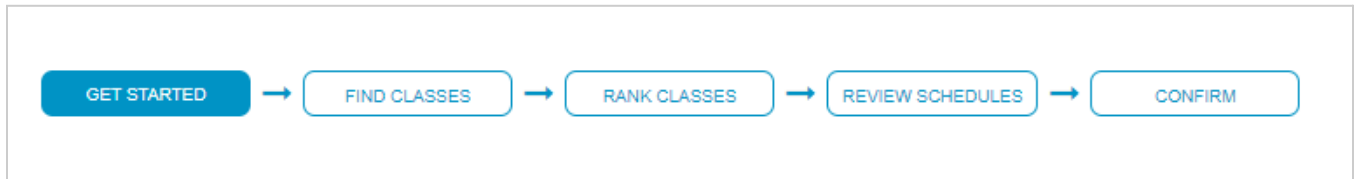


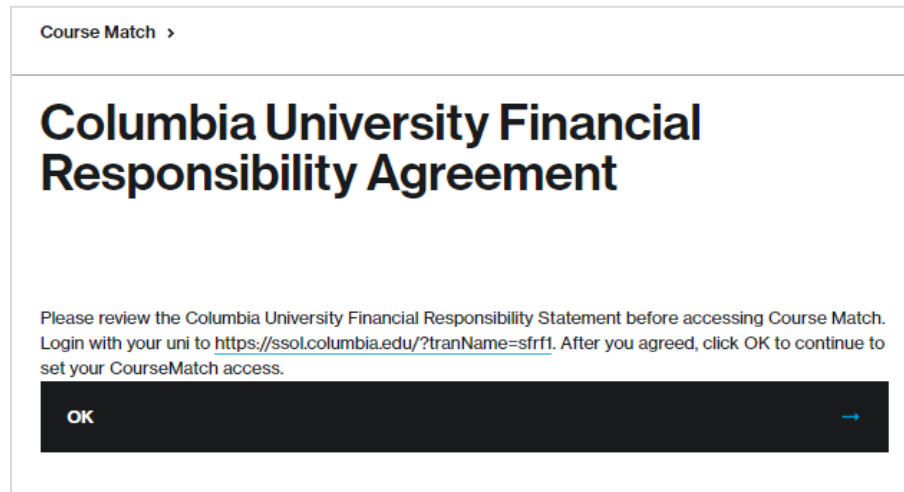
## Course Match Course Selection Guide

This document will help guide you to register for courses for the upcoming term.



### Step-by-Step Student Instructions with Images

1. Click on the link you received in the email: <https://coursematch.gsb.columbia.edu/> indicating the selection round is now open. You will be able to access your account via UNI authentication.
2. You will be redirected to 1 of 4 screens:
  - Screen 1: You must click on the link to agree to your tuition payment. Once you click OK you will be redirected to Screen 3.



- Screen 2: You must clear your hold in SSOL to proceed with course registration.

Course Match >

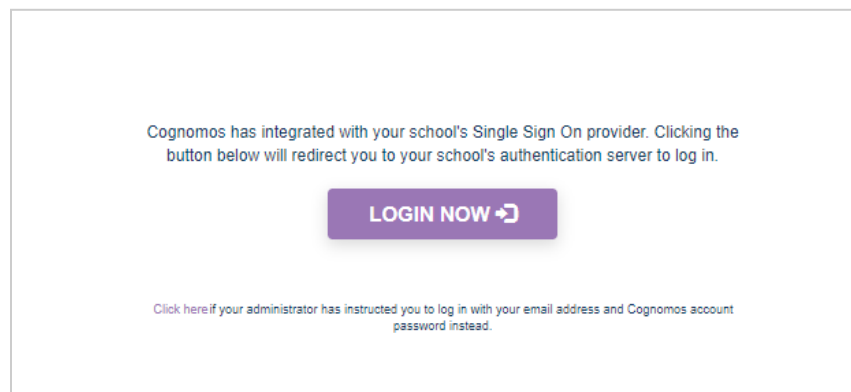
## SIS Holds

Your account has the following holds:

— Immunization: 09/15/2020

Please [click here](#) to access SSOL and clear your holds.

