration Open to Continuing SIPA Students</td>
</tr>
<tr>
<td>- January 11</td>
<td>Registration Open to New Students Only</td>
</tr>
<tr>
<td>January 12</td>
<td>SIPA course registration available to all SIPA students</td>
</tr>
<tr>
<td>January 13-27</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td>January 27</td>
<td>Deadline to add/drop full-semester SIPA courses. Last day of registration.*</td>
</tr>
<tr>
<td>February 21</td>
<td>Deadline to withdraw from full-semester SIPA courses*</td>
</tr>
<tr>
<td>March 23</td>
<td>Deadline to change course grading option to pass/fail or letter grade. **</td>
</tr>
<tr>
<td>May 1</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>May 5-12</td>
<td>Final Exams</td>
</tr>
</tbody>
</table>

*The add/drop and withdrawal deadlines noted above do not apply to short courses. For non-SIPA courses, please refer to the respective school’s academic calendar for deadlines.

Note: Short courses can be registered anytime before the first session. Short courses must be dropped before the second session. If dropped after this, students will incur a “W.”

**Law school courses must be taken for a letter grade.

Course Registration Overview

SIPA Courses

During the add/drop period (see the academic calendar for dates), SIPA course registration takes place in Student Services Online (SSOL). After the add/drop period, students will NOT be able to add/drop courses via SSOL. After this deadline, SIPA course add/drop requests must be submitted via the SIPA registration request form. Students can continue to use SSOL to request grade option changes, i.e., change to pass/fail or letter grade.

Non-SIPA Courses

The registration process for courses offered by other University departments and schools varies and may not occur via SSOL. Information on the cross-registration process of select Schools and departments can be found here. If the school/department is not listed, you can visit the individual school/department website for cross-registration information.

SIPA Course Registration Step-by-Step

1. Confirm Your Registration Times on Student Services Online (SSOL)
2. Find Courses
3. View Course Syllabi & Previous Course Evaluations
4. Register your Courses
5. Verify Your Course Schedule Before the End of the Add/Drop Period

1. Confirm Your Registration Times on Student Services Online (SSOL) & Check for Holds

Students are only able to register online during their appointed registration times. Students will have varying registration appointment times. In order to view your registration appointment times you will need to:

- Log in to SSOL using your UNI and password
- Select "Registration Appointments" from the left hand menu to view your designated registration appointment times.
- Always remember to check for HOLDS on your account. A hold will prevent you from registering and can be placed for various reasons including an account balance, immunization compliance, etc.

2. Find Courses

There are several course search options available to students. Options and features may differ among these options. Please see below for complete information:

- SIPA Course Directory -
  - This directory lists only SIPA courses.
  - Provides information on which core/concentration/specialization requirements are satisfied by individual courses. This information is not available on any of the other course directory options. As such it should serve as the primary search option for SIPA courses.

- Vergil -
  - Provides a comprehensive listing of University course offerings.
  - Provides a calendar/planner function that serves as a visual guide to assist student with course scheduling.
  - Allows for export of selected courses directly into SSOL to aid and expedite the registration process.

- Columbia University Directory of Classes -
  - Provides a comprehensive listing of University course offerings


- Allows for search based on department or subject area.
- Provides course enrollment information. (Note: enrollment information is delayed by 24hrs)
- List all schools/departments to which an individual course is open for registration. If a school/department is not listed the course is not open to that school/department for web registration.
- Contains multiple links to school bulletins, instructor web pages
- Student Services Online (SSOL) - This is the main student portal, which links students to multiple services including course registration. It also provides students the option of a general course search within the registration page section.

**Note:**
The call number of a course is required to register via SSOL. The call number is a 5 unique digit identification number that is assigned to every course. Make note of any special permission or forms which may be required for courses.

3. **View Course Syllabi & Previous Course Evaluations**
   Find course syllabi using Veril or View Previous SIPA Course Syllabi and Course Evaluation Results.

