SIPA Registration

SIPA Course Registration Information

Registration Process
SIPA course registration is conducted via Vergil, the University's student portal. Each student assigns a specific registration time, which is staggered across the University. At SIPA, these times are allocated based on the student's semester of residency, with those closest to graduation receiving earlier registration slots.

Registration Appointment Times
You can review your registration appointment times in Vergil. Student registration start date and time is determined by the number of semesters completed. See the schedule below for details. Note: After the first day, registration appointment times are randomly assigned.

- 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)

Course Restrictions
Some courses are restricted by concentration or specialization during the initial part of the registration cycle. These restrictions are noted in Vergil and the SIPA Bulletin.

Fall 2024 Important Registration Dates
Posted below are registration-specific dates that you should bear in mind.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 9</td>
<td>3rd+ Semester Continuing-Student Course Registration - BEGINS at 9:30am</td>
</tr>
<tr>
<td></td>
<td>2nd Semester Continuing-Student Course Registration - BEGINS at 1:00pm</td>
</tr>
<tr>
<td>August 12</td>
<td>1 Semester Continuing-Student Course Registration - BEGINS at 9:30am</td>
</tr>
<tr>
<td>August 9 - 26</td>
<td>Course Registration Available for Continuing Students</td>
</tr>
<tr>
<td>August 27-29</td>
<td>1st Semester New-Student Course Registration</td>
</tr>
<tr>
<td>August 30 - September 13</td>
<td>SIPA Course Registration Available to All SIPA Students</td>
</tr>
<tr>
<td>September 3</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td>September 13</td>
<td>Deadline to add/drop full-semester SIPA courses. Last day of registration.*</td>
</tr>
<tr>
<td>October 8</td>
<td>Deadline to withdraw from full-semester SIPA courses*</td>
</tr>
<tr>
<td>November 14</td>
<td>Deadline to change course grading option to pass/fail or letter grade.**</td>
</tr>
<tr>
<td>December 9</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>December 13 - 20</td>
<td>Final Exams</td>
</tr>
</tbody>
</table>

Short Courses:
- Can be registered anytime before the first session.
- Must be dropped before the second session. If dropped after this, students will incur a “W.”

Course Restrictions:
- Some restrictions may remain after the initial registration date. The date of restriction removal for individual courses will be noted in Vergil and the SIPA Bulletin.

Additional Resources
- View all registration deadlines.

How SIPA Students Register for SIPA Courses

Course Registration Overview
SIPA Courses

Registration Period:
Registration for SIPA courses takes place in Vergil during the add/drop period. Check the academic calendar for specific dates.

Post Add/Drop Period:
After the add/drop period, you can no longer add/drop courses via SSOL. Any changes must be submitted using the SIPA registration request form. You can still use SSOL to change grade options (e.g., pass/fail or letter grade).

Non-SIPA Courses
Different Processes:
The registration process for courses from other university departments and schools may differ and may not be available through Vergil.

Cross-Registration Information:
Cross-registration details for select schools and departments can be found [here]. Check the individual school/department website if the school is not listed.

SIPA Course Registration Step-by-Step

1. Confirm Your Registration Times on Vergil
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. Search and Shop for Courses
There are several course search options available to students.
SIPA Registration

• **Vergil** provides a comprehensive listing of University course offerings, a calendar/planner for course scheduling, and allows the export of selected courses directly into SSOL.

• **Columbia University Directory of Classes** provides a comprehensive listing of University course offerings, searchable by department or subject area, with course enrollment information and special permissions.

**Note:** You must have the course call number to register via SSOL. Also, note any special permissions that may be required for courses.

3. **View and Shop Course Syllabi**
Find course syllabi using Vergil or View Previous SIPA Course Syllabi and Course Evaluation Results.

4. **Register Your Courses (During the Add/Drop Period)**

**Important Notes:**

• After the add/drop period ends, students can no longer process course requests via SSOL. All SIPA add/drop 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 the specific school's/department's website for details (p. 2)

1. Log into Vergil
2. During your registration appointment, select “Registration” to begin registering for courses.
3. Enter the call number of a course directly or approve registration from your course wishlist.

