

Course Registration Cheat Sheet

Office of Academic Records and Registration | Columbia Business School

All dates and deadlines live on the [Registration Calendar](#). Dates vary by term and by program, so check the calendar for the row that matches your program.

Know Your Two Systems

Course Match

coursematch.gsb.columbia.edu

Where you rank and select courses before the term begins. It is not live. You submit rankings, the system computes schedules, and results are released at the end of the period.

Vergil

vergil.columbia.edu

Where Add/Drop happens, where cross-registration is transacted, and where your holds appear. It is live and processes in real time. **Vergil is the source of truth for your enrollments.** To confirm whether you are actually enrolled in a course, check Vergil, not Canvas. New to Vergil? The University Registrar publishes [student quick guides](#) for planner, registration, and schedule.

Course Match: Ranking and Selection

Before the term

- **Rank widely.** The more courses you rank, the better your chances of a full schedule. Ranking a course is not a commitment to take it.
- **It is not first come, first served.** Submitting at the opening minute gives you no advantage. Nothing is confirmed until the computation phase ends and schedules are released.
- **Holds will cost you your schedule.** If a hold is on your Vergil account before schedules are sent to Vergil, you will not receive a course allocation even if you submitted rankings. Contact the office that issued the hold and resolve it early.
- **CBS MBA students may carry a maximum of 18 credits per term.** Build your rankings with that ceiling in mind so a strong result does not push you over the limit. Students in all other programs, including exchange students, should confirm their credit limits with their advisor or exchange program.
- **Pre-enrolled in a course?** Do not rank anything that conflicts with it. To drop a pre-enrolled course, you need approval from your program center.
- **Course not showing up?** It is usually a schedule conflict with a pre-enrolled course, an unmet prerequisite, or a course that is not open to your program that term.
- **After results are released.** Your schedule appears in Course Match first, then feeds to Vergil within 1 to 2 business days. Canvas and related course information follow shortly after. No action is needed on your end. Canvas access is not proof of enrollment, and a missing Canvas site does not mean you were dropped. Verify in Vergil.

Add/Drop

Transacted in Vergil, not Course Match

- **Live and real time.** Unlike the ranking period, Add/Drop is first come, first served. Actions can be taken from **9:30 AM to 9:30 PM Eastern, Monday through Friday**, excluding weekends and holidays.
- **Waitlists.** If a course is full, join the waitlist. Seats are filled automatically as space becomes available. Keep monitoring Vergil. Emailing the professor or OARR will not move you up.
- **The 18 credit maximum still applies.** CBS MBA students should watch their running total while adding. If you are at the cap, drop before you add. Students in all other programs, including exchange students, should confirm their credit limits with their advisor or exchange program.
- **Holds block Add/Drop entirely.** Check your hold status in Vergil before Add/Drop opens. OSA and OARR cannot lift holds on your behalf.
- **End dates differ by course type.** Block Week courses close earlier than Full Term and A Term courses, B-Term courses get their own separate Add/Drop window later in the semester, and some programs have their own end date. Confirm yours on the [Registration Calendar](#).
- **First class attendance is not universal.** Some professors require attendance at the first session for enrolled, waitlisted, and prospective students. Others do not. Each professor sets the policy, so check the [course page](#) or ask the professor.
- **Check the exam schedule before you finalize.** Travel during exam dates will not result in a rescheduled exam.

Prerequisites and Corequisites

Check these before you rank

- **A prerequisite must already be completed** in a prior term before you can enroll. **A corequisite may be taken in the same term** as the course, or completed earlier. If a course has a corequisite, rank both courses in Course Match.
- Requisites are enforced by the system. If a course does not appear to you or will not let you add it, an unmet requisite is a common cause. Requisites apply equally to every student enrolled in a course and cannot be enforced differently for different groups.
- **MS and IEOR students are waived from requisites that are MBA core courses** at the B5000 and B6000 level, since those courses are not part of the MS or IEOR curriculum. All other stated prerequisites and corequisites still apply.
- Requisites for each course are listed on the [course page](#). Confirm them before you rank rather than during Add/Drop.

Cross-Registration

Taking a course at another Columbia school

- Start on the [cross-registration page](#), then check whether the course of interest can be added through Vergil.
- **Approval rests with the host school and the professor, not with CBS.** If the course is open to you, you may be able to add it directly in Vergil. If it is not, contact the host school directly to ask about enrollment.
- Host school academic calendars, add/drop deadlines, and grading policies may differ from ours. You are responsible for knowing the rules of the school hosting the course.

Auditing

No credit, no transcript notation, no tuition

- **It is an agreement between you and the professor.** OARR does not require notification and does not process audits. For Canvas access, contact the instructor or the department's administrative staff.
- **Auditing cannot be used as a workaround.** It may not be used to get around course capacities or stated prerequisites and corequisites in order to earn credit.
- **You cannot audit and enroll at the same time.** If you are approved to audit a course you are enrolled in, you must drop or withdraw from it.
- **Decide before Add/Drop closes.** If you are considering taking an audited course for credit, you must register during the applicable Add/Drop period. Requests after Add/Drop closes will not be honored, and a course you audit cannot be taken for credit in a future term.
- **Auditing at another Columbia school?** Contact that instructor or the school's administrative office for permission. Policies vary by program and it is your responsibility to know them.

Who to Contact

Course Match, rankings, results	coursematch@gsb.columbia.edu
Add/Drop, registration, records	oarr@gsb.columbia.edu
A hold on your account	The office that placed the hold. Look it up in Vergil.
Academic advising (MBA, EMBA, PhD, CBS MS)	Your advisor, or book time through Starfish
Academic advising (MSBA, MS&E)	Your SEAS academic advisor. Registration questions still go to OARR.
Dropping a pre-enrolled course	Your program center, for approval
Auditing a course	The course instructor
Cross-registration approval	The host school and the professor

Three things students most often get wrong: waiting to clear a hold until after schedules are released, assuming Add/Drop happens in Course Match, and assuming every course requires first class attendance. Check all three before the term begins.