3. Screen 3: If you have already accepted your tuition agreement and have cleared all holds, you should see any pre-enrolled courses (if applicable) that were pre-registered for the upcoming semester. Following that, you will be presented with this screen where you will click the “Login Now” button

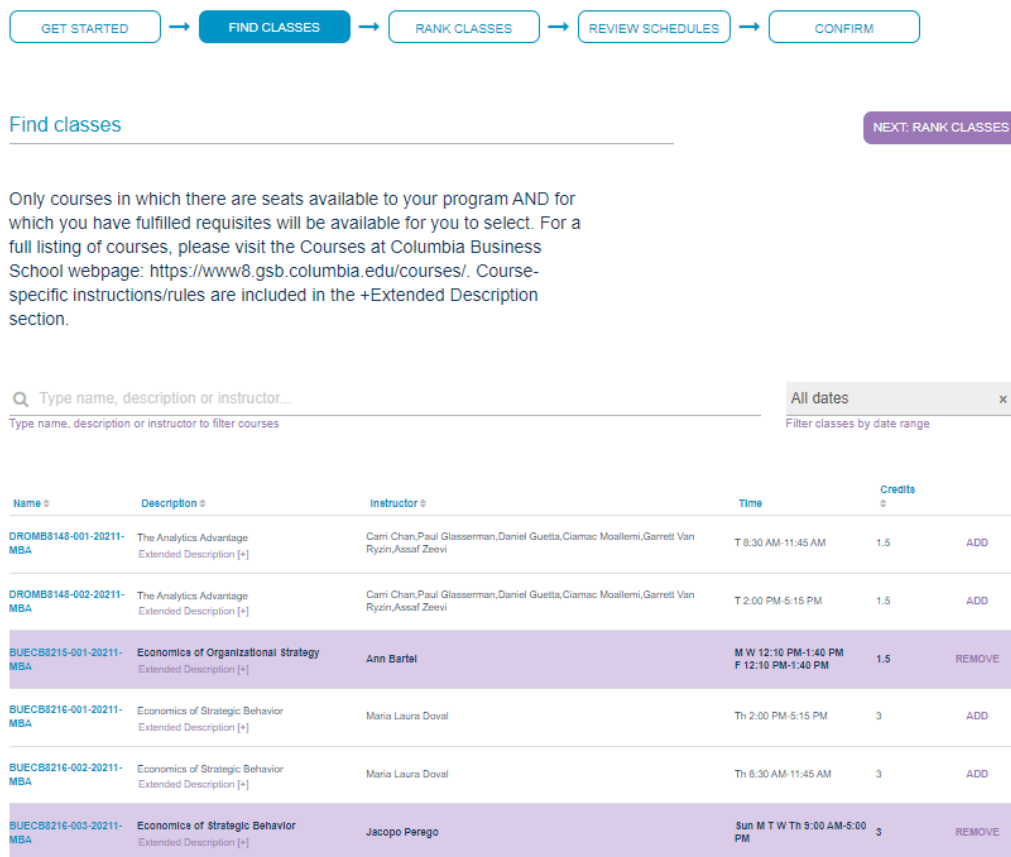


4. You will review the minimum and target credits on the “Getting Started” screen:

You will be able to adjust your minimum credit values on this screen. If you believe your target credit value is incorrect or have questions about how this value was determined, please contact [CourseMatch@gsb.columbia.edu](mailto:CourseMatch@gsb.columbia.edu).

**Please Note:** International Students must take 12 credits every semester to maintain their visa status, except in the final semester if degree requirements (60 credits) are met by fewer than 12 credits. If the summer term is a required part of your academic program, you must register full-time. If not, it is considered a vacation period and is optional.

5. After review, click on the “Next: Find Classes” button
  - On this screen you can search for classes you want to rank:



The screenshot shows a navigation flow: GET STARTED → FIND CLASSES → RANK CLASSES → REVIEW SCHEDULES → CONFIRM. Below this is a 'Find classes' section with a 'NEXT: RANK CLASSES' button. A search bar is present with the text 'Type name, description or instructor...'. Below the search bar is a table of courses with columns for Name, Description, Instructor, Time, and Credits.

Name	Description	Instructor	Time	Credits
DROMB8148-001-20211-MBA	The Analytics Advantage Extended Description [+]	Carri Chan,Paul Glasserman,Daniel Guetta,Ciamac Moallemi,Garrett Van Ryzin,Assaf Zeevi	T 8:30 AM-11:45 AM	1.5
DROMB8148-002-20211-MBA	The Analytics Advantage Extended Description [+]	Carri Chan,Paul Glasserman,Daniel Guetta,Ciamac Moallemi,Garrett Van Ryzin,Assaf Zeevi	T 2:00 PM-5:15 PM	1.5
BUECB8215-001-20211-MBA	Economics of Organizational Strategy Extended Description [+]	Ann Bartel	M W 12:10 PM-1:40 PM F 12:10 PM-1:40 PM	1.5
BUECB8216-001-20211-MBA	Economics of Strategic Behavior Extended Description [+]	Maria Laura Doval	Th 2:00 PM-5:15 PM	3
BUECB8216-002-20211-MBA	Economics of Strategic Behavior Extended Description [+]	Maria Laura Doval	Th 8:30 AM-11:45 AM	3
BUECB8216-003-20211-MBA	Economics of Strategic Behavior Extended Description [+]	Jacopo Perego	Sun M T W Th 9:00 AM-5:00 PM	3

- There are two ways you can learn more about the course:
  - Click on a course name (example: BUECB8215-001-20211-MBA which will take you to the associated Courses page).
  - Click on ‘Extended Description’ to learn more about the course. This field will provide you more information about how the class is taught: online, in-person, hybrid.