4. **Register your Courses (applicable during the add/drop period)**
   Two Important Notes:
   - Once the add/drop period ends (see academic calendar for dates) students can no longer process course request via SSOL.
   - The registration process for non-SIPA courses may vary. See cross-registration page or specific school's/department's website.

   a. Log into SSOL
   b. If you have a registration appointment time, select "Register" to begin registering for courses.
   c. Reminder: Check for HOLDS on your account. A hold will prevent you from registering and can be placed for various reasons including an account balance, immunization compliance, etc.
   d. During a scheduled registration appointment, students can add/drop/waitlist a course by entering the call number of a course directly or by approving registration from your course wishlist. (Call numbers can be found using the SIPA Course Directory or Columbia University Directory of Classes.
   e. View your final course schedule

5. **Verify Your Course Schedule Prior to the End of the Add/Drop Period**
   It is important that students review their schedules prior to the end of registration to ensure that information is accurate. Students can view their course schedule on Student Services Online.
   During the add/drop period students should view the course schedule that is available in the "Registration" section of SSOL for real time schedule information. The information available in the "class schedule" section of SSOL is updated every 24 hrs and therefore does not necessarily reflect current information.
   Students should not use CourseWorks to confirm their course schedule as it may take a few days for CourseWorks to reflect your updated schedule. **Note:** During peak registration times, CourseWorks may be delayed by a few days in updating your schedule. If you experience problems with CourseWorks please send an e-mail to: coursework@columbia.edu.

**Things to Keep in Mind**

- You must be registered for at least one class prior to the first day of class to avoid being charged a late registration fee.
- Schedule changes may be made using SSOL until the end of the Add/Drop period. Changes that are not accessible online may be made using the registration request form.
- Students can request a maximum of two grade option changes per course (i.e. pass/fail or letter grade option).
- If you would like to change sections of a course, you may use the REPLACE option on the online registration menu in SSOL.
- When you have a registration appointment time, the course information on the registration page on SSOL is live and up to date. The class schedule section of SSOL is delayed by 24 hours. If you change your schedule, it may take up to 24 hours for SSOL to update.
- Keep apprised of the dates for important registration processes noted below:
  - Last day to add/drop a full semester course
  - Last day to withdraw from a full semester course
  - Last day to change grade option to pass/fail (request submitted via SSOL)
  - For questions or assistance with registration please visit the Office of Student Affairs (610 IAB) or send an e-mail to siparegistration@columbia.edu (Note that this email is not actively monitored during school breaks)

**Instructor Managed Registration Courses**

Certain SIPA courses require approval by the instructor before a student is permitted to register. These Instructor-Managed Courses are listed in SIPA Course Directory and the Directory of Classes as "Instructor Approval Required."

Instructor-managed courses are blocked from online registration. Students interested in any of these courses are required to use the waitlist process. Please see below:

**Step 1.** Join the course waitlist in Student Services Online (SSOL) and submit an application for Instructor Managed Course Registration via https://fs23.formsite.com/SIPA/InstructorManagedReg/index.html

**Step 2.** Instructors will review and approve students from the waitlist in SSOL.

**Step 3.** Students who apply will be notified of the instructor’s decision via e-mail. If a student is selected for the course they will be automatically registered for the course.

Please contact instructors directly for any questions regarding registrations in the courses below.

**Fall 2022**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>INAF U6128</td>
<td>Impact Investing and Financial Innovation</td>
</tr>
<tr>
<td>INAF U6614</td>
<td>Data Analysis for Policy Research Using R</td>
</tr>
<tr>
<td>INAF U6518</td>
<td>Cybersecurity: Technology, Policy, # Law</td>
</tr>
</tbody>
</table>
Cross-registration for SIPA Students

SIPA students may register for courses at other schools throughout Columbia University. Each school has its own registration requirements and procedures. Please follow all instructions carefully. Students must adhere to SIPA drop/withdrawal deadlines for courses registered at any Columbia University school. The exception is courses registered at the Law School or Business School. Students registered for courses at these schools must adhere to their deadlines. **For schools/departments not listed below please contact the relevant office of the school/department to confirm their cross-registration process.**

