



Registering via SSOL: Monday, July 14

9:30-10 am EDT

**Please login in right at 9:30 am!*

Dear Part-Time Students,

This memo contains everything you need to be ready to register yourself for classes this **Monday, July 14, between 9:30-10 am.**

It covers:

1. The classes for which you need to register based on your cohort.
2. How the SSOL registration system functions.
3. **IMPORTANT** Information points of which to make note.

Please read all of it carefully!!

CLASSES FOR WHICH YOU NEED TO REGISTER:

Please refer to your student status below to see for what courses you need to register.

1. ***First-year, part-time students*** must register for one of four courses for the first seven weeks
 - **Politics & Policy** [J6010/Section 1/Written Word]
 - **800 Words** [J6010/Section 2/Written Word]
 - **Video I** [J6015/Section 10/Image & Sound]
 - **Video I** [J6015/Section 11/Image & Sound])

First-year, part-time students must register for a J6010 (Written Word) if they took Video first or if they took J6010 (Written Word) first, then either a J6013 (Audience & Engagement) or a J6015 (Image & Sound).

* **Course descriptions:** <http://bit.ly/PTF141stYr>

Students who register incorrectly or for too many or too few courses will have their schedules corrected by the Dean of Students Office.

- 2. Second-year, part-time students*** may **NOT** register for any courses that run during the first seven weeks of the semester (You will be pre-registered for Law and Critical Issues). For the second half, you must register for either Audience & Engagement (if you took Image & Sound last fall) or an Image & Sound course (if you took Audience & Engagement last fall).

* **Course descriptions:** <http://bit.ly/PTMSF14Modules>

Students who register incorrectly will have their schedules corrected by the Dean of Students Office.

HOW THE SSOL REGISTRATION SYSTEM FUNCTIONS:

There are two ways of registering yourself for classes via SSOL - <https://ssol.columbia.edu/>.


The first is by adding your classes of interest to a **WISH LIST** before registration opens on Monday. If you go that route when your appointment time arrives on Monday (9:30 am), you can login and proceed directly to your **WISH LIST**. On it, there will be a single button you can click to register for all of the courses listed there. ***Please note that going this route does not guarantee that you will get into all of your first choices. You must login right at 9:30 am to have the best opportunity of getting into the courses you want.*** You need to have the call numbers for other courses of interest ready in case you get a reply from the system that the class is full or otherwise restricted. Please note that the system will not allow you to register for more than one section of each type of course (Written Word, Image & Sound, Audience & Engagement).


The second is to wait for your registration window to open and then to enter in the call number for each class of interest into the class lookup for adding to your schedule.


To login in, go to <https://ssol.columbia.edu/>. You will need to use your UNI and password (same one you set up for your Columbia LionMail account).

LOG IN

- Help
- Comments
- Exam List

Enter security information.
Required information is marked with the  symbol.

 University Network ID

 Network Password

[Log in Help](#)

Announcement

New: [Online Wire Transfer Service](#)



Useful Links

- ▶ [Activate UNI](#)
- ▶ [Change Password](#)
- ▶ [ID Center \(CU Card\)](#)
- ▶ [Registrar](#)
- ▶ [Student Financial Services](#)
- ▶ [CUMC Student Administrative Services](#)

Once logged in, you will see the screen below:

Welcome Test

* The University requires all students to provide a valid mailing address.

Please [review and confirm your addresses\(es\)](#) before proceeding.

* The University prefers distributing Refunds and Stipends through Direct Deposit.

Please [update and confirm your direct deposit information](#).

* You have a **registration** appointment right now for Fall 2014.

Your appointment window ends at 9:30PM.

Register for classes [here](#).

* Please click [here](#) to complete the online NY State required

Meningitis Vaccination Decision form.

Your Data

- Academic Records
 - [Academic Profile](#)
 - [Addresses: View and Update](#)
 - [Certification Request](#)
 - [Degree Application Status](#)
 - [Degree Audit Report](#)
 - [Grades and Registration Status](#)
 - [Holds](#)
 - [P/D/F Grading](#)
 - [Registration Appointments](#)
 - [Registration](#)
 - [Student Schedule](#)
 - [Text Message Enrollment](#)
 - [Transcript Ordering](#)
- Account
 - [Account Detail and E-Billing](#)
 - [Direct Deposit Authorization](#)
 - [Automatic Refund Options](#)
- Columbia Card
 - [Deactivate a Lost or Stolen Columbia Card](#)
 - [FlexAccount and Dining Dollars](#)
 - [Cardholder Transactions](#) - updated
- Financial Aid
 - [Award Info and Document Tracking](#)
 - [Student Loan Entrance and Exit Interviews](#)
 - [Student Loan History](#)
 - [Perkins Master Promissory Note](#)
- Miscellaneous
 - [New Student Checklist](#)
 - [Exam List](#)

Click on Registration (highlighted in yellow). If you are logging in before your registration appointment, you will see a message saying that you cannot register until your registration appointment but that you can add courses to your **WISH LIST**.

To add courses to your WISH LIST (or to register during your registration appointment if you didn't prepare a WISH LIST in advance), you will need to fill in the call numbers for the courses for which you want to register. You can get the call numbers on the Directory of Classes at <http://www.columbia.edu/cu/bulletin/uwb/> (sample below) Click on J for Journalism and then Fall 2014.