- **Tip:** Course Match will do its best to give you a schedule with your top choices. However, in order for this to occur, you are required to select twice as many classes as you need credits for.
    - **Selection Tips:**
      1. Select all classes that you might be remotely interested in taking (even if it is not your top choice)
      2. Do not select a class that you have no interest in taking
      3. You can rank multiple sections of a course in the same bucket. Course Match will only enroll you in one section.
  - After you have added all the classes you are interested in taking, click on the “Next: Rank Classes” button.
6. Rank your classes by dragging the class and dropping them in the respective buckets (Favorite, Great, Good, and Acceptable)
- You can only mark one class as your “Favorite”. Please note that students are not guaranteed enrollment in their Favorite class.
  - Leverage the order within a respective bucket to distinguish your preference. You can also create a rule to enroll in only one of a group of classes. Click [here](#) to learn more about rules.
  - To learn more about the course click on the course number under “Name”. You will be redirected to the associated course’s website.
  - **Tip:** Double-check your rankings are in the appropriate order. Sometimes you may have to drag the course from bucket to bucket to get it into the bucket you intend it to. Make sure to drop the course where it says, “Drop Here”. The block will then say, “Release to Drop”.

- Once you are done ranking your classes, click on the “Submit Rankings” button.



## Rank your selections


SUBMIT RANKINGS

You must submit your rankings for them to be saved



Rankings not yet saved

Rank the classes you chose according to your interest. The higher up you place a class, the harder the system will work to assign you that class. The first class on your list should be your favorite class, descending from there. The different sections (favorite; great; good; acceptable) are for distinct differentiation between classes, while the ranking within each section is for smaller adjustments and preferences between them. You do not have to place classes in every section. In some cases, you may wish to enroll in only one of a group of classes, even if you have ranked them all highly. Communicate this to Course Match using the Rules feature at the very bottom of the page. A rule is a list of classes that says how many of those classes you would like to take – as few as one and as many as three.



### Favorite

Name	Description	Instructor	Time	Credits	
ECMRB8744-001-20211-MBA	The Psychology and Economics of Consumer Finance	Eric Johnson, Stephen Zeldes	Sun M T W Th 9:00 AM-5:00 PM	3	
DROP HERE					

### Great

Name	Description	Instructor	Time	Credits	
MRKTB8629-001-20211-MBA	Entertainment Marketing & The Crafting of Celebrity Businesses	Jarrod Moses	M 3:50 PM-7:05 PM	1.5	
MGMTB8512-001-20211-MBA	Advanced Organizational Change	Todd Jick	M T W Th F 9:00 AM-5:00 PM	3	
DROP HERE					

### Good

Name	Description	Instructor	Time	Credits	
FINCB8461-001-20211-MBA	Practice of Wealth Management for High-Net-Worth Clients	Maria Brisbane, Alex Zachary	W 5:40 PM-8:55 PM	3	
MRKTB8646-001-20211-MBA	A Strategic Marketing Approach To Private Equity In Emerging Markets	Marco Viola	T 2:00 PM-5:15 PM	1.5	

## 7. Add Rule (Optional)

- In some cases, you may wish to enroll in only one of a group of classes, even if you have ranked them all highly. Communicate this to Course Match using the Rules feature at the very bottom of the page. A rule is a list of classes that says how many of those classes you would like to take – as few as one and as many as three.
  - To add a rule, please scroll to the bottom of the “Rank Classes” section and click on “Add Rule” to create the rule:

Rules (optional)

---

[ADD RULE](#)

- Specify your preferences accordingly:

CREATE RULE ×

---

**ASSIGN ME NO MORE THAN...**

One of these classes ▼

Select how many linked classes you want to be assigned

**CLASSES**

MRKTB8622-001-20211-MBA × MRKTB8613-001-20211-MBA ×

Select classes to link

---

CANCEL

SAVE

- After you are done ranking and creating rules, you will be able to review your potential schedules:
  - Course Match will show you the eight best schedules you could receive based on your rankings. Please keep in mind that if there is a greater demand than available seats for your top pick classes, you may receive a schedule not in your top eight.
  - Course Match automatically handles timing and curricular conflicts, so every schedule is valid.
  - If you are not pleased with what you see, click on “Rank Classes” and “Find Classes” to make any adjustments.
  - **Please note**, you are able filter schedules by week. At initial glance, your classes may seem to overlap. The “Filter schedules by week” function will allow you to have a clearer snapshot of your potential schedules. This feature will be particularly useful when you see block week classes and B-term classes appear to overlap. You will also be able to hover over the classes to view the meeting times.