- Business (p. 4)
- Graduate School of Architecture, Planning and Preservation (p. 3) (GSAPP) (p. 3)
- Graduate School of Arts and Sciences (p. 3) (GSAS) (p. 3)
- Journalism (p. 3)
- Language Courses (p. 4)
- Law (p. 4)
- Public Health (p. 4)
- Social Work (p. 4)
- School of Professional Studies
- Teachers College (p. 4)

**Business School**

Students can apply for seats in courses at the Business school via the Columbia Business School (CBS) cross-registration application. There are two separate processes:

1. **SIPA priority CBS cross-registration application**
   The application is open one day only. Please see the [CBS cross-registration site](#) for Application open and close dates. This application is open to SIPA students only. Students are encouraged to apply as early as possible on the day the application opens. Students will be notified by CBS if they were assigned a seat in a course. Students must adhere to the registration rules and regulations of the Business School.

2. **General CBS cross-registration via SSOL**
   Course Availability and Enrollment Instructions

   Students may enroll in an MBA elective course (B8000-level) through Student Services Online (SSOL).

   The [MBA Course Directory](#) provides access to full course descriptions and whether a course has a pre- and/or co-requisite.

   Instructors do not manage the enrollment of academic courses. Only courses with appropriate open capacity will be made available for cross-registration application. If a course is not listed on this website as available to cross-registrants, there is no other form of appeal to gain access to the course.

**Graduate School of Architecture, Planning and Preservation (GSAPP)**

Cross-Registration Process: [GSAPP electronic add/drop form](#)

A list of course approved for cross-registration will be posted on the first day of class on the GSAPP website. Please complete the [GSAPP electronic add/drop form](#) to request registration in courses open to cross-registrants. Your registration request will be processed by GSAPP. Note that instructor approval is not a part of this process. Cross-registration requests are reviewed by GSAPP administration and all course registration approval lies with them.

**Prefix Code:** A
**Course Directory**
**Course System:** Courseworks
**Contact Info:** GSAPP Admission Office | 400 Avery Hall | P: (212) 854-3414

**Graduate School of Arts and Sciences**

Cross-Registration Process: SSOL. For courses which require permission students will need to get the instructor’s approval via a signature on the [Registration Adjustment Form](#). Once approval is received submit the form via email to ssc@columbia.edu or, if possible, in person to the University Registrar in 205 Kent Hall for the registration to be processed.

**Prefix Code:** GR or GU
**Course System:** Courseworks
**Contact Info:** Various Departments

**School of Journalism**

Cross-Registration Process: [Journalism School Application form](#). Note: You will be automatically enrolled if request is approved.

**Prefix Code:** J
**Course Directory**
**Course System:** Courseworks
**Contact Info:** Dean Melanie Huff (mgh2@columbia.edu) | 207C Journalism Bldg. | P (212) 854-3861
Language Courses
Cross-Registration Process: SSOL. In some instances students may require permission to register. In this case you will need the approval signature of the department or instructor on the Registration Adjustment Form. Once approval is received submit the form via email to ssc@columbia.edu or, if possible, in person to the University Registrar in 205 Kent Hall for the registration to be processed.

Note: Barnard College Intermediate French courses do not satisfy the MIA language requirement.

Prefix Code: Varies by dept.
Course Directory
Course System: Courseworks
Contact info: Contact specific language department

Law School
Cross-Registration Process: Law School Cross-Registration Application Form.

Please reference the Law School cross-registration page for information on cross-registration policies and procedures along with the link to the cross-registration application form. Law school registrations are processed by the Law School. Students should not submit requests to SIPA.

