

# **Student Services Online (SSOL) Registration Student Guide**

**A Guide to Using SSOL During the Change of Program Period**

# Student Services Online (SSOL) Registration

**Students will use Student Services Online (SSOL) during the Change of Program Period to Add/Drop classes and join Wait Lists for courses that are full.**

- Students can use SSOL to:
  - Find registration appointments
    - Hint: Registration appointment refers to the add/drop period start and end dates
  - Add and drop CBS courses during add/drop periods
  - Join Wait Lists during add/drop periods
  - View their enrollments and schedule


# Add/Drop

# Student Services Online (SSOL) Registration

## Login to SSOL

- Visit: [ssol.columbia.edu](http://ssol.columbia.edu) and login using your UNI and password

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**Student Services Online** 

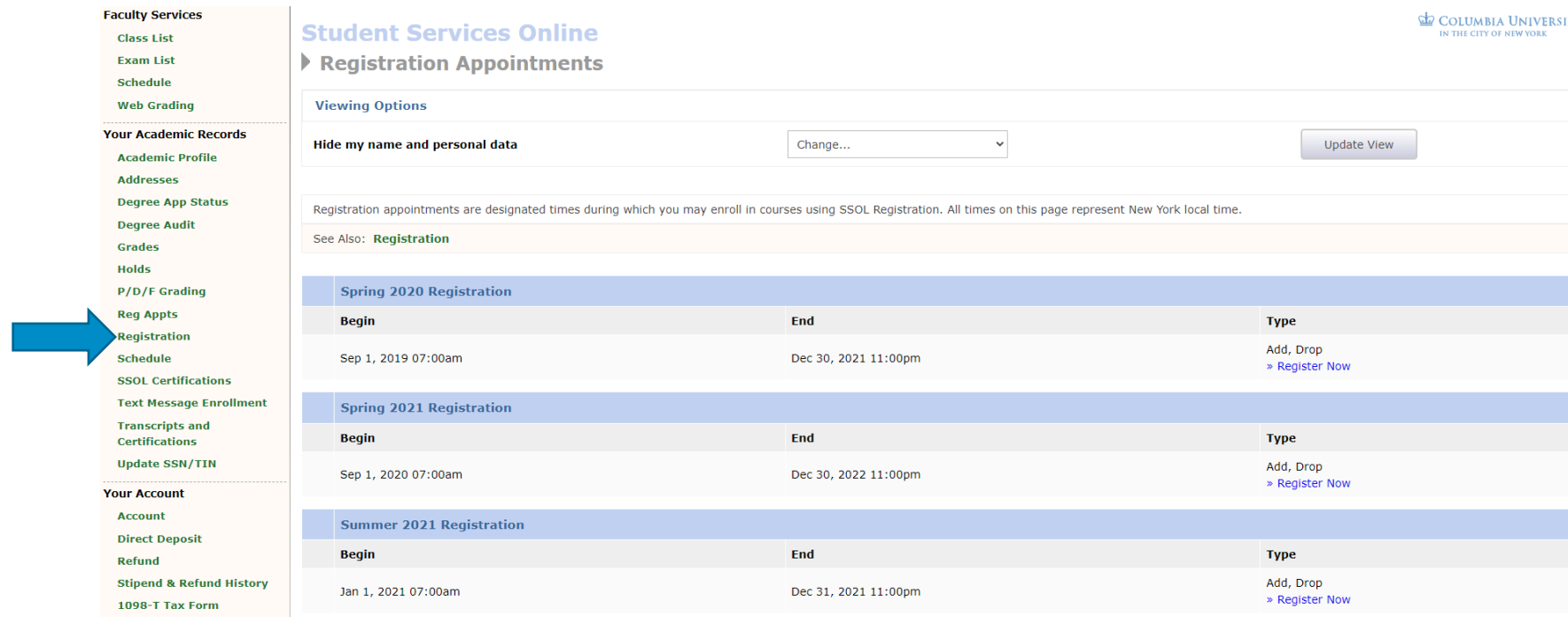
► **Log In**

Start a new session	Useful Links
University Network ID <input type="text" value="#####"/>	► <a href="#">Activate UNI</a>
Network Password <input type="password" value="....."/>	► <a href="#">Change/Reset Password</a>
<input type="button" value="Log In to SSOL"/>	► <a href="#">Registrar</a>
<a href="#">Log in Help</a>	► <a href="#">Student Financial Services</a>
	► <a href="#">Student Services Center</a>
	► <a href="#">CUIMC Student Administrative Services</a>