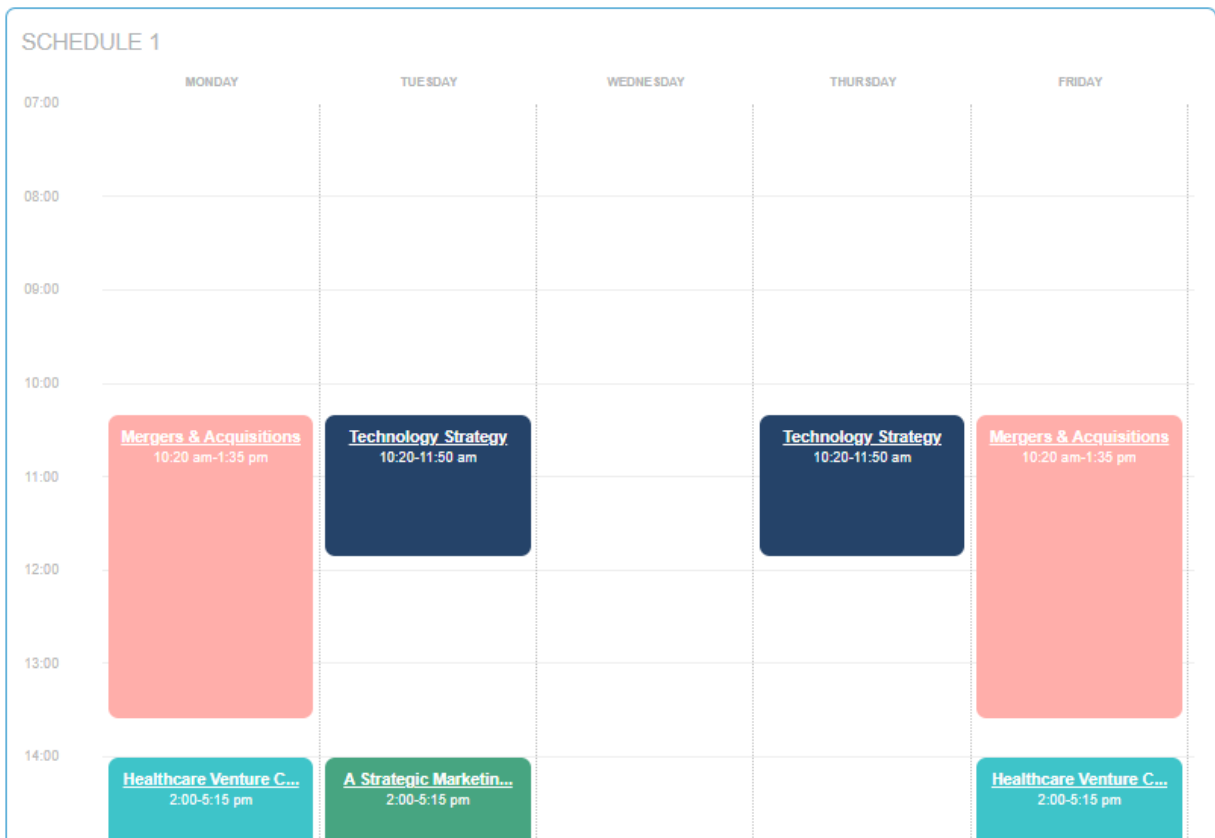


Review your potential schedules

NEXT: CONFIRM

Here you will be presented the top best schedules (up to eight) you could receive based on your rankings. Timing and curricular conflicts are handled, so every schedule you see here is valid. It is important that these schedules reflect what you actually want. If they do, you are done. If not, go back and adjust your selections and rankings. Note: If there is a greater demand than available seats for your top pick classes, you may receive a schedule that is not included in the top eight displayed below.

Jan 17, 2021 – Jan 23, 2021 x  
Filter schedules by week



- Other Classes:
  - o **Please note:** If you are an EMBA student taking night or weekend classes, you will have to scroll to the bottom where it says, “Other Classes”. Course Match is only able to show a schedule of classes between Monday and Friday at this time. Anything that extends past this view will appear in the Other Classes section.