Note: Students must be registered full time to be eligible to enroll in Law school Courses. Student must adhere to Law School registration deadlines. Course Search and Academic Calendar information below:

Prefix Code: L
Course Directory
Contact Info: registrar@law.columbia.edu
William and June Warren Hall | 1125 Amsterdam Ave. 5th Floor Suite 500 | P. (212) 854-2668 | F. (212) 854-1135

School of Public Health
Cross-Registration Process: Public Health Cross Registration Form: Instructor permission and approval of School of Public Health Office of Student Affairs required. Register in person at University Registrar (205 Kent Hall)

1. Non Mailman School students interested in taking public health courses must complete the cross registration form which may be downloaded from their website.
2. Students must get the Department Coordinator or instructor signature on the cross-registration form
3. After receiving initial permission students must receive a final permission and signature from and the Office of Student Affairs at Public Health.
4. Once all approvals have been received submit the form via email to ssc@columbia.edu or, if possible, in person to the University Registrar in 205 Kent Hall for the registration to be processed.

Note: There may be a cap on the number of courses students are permitted to register.

Prefix Code: P
School of Public Health

Course System: Courseworks
Contact Info: Office of Student Academic Affairs (msph-os@columbia.edu) | 722 West 168th Street, Suite 1014 | P: 212-305-3927

School of Social Work
Cross-Registration Process: Social Work Cross-Registration Approval Form - Register in person at the University Registrar (205 Kent Hall).

Students can apply only for the courses listed. If approved for a course students will be registered and notified. Students will also be notified if not approved.

Prefix Code: T
Course Directory
Course System: Courseworks
Contact Info: swstudentservices@columbia.edu

School of Professional Studies
Cross-Registration Process: Registration Adjust Form

1. Instructor and/or department must indicate permission to register the course by signing the Registration Adjust Form.
2. Once approval is received submit the form via email to ssc@columbia.edu or, if possible, in person to the University Registrar in 205 Kent Hall for the registration to be processed.

Course Directory
Course System: Courseworks
For questions regarding course offerings please contact the School of Professional Studies.

Teachers College
Cross-Registration Process: Registration Adjust Form - Register in Person at the University Registrar (205 Kent Hall)

Important Note: Students are NOT permitted to to take courses at Teachers College which are not applicable to the degree. Examples include, but are not limited to courses such as, painting, dance and ceramics. Any student enrolled in non-relevant courses will be removed from the course.

1. Students must receive written permission from the course instructor.
2. Once approval is received submit the form via email to ssc@columbia.edu or, if possible, in person to the University Registrar in 205 Kent Hall for the registration to be processed.

Prefix Code: Y
Course Directory
Course System: Moodle
For questions regarding course offerings please contact Office of the Registrar | 324 Thorneike Hall | 525 W 120th Street | P: 212-678-4050 | registrar@tc.columbia.edu. For additional information on the registration process contact the Office of Student Affairs at SIPA (Suite 610 IAB).

Note: Courses taken at Teachers College must be relevant to the SIPA degree.
Cross-registration for Non-SIPA Students

SIPA SPRING 2023 COURSE REGISTRATION FOR NON-SIPA STUDENTS WILL BE AVAILABLE FROM MONDAY, JANUARY 23, 2023 - FRIDAY, JANUARY 27, 2023 VIA SSOL.

- Non-SIPA students are permitted to register for a maximum of 9 SIPA credits per semester.
- Any SIPA course NOT listed below will be available for cross-registration via SSOL during the SIPA cross-registration period. Some courses may have pre-requisites or other restrictions.
- You must register for SIPA courses (or join a waitlist) via SSOL. For cross-registration, see Registration Process below.
- Non-SIPA students are permitted to register for courses described below.

For instructions on cross-registration by school, see Registration Process below.

