

# 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.

Registration in select courses is restricted by concentration/specialization during the initial part of the registration cycle. Registration restrictions are noted in the course description in the SIPA courses guide. These course restrictions will be removed on **Tuesday, December 5, 2023**. However, students must still meet any listed pre-requisites to register for a course.

## **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 business day)

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

## Spring 2024 Important Registration Dates

November 28 - January 10	Registration Open to Continuing SIPA Students
December 5	***Removal of Course Registration Restrictions Based on Concentration/Specialization
January 11	Registration Open to New Students Only
January 12-26	SIPA course registration available to all SIPA students
January 16	First Day of Classes
January 26	Deadline to add/drop full-semester SIPA courses. Last day of registration.*
February 20	Deadline to withdraw from full-semester SIPA courses*
March 21	Deadline to change course grading option to pass/fail or letter grade. **
April 29	Last Day of Classes
May 3-10	Final Exams

\*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.

\*\*\*Some course restrictions may remain after this date. If so the date of restriction removal for the individual course will be noted in the course description on the SIPA Course Search

**[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 canNOT 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**

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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

- Log into [Vergil](#)
  - If you have a registration appointment time, select "Registration" to begin registering for courses.
  - 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.
  - 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](#).)
  - 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](mailto: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](mailto:siparegistration@columbia.edu). (Note that this e-mail is not actively monitored during school breaks)

## Instructor Managed Registration Courses

Specific 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.** Apply for Instructor Managed Course Registration via <https://fs23.forms.site.com/SIPA/InstructorManagedReg/index.html>

**Step 2.** Join the waitlist for the course in Student Services Online (SSOL).

**Step 3.** Instructors will review and approve students from the waitlist in SSOL.

**Step 4.** Students who apply will be notified of the instructor's decision via e-mail. Students who are selected for the course will be automatically registered.

*Instructors will directly approve students from the waitlist for the following courses:*

**Spring 2024**

INAF U6129	Storytelling and The Art of Creating Social Impact Campaigns
INAF U6506	Data Science # Public Policy
INAF U6514	Text as Data
INAF U6564	Applied Peacebuilding and Conflict Resolution: Fieldwork Competencies
INAF U6614	Data Analysis for Policy Research Using R
INAF U6692	Sustainable Finance II: System-level Investing
INAF U6792	Foreign Policy Crisis Decision-Making
INAF U6946	Writing and Delivering Speeches
INAF U8142	Intelligence # US Foreign Policy
INAF U8908	Sustainable Investing Research Consulting Project
SIPA U4011	Advanced Techniques in Excel

## 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.**

School	Cross-Registration Process	Prefix Code	Where to Find Courses	How to Register	Who to Contact	After the priority registration period ends, SIPA students will continue to have access to register courses via SSOL/ Vergil.
Columbia Business School (CBS)	1. <u>SIPA PRIORITY VIA SSOL/ VERGIL:</u> SIPA students will be provided priority access to register for CBS courses between January 18th and 19th via SSOL. After this time CBS courses will open to the University for cross-registration. Students are encouraged to register as early as possible as seats may be limited. Students must adhere to the registration rules and regulations of the Business School. Please see the CBS <u>cross-registration page</u> for complete information.	B	Select 8000 level courses. See <u>cross-registration page</u>	SSOL/ Vergil (Priority and General Registration)	CBS Office of Student Affairs crossreg@gsb.columbia.edu	Note: 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. If a course is not listed by CBS as available to cross-registrants, there is no other form of appeal to gain access to the course.
	2. <u>GENERAL CBS CROSS-REGISTRATION VIA SSOL/ VERGIL:</u>					

**Columbia Law School (CLS)** 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. The Law School processes law school registrations. 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.

Law School Course Guide Law School Cross-Registration Application Form CU Law School Registrar registrar@law.columbia.edu 212-854-2668 Room 500 William June Warren Hall

**Graduate School of Architecture, Planning and Preservation (GSAPP)** A list of courses approved for cross-registration 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 on SAS.org. 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-Registration Process: Journalism School Application Form. Note: You will be automatically enrolled if the request is approved.