# Student Services Online (SSOL) Registration

## Review your Registration Appointments

- Click Registration from the menu on the left-side of the screen
- Select registration term



**Faculty Services**

- Class List
- Exam List
- Schedule
- Web Grading

**Your Academic Records**

- Academic Profile
- Addresses
- Degree App Status
- Degree Audit
- Grades
- Holds
- P/D/F Grading
- Reg Appts
- Registration**
- Schedule
- SSOL Certifications
- Text Message Enrollment
- Transcripts and Certifications
- Update SSN/TIN

**Your Account**

- Account
- Direct Deposit
- Refund
- Stipend & Refund History
- 1098-T Tax Form

**Student Services Online**

► **Registration Appointments**

**Viewing Options**

Hide my name and personal data

Registration appointments are designated times during which you may enroll in courses using SSOL Registration. All times on this page represent New York local time.

See Also: [Registration](#)

Spring 2020 Registration		
Begin	End	Type
Sep 1, 2019 07:00am	Dec 30, 2021 11:00pm	Add, Drop » Register Now
Spring 2021 Registration		
Begin	End	Type
Sep 1, 2020 07:00am	Dec 30, 2022 11:00pm	Add, Drop » Register Now
Summer 2021 Registration		
Begin	End	Type
Jan 1, 2021 07:00am	Dec 31, 2021 11:00pm	Add, Drop » Register Now

# Student Services Online (SSOL) Registration

## Search for Courses

- During add/drop students can search for a course on SSOL using the:
  - Course Call Number
    - Call numbers can be found using
      - [Vergil](#)
      - [CBS Course Catalog](#)
        - Additional guidance on these tools can be found later in this guide.
  - Instructor Name
  - Course Title

• All searches are done for **Spring 2022** term.  
 • Search by call# (e.g. 50729), class id(e.g. 4901Y, Y4901, MSTMY4901), class name (e.g. algebra), subject (e.g. MATH, anthropology), subject+level(e.g. MATH4, A&H\_5), instructor name, room + building code (e.g. 833 MUD), time interval (e.g. 1:10pm-2:25pm), day of week (e.g. \_mo\_, \_tu\_) or any combination of the above (e.g. coms1 intro mud) . See [more](#).

◀ Back To Registration

List Of Subjects

Corporate

Search Class

Help

Search Results for 'Corporate' <span style="float: right;">Page 1</span>						
Call#	Class/Title	Instructor	Day	Time/Location	Start/End	Status
<small>MORE</small> 14656	ACCT 8019 B sec:001 CORPORATE TRANSACTIONS AN	Anne Heinrichs	Mo	10:20am-1:35pm KRAV 680	01/23/2022 04/30/2022	Waitlist
<small>MORE</small> 14559	ACCT 8019 B sec:002 CORPORATE TRANSACTIONS AN	Anne Heinrichs	Mo	2:00pm-5:15pm KRAV 680	01/23/2022 04/30/2022	Waitlist

**Registration Tools**

[Search Class](#)
[Index Of Subjects](#)
[See Registration Calendar](#)

[Review Terms And Conditions](#)
[List Dropped Classes](#)

[◀ Select Another Term/Restart](#)
[Get Confirmation & Exit ▶](#)

# Student Services Online (SSOL) Registration

## From your search results, add classes of interest

- Click Add to add a course
  - **Hint:** For any CBS course, you already have instructor permission
  - Note: all courses must be taken for a letter grade (pass/fail is not permitted)

8782

Search Results for '8782' Page 1

Call#	Class/Title	Instructor	Day	Time/Location	Start/End	Status
<input type="button" value="ADD"/> 14550	BUSI 8782 B sec:001 INNOVATION SALON	Sheena Iyengar	Th	3:50pm-7:05pm GEF 590	01/23/2022 03/05/2022	Open

« Prev Next »



Add or Check Class Status

Call#	Class/Title	Points	Grade Option	Instructor Permission	Status/Action
14550	BUSI 8782 B 001 Innovation Salon	1.50	Grade Only	Not Required	<input type="button" value="Add Class"/>
	<b>Instructor</b>	<b>Day</b>	<b>Time/Location</b>	<b>Start/End</b>	<b>Occupancy</b>
	Iyengar, Sheena	Th	3:50pm-7:05pm GEF 590	01/23/2022 03/05/2022	1/100

You can add the class to your wish list for further consideration.