The following courses are NEVER available to non-SIPA students for cross-registration:

- EMPA U6010 - Accounting for Public Affairs
- EMPA U6035 - Open Economy Macroeconomic Analysis
- EMPA U6040 - Economic Cost Benefit Analysis & Intro to Program Evaluation
- EMPA U6223 - Political Environment of Policymaking
- EMPA U6237 - Global Context of Policymaking
- EMPA U6310 - Quantitative Techniques
- EMPA U8200 - Effective Management in the Public Service
- EMPA U8201 - Financial Management
- EMPA U8213 - Microeconomics for Policy Analysis I
- EMPA U9000 - Capstone Workshop for Executive MPA
- EMPA U9225 - Public Management Innovation
- EMPA U9500 - Portfolio Presentation Workshop
- ENV P6111 - Principles of Ecology
- ENV P6112 - Urban Ecology
- ENV P6115 - Climatology
- ENV P6116 - Hydrology
- ENV P6220 - Environmental Chemistry
- ENV P6221 - Risk Assessment and Environmental ToxicoLOGY
- ENV P6241 - Earth Systems and Environmental Policy, Politics, and Management
- ENV P6246 - Analytics in Environmental Science Policy
- ENV P6225 - Ethics, Values and Justice
- ENV P6310 - Research Methods and Quantitative Techniques in Public Management and Policy
- ENV P6201 - Financial Management
- ENV P8213 - Microeconomics and Policy Analysis I
- ENV P8216 - Microeconomics for Policy Analysis II
- ENV P9229 - Workshop in Applied Earth Systems Management I
- ENV P9230 - Workshop in Applied Earth Systems Management II
- ENV P9232 - Capstone Workshop in Applied Earth Systems Policy Analysis

IAIA U6800 - Conceptual Foundations of International Politics
or IAIA U6804 - Conceptual Foundations of International Politics - Discussion

INAF U6022 - Economics of Finance
INAF U6043 - Sustainable Development Policy and Practice
PUAF U6100 - Politics of Policymaking: Issues in Comparative Politics
or PUAF U6102 - Politics of Policymaking: Issues in Comparative Politics - Discussion

PUAF U6110 - Politics of Policymaking: American Institutions in Comparative Perspective
or PUAF U6112 - Politics of Policymaking: American Institutions - Discussion

PUAF U6120 - Politics of Policymaking: Developing Countries in Comparative Perspective
or PUAF U6122 - Politics of Policymaking: Comparative Perspectives - Discussion

PUAF U6411 - Universal Food Security
PUAF U6254 - Development Practice Lab I
PUAF U6255 - Development Practice Lab II
SIPA U4040-4045 - Professional Development .25
SIPA U6003 - Analysis of Public Sector Organizations
SIPA U6005 - Effective Management in the Public Service
SIPA U6011 - Strategic Management of Nonprofit Organizations
SIPA U6014 - Strategic and Entrepreneurial Management
SIPA U6015 - Sustainability Management
SIPA U6016 - Leading # Managing in Moments of Adversity # Opportunity
SIPA U6017 - Mastering Leadership in Big Moments of Change
SIPA U6200 - Accounting for International & Public Affairs
SIPA U6300 - Microeconomics for International & Public Affairs
or SIPA U6301 - Macroeconomics for International & Public Affairs
SIPA U6310 - Nonprofit Financial Management
SIPA U6320 - Budgeting & Financial Management for Government
SIPA U6400 - Microeconomic Analysis for International & Public Affairs
or SIPA U6401 - Macroeconomic Analysis for International & Public Affairs

SIPA U6500 - Quantitative Analysis for International & Public Affairs
SIPA U6501 - Quantitative Analysis II for International & Public Affairs
SIPA U9000 - Capstone Workshop
SIPA U9001 - Capstone Workshop in Sustainable Development Practice

Registration Process:

Students register courses via SSOL, with the exception of students from the schools listed below:
NOTE: The SIPA registration request form will open on August 11, 2022. Any submitted requests will be processed from September 12 through September 16.

- Teachers College: Students must register through the Teachers College registrar. No permission is required for open courses. Any Teachers College student admitted into an instructor managed course will be notified by e-mail. Please take the email indicating approval to the TC registrar as proof of admission.
- Law School: Students will need to submit the registration request form for all registration requests.
- Undergraduate students:
  - Columbia College, General Studies, and SEAS: Please follow the SSOL registration process described above for 4000-level SIPA courses. Instructor permission is required for registration in any SIPA course above the 4000-level. If permission is granted, please complete and submit a SIPA registration request form, along with documentation indicating instructor permission.
  - Barnard College: Students will need to submit the registration request form for all registration requests. Any SIPA course request above the 4000-level must also be accompanied by instructor permission.

