SIPA REGISTRATION

Course registration occurs via Vergil, 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 with earlier registration times.

You can review your registration appointment times in Vergil. 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: 9:30 AM registration appointment
2 semesters: 1:00 PM registration appointment
1 semester: 9:30 AM registration appointment (the subsequent day)

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

Fall 2023 Important Registration Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 11 - August 28</td>
<td>Registration Open to Continuing SIPA Students</td>
</tr>
<tr>
<td>August 30 - August 31</td>
<td>Registration Open to New Students Only</td>
</tr>
<tr>
<td>September 1 - September 15</td>
<td>SIPA course registration available to all SIPA students</td>
</tr>
<tr>
<td>September 5</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td>September 15</td>
<td>Deadline to add/drop full-semester SIPA courses. Last day of registration.*</td>
</tr>
<tr>
<td>October 10</td>
<td>Deadline to withdraw from full-semester SIPA courses*</td>
</tr>
<tr>
<td>November 16</td>
<td>Deadline to change course grading option to pass/fail or letter grade. **</td>
</tr>
<tr>
<td>December 11</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>December 15 - December 22</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.

View all registration deadlines.

Course Registration Overview

SIPA Courses

During the add/drop period (see the academic calendar for dates), SIPA course registration takes place in Vergil. After the add/drop period, students can NOT 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 Vergil. 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 Vergil
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 Vergil Check for Holds

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

- Log in to Vergil 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 as a visual guide to assist students 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: 24hrs delay enrollment information)
• List all schools/departments to which an individual course is open for registration. If a school/department is not listed, the course is not available to that school/department for web registration.
• Contains multiple links to school bulletins, instructor web pages

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

3. View Course Syllabi & Previous Course Evaluations
Find course syllabi using Vergil 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 the academic calendar for dates), students can no longer process course requests via SSOL. After this date, all SIPA add/drop course requests must be submitted via the SIPA registration request form.
- The registration process for non-SIPA courses may vary. See the cross-registration page or specific school's/department's website

a. Log into Vergil
b. If you have a registration appointment time, select "Registration" 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 Before the End of the Add/Drop Period
Students must review their schedules before the end of registration to ensure that information is accurate. Students can view their course schedule on Vergil.

During the add/drop period, students should view the course schedule 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: courseworks@columbia.edu.

Things to Keep in Mind
• You must be registered for at least one class before 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 want to change course sections, you can use the REPLACE option on the online registration menu in Vergil.
• 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 essential 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 Vergil)
• For questions or assistance with registration, please visit the Office of Student Affairs (610 IAB) or e-mail siparegistration@columbia.edu. (Note that this e-mail 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 the 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 must use the waitlist process. Please see below:

Step 1. Join the course waitlist in Student Services Online (SSOL) and apply 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.

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

| Fall 2023 | Spring 2024 |

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.
<table>
<thead>
<tr>
<th>School</th>
<th>Prefix Code</th>
<th>Where to Find Courses</th>
<th>How to Register</th>
<th>Who to Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbia Business School (CBS)</td>
<td>B</td>
<td>CBS Application (1st Process)</td>
<td>CBS Office of Student Affairs</td>
<td><a href="mailto:crossreg@gsb.columbia.edu">crossreg@gsb.columbia.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vergil (2nd Process)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**1. SIPA PRIORITY CBS CROSS-REGISTRATION**

- The application is open for one day only. Please see the CBS Cross Registration site for application information.
- This application is open to SIPA students only. Students are encouraged to apply as early as possible on the day the application opens. CBS will notify students if they are 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 VERGIL**

- Students may enroll in an MBA elective course (B8000-level) through Vergil.
- 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.
Please reference the Law School cross-registration page for information on cross-registration policies and procedures and 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. Students must adhere to Law School registration deadlines.

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

A list of approved courses for cross-registration is posted on the GSAPP site. Students can register or waitlist courses designated as open to cross-registrants directly via SSOL.

Graduate School of Arts and Sciences (GSAS)

View course offerings in Vergil. Students can register for courses directly or may need to use a form depending on if instructor permission is required.

Graduate School of Journalism

Cross-J Registration Process: Journalism School Application Form. Note: You will be automatically enrolled if the request is approved.
| Language Courses (any CU school) | View course offerings in Vergil. Students can register for courses directly or may need to use a Registration Adjustment Form (RAF), depending on if instructor permission is required. | Vergil Student Services On-Line (SSOL) or Registration Adjust Form (RAF) (if instructor permission is required) | Specific language department's Student Affairs |
Mailman School of Public Health

1. Non-Mailman School of Public Health 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’s signature on the cross-registration form.

3. After receiving initial permission, students must receive final approval and signature from the Office of Student Affairs at Public Health.

4. Once all approvals have been received, submit the form via e-mail to ssc@columbia.edu or, if possible, in person to the University Registrar in 205 Kent Hall for the registration to be processed.

School of Public Health Cross-Registration Form

Mailman Office of Academic Affairs
Cross-Registration Form
msph-os@columbia.edu
212-305-3927
722 West 168th Street, Suite 1014

Mailman School of Public Health

1. Instructor and/or department must indicate permission to register for the course by signing the Registration Adjust Form.