# Student Services Online (SSOL) Registration

## To drop a class

- Select the course(s) you wish to drop
- Click "Drop" to drop a course
- SSOL will confirm if the drop was successful on the next screen

Spring 2022 classes

Select	Class/Title	Instructor	Points/Option	Call #	Day	Time/Location	Start/End
<input type="radio"/>	BUSI 8782 B 001 INNOVATION SALON	Sheena Iyengar	1.50 Letter Grade	14550	Th	3:50pm-7:05pm GEF 590	01/23/2022 03/05/2022

Drop Change Section Change Points/Option



✔ Dropping BUSI 8782 B 001 was successful. The change is effective immediately. See the new schedule below.

Add or Check Class Status


Call#  Query/Add Class



# Student Services Online (SSOL) Registration

## Review your Schedule

- Once you have added your courses, they will be reflected in your Schedule on SSOL
- You can view your schedule anytime by clicking Schedule from the menu on the left-side



- Registration
- Schedule**
- Transcripts and Certifications

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Account for C003154331

- Account
- Refund
- Stipend & Refund History
- 1098-T Tax Form

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Class Data

- Class List
- Roster
- Wait Lists

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Web Grading

- Grade Roster View
- Change Grade Review
- Graduating Status
- Write-In Grades
- Status by SchDpt
- Status COREB

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Miscellaneous

- List Of Majors
- Person Search
- New Student Cklist

Some changes to your program made by telephone or in person will not be reflected on this schedule until the following day. Any information not yet available such as instructor names, meeting schedules, or [exam schedules](#), will be posted to this site as soon as possible. Please note than any date ranges which may appear on your schedule are inclusive and do not account for University holidays.

See Also: [My Exam Schedule](#) | [Registration Status](#)

Spring 2022 Student Schedule by Class						
Class	Grading	Instructor	Day	Time/Location	Start/End	
BUSI 8782 B sec 001 Innovation Salon	Letter Grd 1.50(FIX)	Sheena Iyengar <a href="mailto:siyengar@columbia.edu">siyengar@columbia.edu</a>	Th	3:50pm-7:05pm 590 GEFFEN	01/23/22 03/05/22	

Spring 2022 Schedule by Day					
Day	Time	Location	Class	Begin-End	
Thr	3:50pm-7:05pm	590 GEFFEN	Innovation Salon	01/23/22-03/05/22	

# Wait Lists

# Student Services Online (SSOL) Registration

## Wait List

- Students may join up to 18 Credits worth of Wait Listed classes, which will be of two varieties: Autofill or Self-managed by Faculty/Divisions
  - CBS classes will primarily be autofill Wait List – for classes that filled after Course Match ranking or that fill during the add/drop period
  - Self-managed Wait List will be available for application-only classes
- The University Registrar has created the following resources:
  - [Wait List Overview](#) (PDF)
  - [Student Quick Guide](#) (PDF) shows the brief, step-by-step process for using the Wait List tool.
- The Wait List tool will close the Thursday evening prior to the last day of the Change of Program Period at 9:30p.m.

# Student Services Online (SSOL) Registration

## Adding to a Wait List

- If a class is available via Wait List, this will be noted under Status; click on the Call Number button for more information:




Search Results for '8811'							Page 1
Call#	Class/Title	Instructor	Day	Time/Location	Start/End	Status	
<small>MORE</small> <input type="button" value="14661"/>	BUSI 8811 B sec:D01 CROSS CULTURAL SEMINAR	Phil Mendoza				Waitlist	

- You may join a Wait List only if the class exists on your Wish List. SSOL will prompt you if so.

**Class has Wait List**  
This class has a Wait List. You can join the wait list after you add the class to your Wish List.