Questions
Email SIPA’s Office of Student Affairs with registration questions: siparegistration@columbia.edu

Registration Tools
- Register Courses Online (SSOL)
- Registration Request Form
- Concentration/Specialization Change/Declaration Form
- SIPA Syllabi and Course Evaluations
- Find Courses
  - SIPA Course Search
  - Vergil
  - Columbia University Directory of Classes
- Important Registration Dates: SIPA Academic Calendar
- Order Transcripts
- SIPA Final Exam Schedule and University Final Exam Schedule

Policies and Procedures
- Instructor Managed Courses
- Cross-registration for SIPA Students (p. 3)
- Cross-registration for Non-SIPA Students (p. 3)
- University Academic Certification/Enrollment Verification
- University Refund Rates for Withdrawal
- University Registrar

Help
- Registration FAQs (p. 6)
- Contact the SIPA Office of Student Affairs: siparegistration@columbia.edu
- Academic Advising Site
- Need help navigating SSOL? View the SSOL Registration tutorial (PowerPoint)

Course Registration

When does registration begin?

Please refer to the academic calendar for complete information about the registration schedule, including drop, withdrawal, and grading option change deadlines.

How do I register for a course online?

Online registration takes place in SSOL. Students primarily register for courses using the unique five-digit call number assigned to each course. The call number is included in course listings and can be found on the SIPA course search page (for SIPA courses) or Vergil Course Search page (for general University courses). Once logged into the registration section of SSOL, students can also search for courses by name.

Can I register for all my courses online?

SIPA students can register for all SIPA courses online except instructor-managed courses. Some non-SIPA courses can be registered online; however, most non-SIPA courses require permission and are blocked from online registration. Please refer to the cross-registration webpage (p. 3) for more details.

What is Student Services Online (SSOL)?

Student Services Online (SSOL) is an online portal. Students register online through SSOL using their University Network ID (UNI). The UNI is the beginning portion of a Columbia e-mail address (e.g., “rom23”). The password is the same password used to access Columbia e-mail. Students may only register during their designated registration appointment times.

SSOL also gives students access to personal information, including student account balances, grades, degree audit reports (DAR), course schedules, and registration appointments. Students can request transcripts, account balance refund, and enrollment certification through SSOL.

I missed registration. What should I do?

Registration appointment times are assigned during the first three weeks of the semester. You should register during your next appointed time. To view your registration schedule, go to Student Services Online (SSOL).

You will need to see your Advisor in the Office of Student Affairs on the sixth floor of the International Affairs Building. Note: There is a $100 late registration fee if a student registers after the end of the change of program period.

Can I register outside my listed registration times?

No. If you attempt to register online before your appointment time begins or after your appointment time ends, you will not be able to register.

Can I register more than one time per appointment?

Yes. You can make as many changes as you like during your appointment times.

There is a hold on my account. Can I register?

Students on registration hold are not able to register. To view your hold status check the Student Services Online Web site and contact the appropriate office to have the hold removed.
What are short courses, and when can I register for them?

Short courses are courses that do not meet for the entire semester. In most cases, short courses range from one (1) to one and one-half (1.5) credits. Students can register for short courses during the registration period online. After registration ends, students can register for short courses using the registration request form as long as the course has not yet started.

Can I register for courses that overlap?

In general, students should not register in courses that overlap. If there is an overlap, students must receive permission from the instructor of the course(s), which will be affected to register in the overlapping course.

How do I register my internship and/or fieldwork for credit?