Reminder: Check for holds on your account before registering.

5. **Verify Your Course Schedule Before the End of the Add/Drop Period**

• Review your schedule on Vergil before the end of the registration period to ensure accuracy.

• During the add/drop period, view real-time schedule information in the “Registration” section of SSOL. The “class schedule” section is updated every 24 hours.

• Do not use CourseWorks to confirm your schedule immediately, as updates may be delayed. If issues arise, email courseworks@columbia.edu.

**Things to Keep in Mind**

• To avoid a late registration fee, you must register for at least one class before the first day of class.

• Schedule changes can be made using SSOL until the end of the add/drop period. For changes not accessible online, use the registration request form.

• Students can request a maximum of two grade option changes per course (pass/fail or letter grade).

• To change course sections, use the REPLACE option on the online registration menu in Vergil.

• During your registration appointment, the course information on SSOL is live and up-to-date. The class schedule section may have a 24-hour delay.

**Key Registration Dates**

• 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, visit the Office of Student Affairs (610 IAB) or email siparegistration@columbia.edu. (Note: This email is not actively monitored during school breaks.)

**Cross-Registration: How SIPA Students Register for Non-SIPA Courses and How Non-SIPA Students Register for SIPA Courses**

**Cross-Registration Instructions 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.**
1. **SIPA PRIORITY VIA SSOL/VERGIL:** 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 cross-registration page for complete information.

2. **GENERAL CBS CROSS-REGISTRATION**

   - **Select 8000 level courses.**
   - **See cross-registration page**
   - **SSOL/ Vergil (Priority and General Registration)**
   - **CBS Office of Student Affairs crossreg@gsb.columbia.edu**

   After the priority registration period ends, SIPA students will continue to have access to register courses via SSOL/Vergil. 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.
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 Cross-School Application Form
CU Law School Law School of Architecture and Preservation (GSAPP) Registrar registrar@law.columbia.edu 212-854-2668 Room 500 William June Warren Hall

Graduate School of Architecture A list of approved courses for cross-registration on the GSAPP site.

Graduate School of Arts and Sciences (GSAS) View course offerings on the GR or GU Vergil.

Graduate School of Journalism Cross-Registration Process:
Journalism School Application Form. Note: You will be automatically enrolled if the request is approved.

GSAPP Student Cross-Services Registration On-Line Site (SSOL)
Graduate School of Arts and Sciences (GSAS) Office of Student Affairs studentaffairs@arch.columbia.edu 212-854-3414 400 Avery Hall

Graduate School of Journalism Cross-Registration Process:
Journalism School Application Form. Note: You will be automatically enrolled if the request is approved.

Journalism Cross-Registration Process:
Dean Melanie Huff melanie.huff@jsc.columbia.edu

Cross-Registration Application Form

Vergil Student Services On-Line (SSOL) or Registration Adjust Form (RAF) (if instructor permission is required)
| Language Courses (any CU school) | View vary 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. | Student Services On-Line (SSOL) or Registration Adjust Form (RAF) depending on if instructor permission is required. | Specific language department's Student Affairs |
1. Non-Mailman
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 Uris Hall
for the
registration
to be
processed.

Note:
There may
be a cap on
the number
of courses
students
can register for.

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School of Professional Studies (SPS)

1. The K or PS
Mailman
Office of
Academic
Affairs

Cross-
Registration
Form

ssa@columbia.edu

212-305-3927

722 West
168th
Street,
Suite 1014

in Uris Hall
for the
registration
to be
processed.

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K or PS
Mailman
School of Public
Health

1. Instructors
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 Uris Hall
for the
registration
to be
processed.
Social Work 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.

Social Work Cross-Registration Form

Social Work Student Services Office swstudentservices@columbia.edu

Teachers College 1. The instructor and/or department must indicate permission to register for the course by signing the Registration Adjust Form.