Add or Check Class Status					
Call#	Class/Title	Points	Grade Option	Instructor Permission	Status/Action
	BUSI 8811 B D01 CROSS CULTURAL SEMINAR	1.50	Grade Only	Not Required	Full
14661	<b>Instructor</b>	<b>Day</b>	<b>Time/Location</b>	<b>Start/End</b>	<b>Occupancy</b>
	Mendoza, Phil				3/0 WaitList:0

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

# Student Services Online (SSOL) Registration

## Adding to a Wait List

- Click Join Wait List

**Spring 2022 Wish List**

You are not registered for the classes below. You may register for classes that become available to you directly from your Wish List. Some of the classes from this list may have Wait Lists that you can join only during your registration appointments.

Delete	Call#	Class/Title	Instructor	Points/Option	Day	Time/Location	Start/End	Status
<input type="button" value="DELETE"/>	14661 <input type="button" value="MORE"/>	BUSI 8811 B sec:D01 CROSS CULTURAL SEMINAR	Phil Mendoza	1.50 Letter Grade				WaitList Available  <input type="button" value="JOIN LIST"/>

- Once complete, you will be able to see your position on the Wait List.

<input type="button" value="DELETE"/>	14661 <input type="button" value="MORE"/>	BUSI 8811 B sec:D01 CROSS CULTURAL SEMINAR	Phil Mendoza	1.50 Letter Grade				WaitList Joined Position: 1  <input type="button" value="LEAVE LIST"/>
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- If a class has an instructor managed Wait List, you will see the following:

**Spring 2022 Wish List**

You are not registered for the classes below. You may register for classes that become available to you directly from your Wish List. Some of the classes from this list may have Wait Lists that you can join only during your registration appointments.

Delete	Call#	Class/Title	Instructor	Points/Option	Day	Time/Location	Start/End	Status
<input type="button" value="DELETE"/>	14661 <input type="button" value="MORE"/>	BUSI 8811 B sec:D01 CROSS CULTURAL SEMINAR	Phil Mendoza	1.50 Letter Grade				WaitList Joined Position: Instr. Managed  <input type="button" value="LEAVE LIST"/>

# Class Search Tools

# Student Services Online (SSOL) Registration

## Searching for Classes: [Vergil](#)

- Primary search engine for finding courses across Columbia University
- Lists critical course information, including call number
- Courses are also listed by department, e.g. Accounting, Finance, Marketing, etc.
- Build a "Wish List" of classes that can then be bulk loaded into SSOL for registration processing
  - This can be accomplished prior to the opening of SSOL Registration periods

Watch this [60 second video](#) to see a demonstration



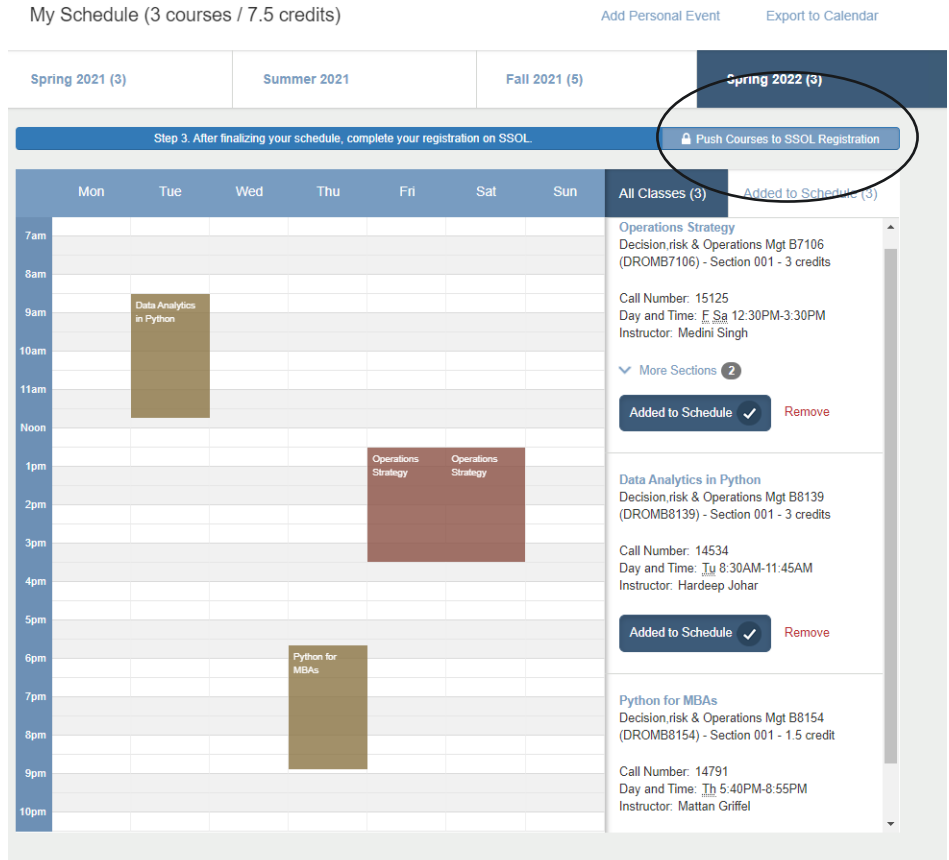
# Student Services Online (SSOL) Registration