REGISTRATION

- Academic Records
- Academic Profile
- Addresses
- Certifications
- Degree App Status
- Degree Audit
- Grades
- Holds
- P/D/F Grading
- Reg Appts
- Registration
- Schedule
- Text Message
- Enrollment
- Transcripts

- Account
- Account
- Direct Deposit
- Refund

Viewing Options

Hide my name and personal data

Update View

Fall 2013 Registration

Add or Check Class Status

Call#

Query/Add Class

Fall 2013 classes

There are no classes in your schedule.

[Search Class](#)

[Terms And Conditions](#)

[Select Another Term](#)

Directory of Classes - sample

Fall 2013 Journalism J6010	
THE WRITTEN WORD	
Section 001	<p><i>COVERING COURTS</i> Call Number: 76147 Points: 3 Textbook Information Day/Time: M 5:00pm-8:00pm Location: To be announced Enrollment: 0 students (12 max) as of July 7, 2013 Instructor: Amy Singer</p>
Section 002	<p><i>COVERNG BUSINESS</i> Call Number: 86500 Points: 3 Textbook Information Day/Time: R 5:00pm-9:00pm Location: To be announced Enrollment: 0 students (14 max) as of July 7, 2013 Instructor: Tom Herman</p>

When you fill in the call number and hit the Query/Add Class button, it will load a screen with all the course's information. If you are logged on before your appointment, you will see what appears below. In the ACTION section instead of an ADD button, you will see a no appointment button. Underneath you will see a blue box with **WISH LIST** instructions.

Add or Check Class Status

Call#	Class/Title	Points	Grade Option	Instructor Permi
62208	JOUR 0005 J 010 LEDE	0.00	Letter Grade ▾	Not Required
	Instructor O'Neil, Catherine H	Day	Time/Location	Start/End

Although you cannot register for this class, you can add it to your Wish List. You can later register for this class if it becomes available to you or join the waiting list if there is one.

[Back To Registration](#) [List All Sections](#) [Courseworks](#)

If you are successful in adding a class to your wish list, a green message will appear at the top of the page letting you know that it has been added to your list.

Class added successfully to your wish list.

Fall 2014 classes

Class/Title	Instructor	Points/Option	Call #	D
SPAN 1202 W 010 INTERMEDIATE SPANISH II	Jessica Dzaman	4.00 Letter Grade	10312	M

Fall 2014 Wish List

You are not registered for the classes below. You may register for classes that become available to you directly or through Wait Lists that you can join only during your registration appointments.

Delete	Call#	Class/Title	Instructor	Points/Option	Day
<input type="button" value="DELETE"/>	19268	JOUR 0005J sec:005 SEAS 2ND YR		0.00 Letter Grade	

[Search Class](#)
[Terms And Conditions](#)
[Select Another Term](#)

If you are **not** successful, either a red box will pop up, or you will get an error message in the Action Section. Reasons for an Error message include that the class is not open for online registration (which means you are pre-registered or ineligible), the class is full, you have a class already that meets at the same time, or you have already registered for a class in that subject area (Written Word, Image & Sound, or Audience and Engagement). ***You will need to try for another class.***

REGISTRATION

Academic Records

Academic Profile

Addresses

Certifications

Degree App Status

Degree Audit

Grades

Holds

P/D/F Grading

Reg Appts

Registration

Schedule

Text Message Enrollment

Transcripts

Account

Account

Direct Deposit

Refund

CU Card

Viewing Options

Hide my name and personal data

Error
You cannot register for two sections of the same class.

Add or Check Class Status

Call#

Fall 2013 classes

Select	Class/Title	Instructor	Points/Option	Call #	Day	Time/Location	Start/End
<input type="checkbox"/>	JOUR 6010 J 012 POLITICS AND POLICY	Edsall, Tom	3.00 Letter Grade	23371	We	1:00pm-4:00pm JRN 601C	10/28/2013 12/13/2013

Once you have added the classes you need to your WISH LIST, you can log out until your registration appointment opens. Please be aware that this is still a first-come, first-served system and having a course in your WISH LIST, **DOES NOT HOLD A SPOT FOR YOU IN THE CLASS**. Failure to login right at the start of your registration appointment will mean your not getting into the classes on your list.

When you log in during the registration appointment, you can go straight to the **WISH LIST** and click **ADD ALL**.

IMPORTANT INFORMATION POINTS OF WHICH TO MAKE NOTE

- This is a first-come, first served system. You need to login in the minute your registration appointment opens at 9:30 am on Monday. This is true even if you are using the wish list function. Having a course in your wish list does not hold a spot for you in the class!
- This is your only registration appointment via SSOL for the fall semester. Add/Drop is processed through a different system that opens on August 18. You will receive instructions in advance.
- There are **no** SSOL-based wait lists for Journalism School courses.

- You will not be able to add yourself into any classes via the wish list function after your registration appointment ends.
- Use caution when using the ADD ALL function from the WISH LIST. If you place multiple options for a given type of course (for example Written Word) and hit ADD ALL, the system will attempt to add you first to the section with the lowest section number. Once successful, it will not attempt to add you to any of the other sections since you can only take one of these while enrolled. Therefore, you only want your first choice included on the wish list if you are using the ADD ALL function.