To register for your internship, you should use the five-digit call number available on SIPA's Course Search and Vergil Course Search to add the internship to your schedule. Students can register for an internship in either the semester in which the internship is being completed or any semester thereafter. Internships completed in the summer must be registered either in the Spring semester prior or in any of the semesters following the completion of the summer internship. No more than three credits of fieldwork can count toward the degree. Submitting internship paperwork to the Office of Career Services (OCS) does not constitute registration of the internship or fieldwork.

Do I need to declare a concentration/specialization?

All students are required to declare a concentration and specialization. Students can declare/change their Concentration or Specialization via the Concentration Specialization Declaration Change Form. Some courses are restricted to students in a specific concentration/specialization for registration. In addition, this information is used by students to populate their mailing list to keep students apprised of events and job opportunities within their concentration/specialization. Concentration/Specialization appear on your record in SSOL.

Note for International Students:

Please check with the International Students and Scholars Office regarding registration requirements for paid internships.

How do I change sections of a course?

If you want to change sections of a course (for example, IAIA U6804, the discussion section of Conceptual Foundations, has ten sections), you may use the "Replace" option on the online registration menu. You will be prompted to enter the five-digit call number for the new section. The system will check your program for the old section of the same course and attempt to replace it with the new one. If the section you want to transfer to is full, the system will indicate that this is the case, and you will remain in your original section.

Waitlists

The waitlist automatically becomes active once a course fills. There are two types of waitlists: automated and managed.

1. What is the difference between a managed and automated waitlist?
   Automated waitlist: students are automatically registered from the waitlist in the order in which they joined the list as seats become available. There is no automatic registration from a managed waitlist even if there are available seats. Instructors must manually approve any registration from a managed waitlist.

2. How would I know if a waitlist is automated or managed?
   When a student adds their name to an automated waitlist, a number will appear confirming the student's position on the list. In the case of a managed waitlist, a "pending approval" note will appear once a student's name is added to the list.

3. How many waitlists can I be on?
   A student can add themselves to a maximum of three course waitlists.

4. Is there a limit to the number of students who can be added to a course's waitlist?
   No, there is no limit to the number of students on a waitlist.

5. Am I likely to get a seat in a course if I am on the course's waitlist?
   This depends on various factors, such as the type of waitlist and a student’s position on the list. There is no guarantee that a student will get a seat if they are on a waitlist.

Cross-Registration, Instructor Managed courses

For detailed Cross-Registration instructions, please click here (p. 3).

1. How do I know which courses require instructor approval?
   SIPA's Course Search, Vergil Course Search, and the SIPA Registration Web site (p. 1) each specify the types of approval required before registering for classes.

2. How do I apply for instructor-managed courses?
   All instructor permission courses require interested students to join the waitlist in SSOL before official registration. Please refer to the SIPA Registration Web site (p. 1) for complete information on the process, including the deadline.

3. I am a dual degree student registered at another school this term. How do I register for SIPA courses?
   You should contact your Advising Dean in SIPA's Office of Student Affairs with a list of the courses you plan to cross-register for each term.

4. I'm from another school. How do I cross-register for SIPA courses?
   Complete information is provided on the SIPA "Cross-Registration" (p. 3) webpage.

5. How do I cross-register for non-SIPA courses?
   Detailed information on the various cross-registration processes is located on the Cross-Registration (p. 3) webpage.

Classes

1. What classes should I take?
   For information on classes, degree requirements, and advice, you can use one of the following sources: SIPA's Course Search, which provides a complete listing of available courses and their needs. The Office of Student Affairs (OSA) for questions related to Core Requirements, Concentration or Specialization directors, and the Vergil Course Search.

2. The bulletins and Web sites of other Columbia schools. An individual school's bulletin or home page is the best place to find course information.

3. How can I view course evaluations?
   Course evaluations are located here.

4. How can I view syllabi?
During the add/drop period (first three weeks of classes), Students can view syllabi for classes regardless of whether they have registered for the class during registration periods. To view current semester syllabi, use Vergil. To view course syllabi for prior semesters, please click here.