## Build Wish List and Push Courses to SSOL: [Vergil](#)

- Search for classes by Keyword, Subject, Department, Day, Time of Day, Credits, and other criteria
- Build a "Wish List" of classes that can then be bulk loaded into SSOL for registration processing



The screenshot shows the Vergil search interface. At the top, there are navigation links for 'Faculty Evaluations', 'My DAR', and 'My Planner'. The main section is titled 'Search Classes'. Below this, there are several search criteria sections: 'Keywords' with a text input field containing 'Capital Markets & INVESTMENTS' and a dropdown menu; 'Subject' and 'Department' dropdown menus; 'Method of Instruction' dropdown menu; 'Semester' and 'Subterm' dropdown menus; 'Days' with buttons for Monday through Sunday, all of which are checked; 'Class Type' and 'School' dropdown menus; and 'Times Offered', 'Credits', and 'Course Level' with range sliders. At the bottom, there is a checkbox for 'Include classes without evaluations' and a 'Search' button.

The screenshot shows the 'My Schedule' interface. At the top, it displays 'My Schedule (3 courses / 7.5 credits)' and links for 'Add Personal Event' and 'Export to Calendar'. Below this, there are tabs for 'Spring 2021 (3)', 'Summer 2021', 'Fall 2021 (5)', and 'Spring 2022 (3)'. A blue banner at the top of the schedule area reads 'Step 3. After finalizing your schedule, complete your registration on SSOL.' and contains a button labeled 'Push Courses to SSOL Registration'. The schedule is a grid with days of the week (Mon-Sun) and times (7am-10pm). Three courses are scheduled: 'Data Analytics in Python' (Tue 9am-10am), 'Operations Strategy' (Thu 1pm-2pm), and 'Python for MBAs' (Wed 6pm-7pm). To the right of the grid, there is a list of the scheduled courses with details such as course name, decision/risk & operations management, call number, day and time, and instructor. Each course entry has an 'Added to Schedule' button and a 'Remove' button.



# Student Services Online (SSOL) Registration

## Searching for Classes: [CBS Course Catalog](#)

- Primary search engine for finding courses across Columbia Business School
- Lists critical course information
- Courses are also listed by department, e.g., Accounting, Finance, Marketing, etc.