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

18:00

19:00

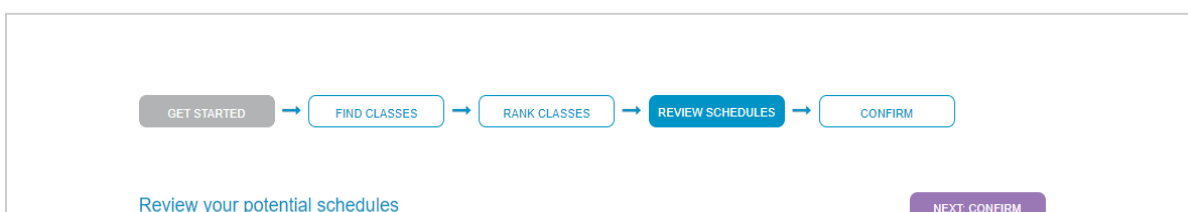
20:00

**Entrepreneurial Finance**  
Tania Babins  
Location: Uris 326  
F, 16:45 - 18:45  
2021-01-08 - 2021-01-08  
Location: Uris 333  
Sat, 17:30 - 19:30  
2021-01-09 - 2021-01-09  
Location: Uris 141  
Sat, 08:30 - 11:30  
2021-01-23 - 2021-01-23  
Location: Uris 141  
F, 08:30 - 11:30  
2021-02-05 - 2021-02-05  
Location: Uris 141  
Sat, 15:45 - 18:45  
2021-02-06 - 2021-02-06  
Location: Uris 141  
Sat, 15:45 - 18:45  
2021-02-20 - 2021-02-20  
Location: Uris 141  
F, 12:30 - 15:30  
2021-03-05 - 2021-03-05  
Location: Uris 141  
Sat, 12:30 - 15:30  
2021-03-06 - 2021-03-06  
Location: Uris 141  
F, 16:45 - 18:45  
2021-03-12 - 2021-03-12  
Location: Uris 141  
F, 12:30 - 15:30  
2021-03-26 - 2021-03-26  
Location: Uris 141  
Sat, 12:30 - 15:30  
2021-03-27 - 2021-03-27  
Location: Uris 141  
Sat, 08:30 - 11:30  
2021-04-10 - 2021-04-10

OTHER CLASSES:

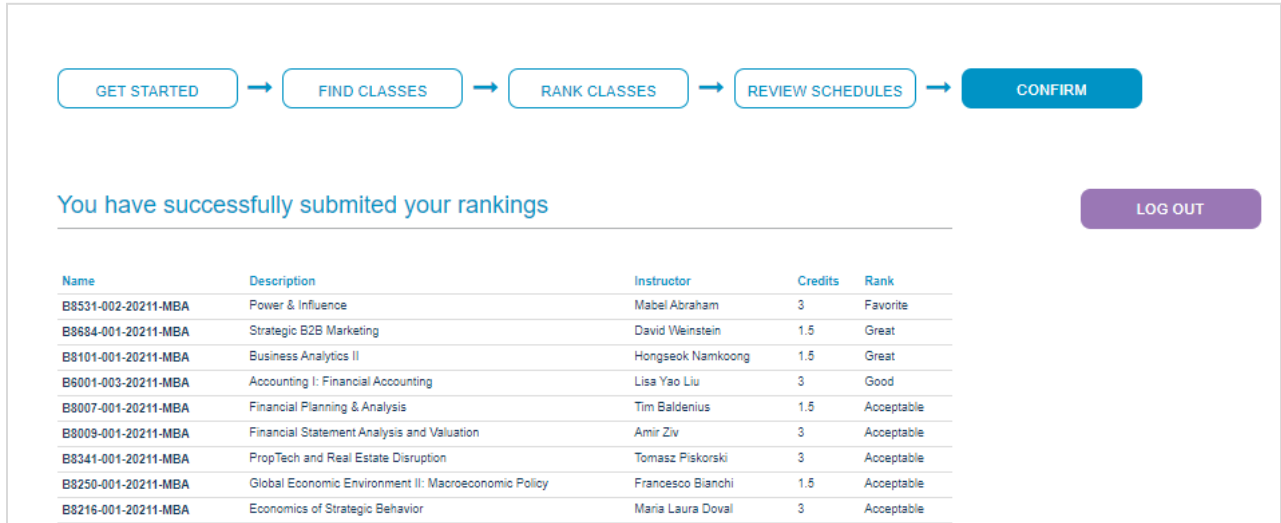
**B7007-001-20211-EMBA** **B7345-001-20211-EMBA**

9. Once you are satisfied with your schedule options, click on the “Confirm” button to submit your rankings to the system. Please keep in mind that if there is a greater demand than available seats for your top pick classes, you may receive a schedule not in your top eight.