2. Once approval is received, submit the form via e-mail to ssc@columbia.edu or, if possible, in person to the University Registrar in 205 Kent Hall for the registration to be processed.

K or PS Vergil

School of Professional Studies (SPS)

1. Instructor or department must indicate permission to register for the course by signing the Registration Adjust Form.

2. Once approval is received, submit the form via e-mail to ssc@columbia.edu or, if possible, in person to the University Registrar in 205 Kent Hall for the registration to be processed.

K or PS Vergil

School of Professional Studies (SPS)

1. Instructor or department must indicate permission to register for the course by signing the Registration Adjust Form.

2. Once approval is received, submit the form via e-mail to ssc@columbia.edu or, if possible, in person to the University Registrar in 205 Kent Hall for the registration to be processed.

K or PS Vergil

School of Professional Studies (SPS)

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School of Professional Studies (SPS)

1. Instructor or department must indicate permission to register for the course by signing the Registration Adjust Form.

2. Once approval is received, submit the form via e-mail to ssc@columbia.edu or, if possible, in person to the University Registrar in 205 Kent Hall for the registration to be processed.

K or PS Vergil

School of Professional Studies (SPS)

1. Instructor or department must indicate permission to register for the course by signing the Registration Adjust Form.

2. Once approval is received, submit the form via e-mail to ssc@columbia.edu or, if possible, in person to the University Registrar in 205 Kent Hall for the registration to be processed.

K or PS Vergil

School of Professional Studies (SPS)

1. Instructor or department must indicate permission to register for the course by signing the Registration Adjust Form.

2. Once approval is received, submit the form via e-mail to ssc@columbia.edu or, if possible, in person to the University Registrar in 205 Kent Hall for the registration to be processed.

K or PS Vergil

School of Professional Studies (SPS)

1. Instructor or department must indicate permission to register for the course by signing the Registration Adjust Form.

2. Once approval is received, submit the form via e-mail to ssc@columbia.edu or, if possible, in person to the University Registrar in 205 Kent Hall for the registration to be processed.
### Cross-registration for Non-SIPA Students

**SIPA FALL 2023 COURSE REGISTRATION FOR NON-SIPA STUDENTS WILL BE AVAILABLE FROM MONDAY, SEPTEMBER 11 - FRIDAY, SEPTEMBER 15, 2023, VIA Vergil.**

- 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 prerequisites or other restrictions.
• You must register for SIPA courses (or join a waitlist) via Vergil. See the Registration Process below for students whose schools do not use SSOL and undergraduate students.

Registration Process:

Students register for courses via SSOL, except those from the schools listed below. For those who require the submission of the Registration Request Form, note that the form opens on August 30, 2023. Cross-registration requests will be processed starting Monday, September 11, through Friday, September 15.

• 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 e-mail indicating approval to the TC registrar as proof of admission.

• Law School - Students must submit the registration request form for all registration requests.

• Undergraduate students:

  • Columbia College, General Studies, and SEAS – Please follow the Vorgel 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 and documentation indicating instructor permission.