GSAPP Cross-Registration Site Student Services On-Line (SSOL) GSAPP Office of Student Affairs studentaffairs@arch.columbia.edu

212-854-3414  
400 Avery Hall

GR or GU Vergil Student Services On-Line (SSOL) or Registration Adjust Form (RAF) (if instructor permission is required) Depending on the department

Journalism Cross-Registration Application Site Form Dean Melanie Huff mgh2@columbia.edu

<b>Language Courses (any CU school)</b>	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.	<i>vary</i>	<u>Vergil</u>	<u>Student Services On-Line (SSOL)</u> or <u>Registration Adjust Form (RAF)</u> (instructor permission is required)	Specific language department's <del>Registration</del> Student Affairs
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**Mailman School of Public Health** 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'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](mailto:ssc@columbia.edu) or, if possible, in person to the University Registrar

Vergil

School of Public Health Cross-Registration Form Mailman Office of Academic Affairs  
[osa@columbia.edu](mailto:osa@columbia.edu)  
 212-305-3927  
 722 West 168th Street, Suite 1014

in Uris Hall for the registration to be processed.  
 Note: There may be a cap on the number of courses students can register for.

**School of Professional Studies (SPS)** 1. K or PS 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](mailto:ssc@columbia.edu) or, if possible, in person to the University Registrar in Uris Hall for the registration to be processed.

Vergil

RegistrationSPS Adjust Form (RAF) Division of Student Affairs  
[sps-studentaffairs@columbia.edu](mailto:sps-studentaffairs@columbia.edu)  
 212 854 9666 203 Lewisohn Hall

<b>Social Work</b>	Students can apply only for the courses listed on the Social Work Cross Registration Form. If approved for a course, students will be registered and notified. Students will also be notified if not approved.	T	<a href="#">Social Work Cross-Registration Form</a>	<a href="#">Social Work Cross-Registration Form</a>	Social Work Student Office swstudentservices@columbia.edu	<b>Teachers College</b>	1. Instructor and/or department must indicate permission to register for the course by signing the Registration Adjust Form	<a href="#">Teachers College Course Search</a>	<a href="#">Registration Adjust Form (RAF)</a>	Teachers College Registrar registrar@tc.columbia.edu	212 678 4050
							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 Uris Hall for the registration to be processed. Note: Courses taken at Teachers College must be relevant to the SIPA degree. e.g., No Ceramics, Art, Music, etc.				

## Cross-registration for Non-SIPA Students

**SIPA'S COURSE REGISTRATION FOR NON-SIPA STUDENTS WILL BE AVAILABLE FROM MONDAY JANUARY 22 - FRIDAY, JANUARY 26, 2024, VIA SSOL/Vergil.**

- Non-SIPA students can 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.** Cross-registration requests will be processed starting Monday, January 22 - Friday, January 26, 2024.

- 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 Vergil 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 for cross-registration for non-SIPA students:

		Points
The following courses are NEVER available to non-SIPA students for cross-registration		
EMPA U6010	Accounting for Public Affairs	3
EMPA U6035	Open Economy Macroeconomic Analysis	3
EMPA U6040	Cost Benefit Analysis	3
EMPA U6223	Political Environment of Policymaking	3
EMPA U6237	Global Context of Policymaking	3
EMPA U6310	Quantitative Techniques	3
EMPA U8200	Effective Management in the Public Service	3
EMPA U8201	Financial Management	3
EMPA U8213	Microeconomics and Policy Analysis I	3
EMPA U9000	Capstone Workshop for Executive MPA	3
EMPA U9225	Public Management Innovation	3
EMPA U9500	Portfolio Presentation Workshop	3
ENVP U6111	Principles of Ecology	2
ENVP U6112	Urban Ecology	2
ENVP U6115	Climatology	2
ENVP U6116	Hydrology	2
ENVP U6220	Environmental Chemistry	2
ENVP U6221	Risk Assessment # Toxicology	2
ENVP U6241	Earth Systems and Environmental Policy, Politics, and Management	3