10. Once you click on the “Confirm” button, you will see a screen with the rankings you have submitted:



The screenshot shows a progress bar with five steps: GET STARTED, FIND CLASSES, RANK CLASSES, REVIEW SCHEDULES, and CONFIRM. The CONFIRM button is highlighted in blue. Below the progress bar, a message reads "You have successfully submitted your rankings" with a LOG OUT button on the right. A table below displays the submitted rankings.

Name	Description	Instructor	Credits	Rank
B8531-002-20211-MBA	Power & Influence	Mabel Abraham	3	Favorite
B9684-001-20211-MBA	Strategic B2B Marketing	David Weinstein	1.5	Great
B8101-001-20211-MBA	Business Analytics II	Hongseok Namkoong	1.5	Great
B6001-003-20211-MBA	Accounting I: Financial Accounting	Lisa Yao Liu	3	Good
B8007-001-20211-MBA	Financial Planning & Analysis	Tim Baldenius	1.5	Acceptable
B8009-001-20211-MBA	Financial Statement Analysis and Valuation	Amir Ziv	3	Acceptable
B8341-001-20211-MBA	PropTech and Real Estate Disruption	Tomasz Piskorski	3	Acceptable
B8250-001-20211-MBA	Global Economic Environment II: Macroeconomic Policy	Francesco Bianchi	1.5	Acceptable
B8216-001-20211-MBA	Economics of Strategic Behavior	Maria Laura Doval	3	Acceptable

11. At this point there is no further action needed until add/drop round is opens. You may continue to make changes to your rankings up until the close of the selection round. Each time you click the “Confirm” button, you will receive an email summarizing your current rankings.

Sample Email:

**Cognomos Support** <support@cognomos.com>  
to  
Your class rankings on Cognomos were just updated.

Favorite class:  
B8136-H02-20211-MBA (Introduction to Programming Using Python)

Great classes:  
B8433-001-20211-MBA (Compounders)  
B8369-001-20211-MBA (Applied Security Analysis I)

Good classes:  
B8138-H01-20211-MBA (Intro to Databases for Business Analytics)  
B8326-001-20211-MBA (Capital Markets Regulation)

12. Once the selection period closes, rankings will be processed.
13. You will be able to view your schedules once it is published in Course Match under “Manage Schedule”. Note that this schedule will not reflect any pre-enrolled courses (i.e. core or application-only classes). [Please note](#) you will be unable to change the schedule you have received until the add/drop round opens.
14. Once the add/drop round opens, you will have the opportunity to make modifications to your schedule. You will also be able to join a class or drop a class. You can also add yourself to a waitlist in course that is full.
  - [Please take into account the system will process add and waitlist requests every five minutes. Drop requests are instant.](#)

## Adding a Class:

1. In the “Find Classes” screen, you will be able to view classes from different programs. Verify you are only adding a class in your program. You can do this by entering “-” and your program suffix (i.e. MBA, EMBA, MSPHD) in the search bar to filter for classes in your program. You will only be able to successfully add a course in your program which you are eligible for.
2. Click on “JOIN” under the Action column. Type “SET” to confirm. Then click on “Join Waitlist”.
  - You will see the result within 5 minutes or so if there is availability and you meet the requirements to take the course. Adding a class generally follows the “first-come, first-serve” principal. However, please note that the order in which multiple students add a class within a 5-minute block is randomized.
  - Situations that will NOT result in successful enrollment include:
    - Due to the lag time between your waitlist selection and the processing of requests, the listing could indicate that there are five open spots; however, more than five students may be signing up for those spots at any given time.
    - Adding a course that puts you over the credit limit. Without a conditional drop, your add request will be flagged and remain unprocessed throughout the round.
    - Adding a course that results in a time conflict with your existing schedule. Without a conditional drop, your add request will be flagged and remain unprocessed throughout the round.
      - You might have to add a conditional drop if the class you want is offered at the same time as one of your existing classes.

### Automatic drop for Catching Growth Waves in Emerging Markets (B7658-100-20211-EMBA) ✕

You will be automatically dropped from these classes if your waitlist request is successful. A conditional drop may be needed to avoid issues like conflicts or credit limits.

B7664-100-20211-EMBA - Marketing for Organic Revenue Growth ✕

Type SET to confirm.