  • Barnard College – Students must submit the registration request form for all registration requests. The instructor’s permission must also accompany any SIPA course request above the 4000-level.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVP U6111</td>
<td>Principles of Ecology</td>
</tr>
<tr>
<td>ENVP U6112</td>
<td>Urban Ecology</td>
</tr>
<tr>
<td>ENVP U6115</td>
<td>Climatology</td>
</tr>
<tr>
<td>ENVP U6116</td>
<td>Hydrology</td>
</tr>
<tr>
<td>ENVP U6220</td>
<td>Environmental Chemistry</td>
</tr>
<tr>
<td>ENVP U6221</td>
<td>Risk Assessment # Toxicology</td>
</tr>
<tr>
<td>ENVP U6241</td>
<td>Earth Systems # Environmental Politics, Policy, # Management</td>
</tr>
<tr>
<td>ENVP U6246</td>
<td>Analytics in Environmental Science Policy</td>
</tr>
<tr>
<td>ENVP U6225</td>
<td>Ethics, Values and Justice</td>
</tr>
<tr>
<td>ENVP U6310</td>
<td>Research Methods and Quantitative Techniques in Public Management and Policy</td>
</tr>
<tr>
<td>ENVP U8201</td>
<td>Financial Management</td>
</tr>
<tr>
<td>ENVP U8213</td>
<td>Microeconomics and Policy Analysis I</td>
</tr>
<tr>
<td>ENVP U8216</td>
<td>Microeconomics for Policy Analysis II</td>
</tr>
<tr>
<td>ENVP U9229</td>
<td>Workshop in Applied Earth Systems Management I</td>
</tr>
<tr>
<td>ENVP U9230</td>
<td>Workshop in Applied Earth Systems Management II</td>
</tr>
<tr>
<td>ENVP U9232</td>
<td>Capstone Workshop in Applied Earth Systems Policy Analysis</td>
</tr>
<tr>
<td>IAIA U6800</td>
<td>Conceptual Foundations of International Politics</td>
</tr>
<tr>
<td>or IAIA U6804</td>
<td>Conceptual Foundations of International Politics - Discussion</td>
</tr>
<tr>
<td>INAF U6022</td>
<td>Economics of Finance</td>
</tr>
<tr>
<td>INAF U6043</td>
<td>Sustainable Development Policy and Practice</td>
</tr>
<tr>
<td>PUAF U6100</td>
<td>Politics of Policymaking: Issues in Comparative Politics</td>
</tr>
<tr>
<td>or PUAF U6102</td>
<td>Politics of Policymaking: Issues in Comparative Politics - Discussion</td>
</tr>
<tr>
<td>PUAF U6110</td>
<td>Politics of Policymaking: American Institutions in Comparative Perspective</td>
</tr>
<tr>
<td>or PUAF U6112</td>
<td>Politics of Policymaking: American Institutions in Comparative Perspective - Discussion</td>
</tr>
<tr>
<td>PUAF U6120</td>
<td>Politics of Policymaking: Developing Countries in Comparative Perspective</td>
</tr>
<tr>
<td>or PUAF U6122</td>
<td>Politics of Policymaking: Comparative Politics - Discussion</td>
</tr>
<tr>
<td>PUAF U6411</td>
<td>Universal Food Security</td>
</tr>
<tr>
<td>PUAF U6254</td>
<td>Development Practice Lab I</td>
</tr>
<tr>
<td>PUAF U6255</td>
<td>Development Practice Lab II</td>
</tr>
<tr>
<td>SI PA U4040-4045</td>
<td>Professional Development .25</td>
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<tr>
<td>SI PA U6003</td>
<td>Analysis of Public Sector Organizations</td>
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<tr>
<td>SI PA U6005</td>
<td>Effective Management in the Public Service</td>
</tr>
<tr>
<td>SI PA U6011</td>
<td>Strategic Management of Nonprofit Organizations</td>
</tr>
<tr>
<td>SI PA U6014</td>
<td>Strategic and Entrepreneurial Management</td>
</tr>
<tr>
<td>SI PA U6015</td>
<td>Sustainability Management</td>
</tr>
<tr>
<td>SI PA U6016</td>
<td>Leading # Managing in Moments of Adversity # Opportunity</td>
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<tr>
<td>SI PA U6017</td>
<td>Effective Management in the Public Service</td>
</tr>
<tr>
<td>SI PA U6020</td>
<td>Accounting for International and Public Affairs</td>
</tr>
<tr>
<td>SI PA U6300</td>
<td>Microeconomics for International and Public Affairs</td>
</tr>
<tr>
<td>or SI PA U6301</td>
<td>Macroeconomics for International and Public Affairs</td>
</tr>
<tr>
<td>SI PA U6310</td>
<td>Nonprofit Financial Management</td>
</tr>
<tr>
<td>SI PA U6320</td>
<td>Budgeting # Financial Management for Government</td>
</tr>
<tr>
<td>SI PA U6400</td>
<td>Microeconomic Analysis for International and Public Affairs</td>
</tr>
</tbody>
</table>
or SIPA U6401  Macroeconomic Analysis for International and Public Affairs  3

SIPA U6500  Quantitative Analysis I for International and Public Affairs  3
SIPA U6501  Quantitative Analysis II for International and Public Affairs  3
SIPA U9000  Capstone Workshop  3
SIPA U9001  Capstone Workshop in Sustainable Development Practice  3

Questions
E-mail SIPA's Office of Student Affairs with registration questions: siparegistration@columbia.edu

Registration Tools
• Vergil
• 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. 2)
• Cross-registration for Non-SIPA Students (p. 2)
• University Academic Certification/Enrollment Verification
• University Refund Rates for Withdrawal
• University Registrar

Help
• Registration FAQS (p. 10)
• 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. 2) 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. Go to Student Services Online (SSOL) to view your registration schedule.

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 for 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 for 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 programs to populate their mailing list to keep students apprised of events and job opportunities within their concentration/specialization. Concentration/Specialization appears on your record in SSOL.

**Note for International Students:**

Please check with the [International Students and Scholars Office](https://www.columbia.edu/cu/soa/iss) regarding registration requirements for paid internships.

**How do I change sections of a course?**

If you want to change course sections (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 this, 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 join 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. A student is not guaranteed to get a seat if they are on a waitlist.

**Cross-Registration, Instructor Managed courses.**

For detailed Cross-Registration instructions, please click [here](#) (p. 2).

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 follow the registration guidelines for your current school to register for their courses. To cross-register for SIPA courses, contact your Advising Dean in SIPA’s Office of Student Affairs with a list of the courses you plan to cross-register 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. 2)” webpage.

5. **How do I register for non-SIPA courses?**
   Detailed information on the various cross-registration processes is located on the Cross-Registration (p. 2) 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. **I am a dual degree student registered at another school this term. How do I register for SIPA courses?**
   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.

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...
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 the 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 on the University Registrar’s website. Students should not make any travel plans before the last day of final exams until their 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 instructor’s discretion. 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, the instructor posts an “R” instead of a letter grade at the end of the course. 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.