5. How does a course fit into my degree requirements?
Students in the full-time two-year MIA or MPA program are encouraged to use the SIPA’s Course Search, categorizing courses by requirement. Students in the full-time two-year MIA or MPA and MPA-DP programs can verify that a course will be used to fulfill a core requirement by viewing their Degree Audit Report on Student Services Online.

6. What is a closed class?
Once the number of enrollments in a given class has equaled the capacity of that class, a class becomes closed. For example, if there are 30 seats in a class, the class is closed when 30 students register for that class. However, students can add themselves to the course’s waitlist once this occurs.

7. What if there are empty seats in the classroom?
A class may still be closed even when there are empty seats in the classroom.

8. What if two classes I want to take overlap?
The online registration system will not permit students to register for classes that meet at the same time or for classes that overlap. Students who are required to register for overlapping courses must obtain written permission from instructors of both classes. After receiving consent, please submit your registration request and the instructor’s documented permission via the registration request form.

9. How many credits can I take as a full-time student??
SIPA students can take up to 18 credits a semester. Students who wish to register over the 18 credit maximum must receive permission from their OSA advisor. Any registration over 18 credits will result in additional tuition charges assessed per point.

10. How can I view my class schedule?
To see your schedule, go to Student Services Online. Changes are not necessarily immediately available on SSOL. You will need to wait 24 hours to view changes to your schedule.

Final Exams
Generally, final exam times are posted by the Office of Academic Affairs after midterms. This information may also be available in the course syllabus. The final exam schedule can be found in the SIPA Bulletin or the University Registrar’s website. Students should not make any travel plans after the last day of final exams until your final exam schedule has been finalized.

Grading Options
1. Can I audit a course?
SIPA does not officially allow students to ‘sit in’ on courses (i.e., attend classes without being registered for the course). Students who audit (receive R-credit) a course must be registered for the course in SSOL and appear on the grade roster. Students who are not officially registered will not have access to CourseWorks. Students who wish to receive R-credit for a course must request permission from the instructor during the registration period. Priority in SIPA courses should be given to students who want to take the course for full credit. Instructors are not obligated to grant R-credit; however, if permission is granted, the student must meet course requirements established at the discretion of the instructor. Upon successfully completing the course, the instructor will submit the grade of R for these students. If students do not meet course requirements or fail to attend class, instructors can submit a grade of UW or F.

2. What is R credit?
R stands for “registered, not for credit.” Students must receive permission from an instructor to take a course for “R” credit. “R” credit courses are registered like all other classes. However, at the end of the course, the instructor posts an “R” instead of a letter grade. Please be advised that classes taken for R credit do not count toward completing your degree. However, it does count toward the 18-point credit maximum. Students enrolled for R credit receive no academic credit, and R credit courses may not be repeated later for credit. For complete information on grading, please click here.

3. Can I take a course pass/fail?
Courses that fulfill the MIA and MPA core or concentration and specialization requirements cannot be taken pass/fail. The MIA and MPA core courses of Conceptual Foundations, Politics of Policy-making, Economics, and Quantitative Analysis are, by default, letter grades only and cannot be taken pass/fail under any circumstances. Unless otherwise noted by an instructor/department, all other courses can be taken pass/fail. Students can choose the grading option for a course (pass/fail or letter grade) via SSOL up to the pass/fail deadline. Note that the grading option for some courses cannot be changed.

4. When are the add/drop deadlines?
Please refer to the academic calendar for scheduling information. Short courses do not adhere to the drop deadline noted on the academic calendar. Students can drop a short course without penalty anytime before the day of the second session. Requests to drop a short course after the stated deadline will be processed as withdrawals, and a “W” will be posted for the course.

5. Do I need the instructor’s permission to drop a class?
No. However, you will receive a “W” on your transcript if it is past the drop deadline. Please refer to the academic calendar for the withdrawal deadline. Withdrawal requests should be submitted through the registration request form.

6. When can I change the grading option to pass/fail or R credit?
Please refer to the academic calendar.