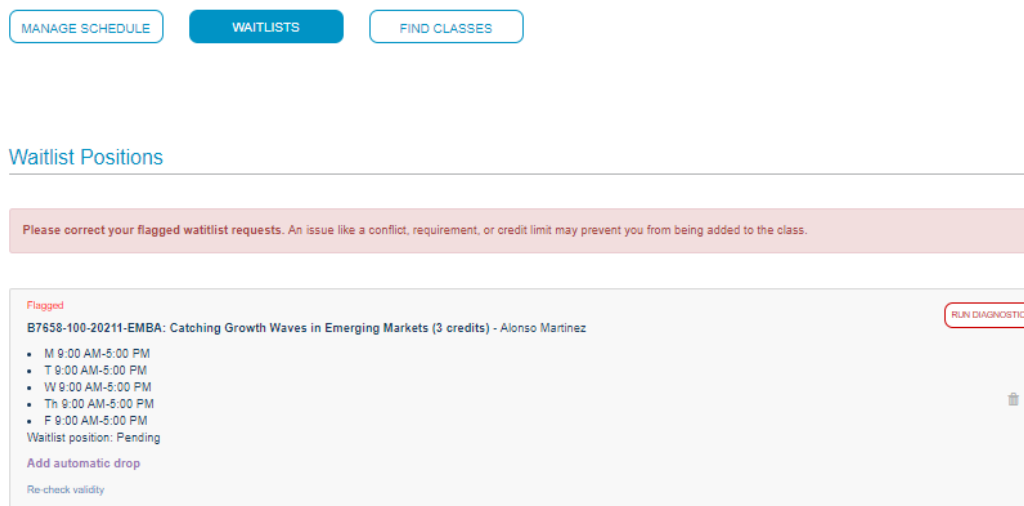
SET

CANCEL

SET

- **Conditional drop:** To process a request, you may have to set a condition. For example, you can tell the system to drop “Marketing for Organic Revenue Growth” in order take “Catching Grown Waves in Emerging Markets”. If you are too far down in a waitlist to be accepted into “Catching Grown Waves in Emerging Markets”, “Marketing for Organic Revenue Growth” will not be dropped.

- **Troubleshooting Tip:** In Course Match, the “Waitlists” page acts as a status page. Please click on the “Waitlists” button if you see a status of “Flagged”. In this example, you will note here that there is a conflict you must resolve. In this example, you are adding a class that will conflict with your existing schedule. You can tell this by navigating to Manage Schedule and reviewing what classes are on your schedule. Considering that, you must drop that class and resolve that conflict for the request to go through.
- Conflicts can arise from classes not visible in your Cognomos schedule, such as core or application only classes. Please also confirm you are not trying to take a course outside of your designated program or that the class you are trying to add does not exceed your credit limit. Please reach out to [CourseMatch@gsb.columbia](mailto:CourseMatch@gsb.columbia) if you need assistance.



The screenshot shows the Course Match interface. At the top, there are three buttons: "MANAGE SCHEDULE", "WAITLISTS" (highlighted in blue), and "FIND CLASSES". Below the buttons is a section titled "Waitlist Positions". A red error message states: "Please correct your flagged waitlist requests. An issue like a conflict, requirement, or credit limit may prevent you from being added to the class." Below this is a card for a flagged item: "B7658-100-20211-EMBA: Catching Growth Waves in Emerging Markets (3 credits) - Alonso Martinez". The card lists five time slots: "M 9:00 AM-5:00 PM", "T 9:00 AM-5:00 PM", "W 9:00 AM-5:00 PM", "Th 9:00 AM-5:00 PM", and "F 9:00 AM-5:00 PM". It also shows "Waitlist position: Pending", "Add automatic drop", and "Re-check validity" options. A "RUN DIAGNOSTIC" button is visible in the top right corner of the card.

3. You may click on the Run Diagnostic button. This will inform you of the class you have to remove to bypass the conflict the system is encountering. **Please note** this may take up to one minute to process.
4. Once you remove the conflict, the flag will disappear. In this case it was resolved by dropping the conflict course. When the conflict is cleared, you will note the error message is no longer visible.

MANAGE SCHEDULE

WAITLISTS

FIND CLASSES

### Waitlist Positions

---

**B7658-100-20211-EMBA: Catching Growth Waves in Emerging Markets (3 credits) - Alonso Martinez**

- M 9:00 AM-5:00 PM
- T 9:00 AM-5:00 PM
- W 9:00 AM-5:00 PM
- Th 9:00 AM-5:00 PM
- F 9:00 AM-5:00 PM

Waitlist position: 1 of 1

[Add automatic drop](#)



Waitlists:

- When the add/drop round is open, you will be able to see all classes and their respective capacities. When a class is full you can view your waitlist spot in both the “Find Classes” and “Waitlist” screens. **Please note** it will take about five minutes for the request to process before you can see what spot you are on the waitlist.
  - In the screenshot below you will see this student is 2/2 on the waitlist after joining this course.