ENVP U6246	Analytics in Environmental Science Policy	1
ENVP U6225	Global Environmental Ethics for Development Practice	3
ENVP U6310	Quantitative Techniques and Systems Analysis in Policymaking	3
ENVP U8201	Financial Management	3
ENVP U8213	Microeconomics and Policy Analysis I	3
ENVP U8216	Microeconomics and Policy Analysis II	3
ENVP U9229	Workshop in Applied Earth Systems Management I	3
ENVP U9230	Workshop in Applied Earth Systems Management II	3
ENVP U9232	Capstone Workshop in Applied Earth Systems Policy Analysis	5
IAIA U6800	Conceptual Foundations of International Politics	4
or IAIA U6804	Conceptual Foundations of International Politics - Discussion	
INAF U6022	Economics of Finance	3
INAF U6043	Sustainable Development Policy and Practice	3
PUAF U6100	Politics of Policymaking: Global Perspectives on Policy Analysis # Design	4
or PUAF U6102	Politics of Policymaking: Issues in Comparative Politics - Discussion	
PUAF U6110	Politics of Policymaking: American Institutions in Comparative Perspective	4
or PUAF U6112	Politics of Policymaking: American Institutions in Comparative Perspective - Discussion	
PUAF U6120	Politics of Policymaking: Developing Countries in Comparative Perspective	4
or PUAF U6122	Politics of Policymaking: Comparative Politics - Discussion	
PUAF U6411	Universal Food Security	3
PUAF U6254	Development Practice Lab I	3
PUAF U6255	Development Practice Lab II	3
SIPA U4040-4045	Professional Development	.25
SIPA U6003	Analysis of Public Sector Organizations	3
SIPA U6005	Effective Management in the Public Service	3
SIPA U6011	Strategic Management of Nonprofit Organizations	3
SIPA U6014	Strategic and Entrepreneurial Management	3
SIPA U6015	Sustainability Management	3
SIPA U6016	Leading # Managing in Moments of Adversity # Opportunity	3
SIPA U6017	Effective Management in the Public Service	3
SIPA U6200	Accounting for International and Public Affairs	3
SIPA U6300	Microeconomics for International and Public Affairs	3
or SIPA U6301	Macroeconomics for International and Public Affairs	
SIPA U6310	Nonprofit Financial Management	3
SIPA U6320	Budgeting # Financial Management for Government	3
SIPA U6400	Microeconomic Analysis for International and Public Affairs	3

or SIPA U6401	Macroeconomic Analysis for International and Public Affairs	
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](mailto: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. 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. 10)
- Contact the SIPA Office of Student Affairs: [siparegistration@columbia.edu](mailto: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.

### 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.

### How do I register for a course online?

Online registration takes place in [SSOL](#). Students 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 & SIPA 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 via SSOL. Note that some courses have course or program pre-requisites. Students who do not meet these pre-requisites will be blocked from registering these courses via SSOL. 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.

### I missed a registration appointment. What should I do?

Registration appointment times continue through the first two weeks of classes. Should you miss a registration appointment during this time you can register during your next appointed time. Go to [Student Services Online](#) (SSOL) to view your registration schedule.

### 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. Internships completed in the summer must

be registered 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. Additional information and policies governing internship registration is located [here](#).

#### 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](#) regarding registration requirements for paid internships.

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

If you want to change course sections you can 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?**
  - a. Automated Waitlist: students are automatically registered from the waitlist in the order in which they join the list as seats become available.
  - b. Managed Waitlist: Instructors must manually approve any registration from a managed waitlist. There is no automatic registration from a managed waitlist, even if there are available seats.
- 2. How would I know if a waitlist is automated or managed?**

In the case of an automated waitlist, a number will appear alongside the student's name confirming their 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. 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 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. 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:

  - a. [SIPA's Course Search](#) or [Vergil Course Search](#), which provides a complete listing of available courses and their needs.
  - b. The Office of Student Affairs: For questions related to Core Requirements.
  - c. Concentration or Specialization Directors: For questions related to Concentration/Specialization Requirements.
  - d. Individual schools' bulletins or homepages: The bulletins and web sites of other Columbia schools provides relevant course information.
- 2. How can I view course evaluations?**

Course evaluations are available on [Courseworks](#).
- 3. How can I view syllabi?**

During the registration period 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](#).
- 4. How does a course fit into my degree requirements?**

Students are advised to use their Stellic audit to manage and track degree requirements. Students in the full-time two-year MIA or MPA program can also reference 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](#).

5. **What if two classes I want to take overlap?**

Please see: <https://bulletin-next.columbia.edu/sipa/academic-policies/student-absences/>

6. **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 credit. Note that students in the MPA-EPM and MPA-ESP programs can take a maximum of 19 credits.

7. **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.

drop a short course after the stated deadline will be processed as withdrawals and a “W” will be posted for the course.

4. **Do I need the instructor’s permission to drop a class?**

No. However, you will receive a “W” on your transcript if you request to drop a course after the add/drop deadline. Please refer to the academic calendar for the withdrawal deadline. Withdrawal requests should be submitted through the [registration request form](#).

5. **When can I change the grading option to pass/fail or R credit?**

Please refer to the [academic calendar](#).

## Final Exams

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 before the last day of final exams until their final exam schedule has been finalized.

## Grading Options

1. **Can I audit (R-Credit) a course?**

Students can audit a course, with the permission of the instructor. Students approved to audit (receive R-credit) a course must be registered for the course in SSOL and appear on the grade roster. Note that SIPA does not permit students to ‘sit in’ on courses (i.e., attend classes without being registered for the course). 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. **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.

3. **What 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