Teachers College Form (RAF) Registrar

Teachers College Adjunct College Search

Teachers College 212 678 4050

Cross-Registration Instructions for Non-SIPA Students

Non-SIPA students can register for SIPA courses during the second week of the semester, from Monday, September 9, 2024, to Friday, September 13, 2024, via SSOL and Vergil. A maximum of 9 SIPA credits per semester is allowed.

Important Notes:

- Courses not listed below are generally open for cross-registration, though some may have prerequisites or restrictions.

- Students must register for SIPA courses or join a waitlist through Vergil. For students from schools that do not use SSOL or
undergraduate students, follow the registration process outlined below.

Registration Process:

- **Fall 2024 Dates for Non-SIPA Students:** Non-SIPA students can register for SIPA courses from Monday, September 9, 2024, to Friday, September 13, 2024.

- **SSOL and Vergil:** Most non-SIPA students can register via SSOL and Vergil.

- **SIPA Registration Request Form:** This form is required for students without an SSOL account or for those with a pre-requisite course exception and have secured instructor permission to waive the pre-requisite course. The SIPA Registration Request Form for non-SIPA students will only be accepted during the cross-registration period of September 9 and 13, 2024.

Specific School Instructions:

- **Teachers College:** Register through the Teachers College registrar. No additional permission is required for open courses. Students admitted to application courses (p. 8) will be notified via email; bring this email as proof of admission to the TC registrar. will be notified by e-mail. Please take the e-mail indicating approval to the TC registrar.

- **Law School:** Students must submit the SIPA registration request form for all registration requests.

- **Undergraduate Students (Columbia College, General Studies, SEAS, and Barnard College):**
  - Instructor permission is required for any SIPA course registration above the 4000-level. For registration requests that cannot be transacted in SSOL, submit the SIPA registration request form.

Courses Not Available for Cross-Registration:
The following courses are never available for cross-registration for non-SIPA students:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPA U6010</td>
<td>Accounting for Public Affairs</td>
</tr>
<tr>
<td>EMPA U6035</td>
<td>Open Economy Macroeconomic Analysis</td>
</tr>
<tr>
<td>EMPA U6040</td>
<td>Cost Benefit Analysis</td>
</tr>
<tr>
<td>EMPA U6223</td>
<td>Political Environment of Policymaking</td>
</tr>
<tr>
<td>EMPA U6237</td>
<td>Global Context of Policymaking</td>
</tr>
<tr>
<td>EMPA U6310</td>
<td>Quantitative Techniques</td>
</tr>
<tr>
<td>EMPA U8200</td>
<td>Effective Management in the Public Service</td>
</tr>
<tr>
<td>EMPA U8201</td>
<td>Financial Management</td>
</tr>
<tr>
<td>EMPA U8213</td>
<td>Microeconomics and Policy Analysis I</td>
</tr>
<tr>
<td>EMPA U9000</td>
<td>Capstone Workshop for Executive MPA</td>
</tr>
<tr>
<td>EMPA U9225</td>
<td>Public Management Innovation</td>
</tr>
<tr>
<td>EMPA U9500</td>
<td>Portfolio Presentation Workshop</td>
</tr>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVP U6241</td>
<td>Earth Systems and Environmental Policy, Politics, and Management</td>
</tr>
<tr>
<td>ENVP U6246</td>
<td>Analytics in Environmental Science Policy</td>
</tr>
<tr>
<td>ENVP U6225</td>
<td>Global Environmental Ethics for Development Practice</td>
</tr>
<tr>
<td>ENVP U6310</td>
<td>Quantitative Techniques and Systems Analysis in Policymaking</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 and 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>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: Global Perspectives on Policy Analysis # Design</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 U6130</td>
<td>Politics of Policymaking: Issues in Comparative Politics</td>
</tr>
<tr>
<td>PUAU U6411</td>
<td>Universal Food Security</td>
</tr>
<tr>
<td>PUAU U6254</td>
<td>Development Practice Lab I</td>
</tr>
<tr>
<td>PUAU U6256</td>
<td>Development Practice Lab II</td>
</tr>
<tr>
<td>SIPA U4040-4045</td>
<td>Professional Development</td>
</tr>
<tr>
<td>SIPA U6003</td>
<td>Analysis of Public Sector Organizations</td>
</tr>
<tr>
<td>SIPA U6005</td>
<td>Effective Management in the Public Service</td>
</tr>
<tr>
<td>SIPA U6011</td>
<td>Strategic Management of Nonprofit Organizations</td>
</tr>
<tr>
<td>SIPA U6014</td>
<td>Strategic and Entrepreneurial Management</td>
</tr>
<tr>
<td>SIPA U6015</td>
<td>Sustainability Management</td>
</tr>
<tr>
<td>SIPA U6016</td>
<td>Leading &amp; Managing in Moments of Adversity &amp; Opportunity</td>
</tr>
<tr>
<td>SIPA U6017</td>
<td>Effective Management in the Public Service</td>
</tr>
<tr>
<td>SIPA U6200</td>
<td>Accounting for International and Public Affairs</td>
</tr>
<tr>
<td>SIPA U6300</td>
<td>Microeconomics for International and Public Affairs</td>
</tr>
<tr>
<td>or SIPA U6301</td>
<td>Macroeconomics for International and Public Affairs</td>
</tr>
<tr>
<td>SIPA U6310</td>
<td>Nonprofit Financial Management</td>
</tr>
<tr>
<td>SIPA U6320</td>
<td>Budgeting &amp; Financial Management for Government</td>
</tr>
</tbody>
</table>
SIPA U6400 Microeconomic Analysis for International and Public Affairs or SIPA U6401 Macroeconomic Analysis for International and Public Affairs
SIPA U6500 Quantitative Analysis I for International and Public Affairs SIPA U6501 Quantitative Analysis II for International and Public Affairs SIPA U9000 Capstone Workshop SIPA U9001 Capstone Workshop in Sustainable Development Practice