MANAGE SCHEDULE
WAITLISTS
FIND CLASSES

In this screen, you will be able to view classes from different programs. Please note you will only be able to add classes associated to your program. Attempting to add a class you are ineligible for will result in a flagged request and will remain unprocessed. To search for classes, please type in “-” and your program suffix, i.e. MBA, EMBA, MS.

All dates x

Type name, description or instructor to filter courses Filter classes by date range

Name	Description	Instructor	Location/Time	Credits	Availability	Action
B8658-001-20211-MBA	Catching Growth Waves in Emerging Markets <small>Show Extended Description</small>	Rajeev Kohli	Th 8:30 AM-11:45 AM	3	53 Seats Available	JOIN
B7658-100-20211-EMBA	Catching Growth Waves in Emerging Markets <small>Show Extended Description</small>	Alonso Martinez	M 9:00 AM-5:00 PM T 9:00 AM-5:00 PM W 9:00 AM-5:00 PM Th 9:00 AM-5:00 PM F 9:00 AM-5:00 PM	3	1 on Waitlist	JOIN

Page 1 of 1

MANAGE SCHEDULE
WAITLISTS
FIND CLASSES

In this screen, you will be able to view classes from different programs. Please note you will only be able to add classes associated to your program. Attempting to add a class you are ineligible for will result in a flagged request and will remain unprocessed. To search for classes, please type in “-” and your program suffix, i.e. MBA, EMBA, MS.

All dates x

Type name, description or instructor to filter courses Filter classes by date range

Name	Description	Instructor	Location/Time	Credits	Availability	Action
B8658-001-20211-MBA	Catching Growth Waves in Emerging Markets <small>Show Extended Description</small>	Rajeev Kohli	Th 8:30 AM-11:45 AM	3	53 Seats Available	JOIN
B7658-100-20211-EMBA	Catching Growth Waves in Emerging Markets <small>Show Extended Description</small>	Alonso Martinez	M 9:00 AM-5:00 PM T 9:00 AM-5:00 PM W 9:00 AM-5:00 PM Th 9:00 AM-5:00 PM F 9:00 AM-5:00 PM	3	Waitlist position: 2 of 2 students	LEAVE

Page 1 of 1

MANAGE SCHEDULE

WAITLISTS

FIND CLASSES

## Waitlist Positions

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B7658-100-20211-EMBA: Catching Growth Waves in Emerging Markets (3 credits) - Alonso Martinez

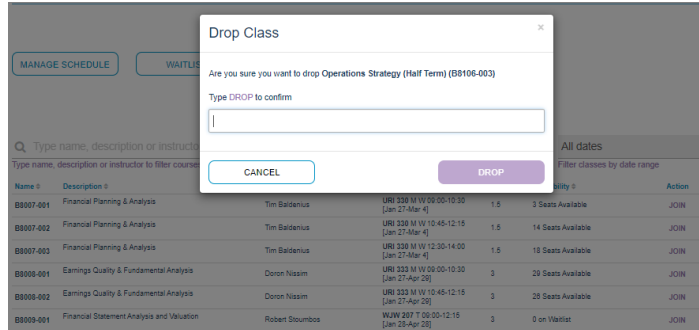
- M 9:00 AM-5:00 PM
  - T 9:00 AM-5:00 PM
  - W 9:00 AM-5:00 PM
  - Th 9:00 AM-5:00 PM
  - F 9:00 AM-5:00 PM
- Waitlist position: 2 of 2

Add automatic drop



## Dropping a Class:

- There are two ways you can drop a class:
  - Click Drop in the “Find Classes” screen. Then type in “DROP” to confirm your decision. Click the “Drop” button. This class will be instantly removed from your schedule.



- You may also drop a class by clicking on the trash can in the “Manage Schedule” screen:



Here you will find an overview of your current schedule. You can directly drop courses here or review your schedule to determine any waitlist positioning you wish to apply. Please note core classes will not be displayed on your schedule.

Classes (16.5 credits) All dates x

Filter schedules by week

Name --	Description --	Instructor --	Time --	Credits --	Grading --
● B8369-001-20211-MBA	Applied Security Analysis I	Anuroop Duggal, Michael Herman	Th 3:50 PM-7:05 PM	3	Letter
● B8380-001-20211-MBA	Advanced Investment Research	Kian Ghazi	T 6:30 PM-9:30 PM	3	Letter

- You will be able to make updates to your schedule until the add/drop round closes.

If you have any questions, do not hesitate to reach out to [CourseMatch@gsb.columbia.edu](mailto:CourseMatch@gsb.columbia.edu)