Contact Information for SIPA Registration Assistance
E-mail SIPA's Office of Student Affairs with registration questions: siparegistration@columbia.edu

Courses with Instructor-Managed Registration
Certain SIPA courses require instructor approval for registration, indicated as “Instructor Approval Required” in the course directory. Students cannot register for these courses directly and must first join the waitlist in SSOL.

1. Apply Online: Complete the form at https://fs23.formsite.com/SIPA/InstructorManagedReg/index.html.
2. Join the Waitlist: Register on SSOL.
3. Instructor Review: Instructors approve students from the waitlist.
4. Notification: Approved students will be automatically registered and notified via email.

Courses requiring instructor approval are listed below.

Fall 2024
INAF U6128 Finance # Development: Impact Investing # Financial Innovation
INAF U6129 Storytelling and The Art of Creating Social Impact Campaigns
INAF U6328 Financing the Energy Transition in Emerging Markets
INAF U6518 Cybersecurity: Technology, Policy, # Law
INAF U6614 Data Analysis for Policy Research Using R
INAF U6692 Sustainable Finance II: System-level Investing
INAF U6726 Global Constitutionalism
INAF U6946 Writing and Delivering Speeches
INAF U8142 Intelligence # US Foreign Policy
INAF U8346 National Security, Industrial Policy, # International Trade
INAF U8908 Sustainable Investing Research Consulting Project
SIPA U4011 Advanced Techniques in Excel

• Concentration/Specialization Change/Declaration Form
• SIPA Syllabi and Course Evaluations

Course Search Platforms
• Stellic
• Vergil
• Columbia University Directory of Classes

Policies and Procedures
• Instructor Managed Courses
• Cross-registration for SIPA Students
• Cross-registration for Non-SIPA Students
• University Academic Certification/ Enrollment Verification
• University Refund Rates for Withdrawal
• University Registrar

Registration Resources
• SIPA Academic Calendar
• Order Transcripts
• SIPA Final Exam Schedule and University Final Exam Schedule
• Registration FAQs
• Contact the SIPA Office of Student Affairs: sipa_osa@columbia.edu or siparegistration@columbia.edu
• Academic Advising

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. 2) 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. 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 cross-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:
   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.

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 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.