Course Catalog >

## Course Catalog

Find courses

Filters

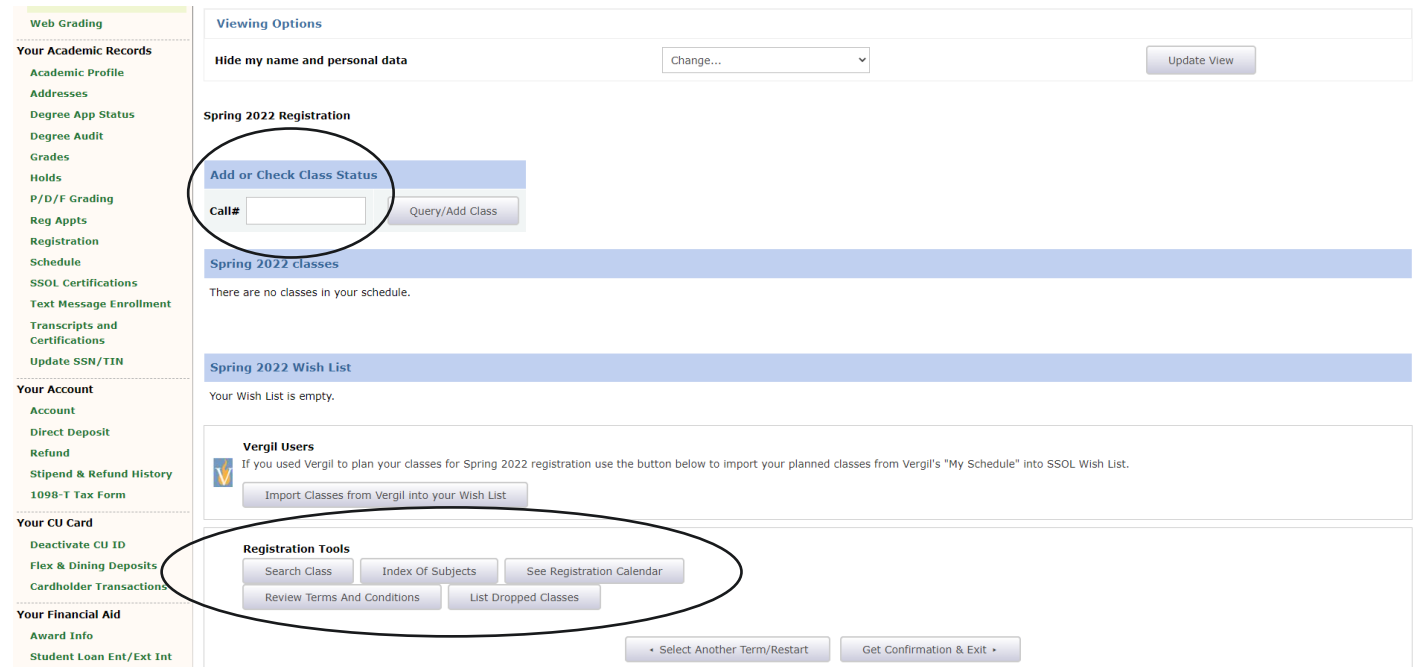
Programs All ▾ Semester All ▾ Course Format All ▾ Days All ▾ Enrollment All ▾ Credit Hours All ▾ Centers/Programs All ▾ Division All ▾ Requisites All ▾ Clear

Course Number	Title	Degree Program	Division	Credit Hours	
B0001	Basic Python Qualification Exam	MBA	Decision, Risk and Operations	0	<input data-bbox="1803 1172 1837 1190" type="button" value="+"/>
B3013	Financial Accounting	Undergrad	Accounting	3	<input data-bbox="1803 1233 1837 1252" type="button" value="+"/>
B3021	Marketing Management	Undergrad	Marketing	3	<input data-bbox="1803 1293 1837 1312" type="button" value="+"/>

# Student Services Online (SSOL) Registration

## Searching for Classes: [SSOL](#)

- During add/drop students can search for a course on SSOL using the:
  - Course Call Number
    - Call numbers can be found using
      - [Vergil](#)
      - [CBS Course Catalog](#)
  - Instructor Name
  - Course Title
  - Course Number
  - Course Division
- Call# Search Field actually accepts any search input from the user, not just Call#!



The screenshot displays the SSOL registration interface. On the left is a navigation menu with categories like 'Your Academic Records', 'Your Account', 'Your CU Card', and 'Your Financial Aid'. The main content area includes 'Viewing Options' with a 'Change...' dropdown and an 'Update View' button. Below this is the 'Spring 2022 Registration' section, which features a circled 'Add or Check Class Status' button, a 'Call#' search field, and a 'Query/Add Class' button. The 'Spring 2022 Classes' section shows 'There are no classes in your schedule.' The 'Spring 2022 Wish List' section shows 'Your Wish List is empty.' The 'Vergil Users' section contains an 'Import Classes from Vergil into your Wish List' button. At the bottom, a circled 'Registration Tools' section includes buttons for 'Search Class', 'Index Of Subjects', 'See Registration Calendar', 'Review Terms And Conditions', and 'List Dropped Classes'. At the very bottom are buttons for 'Select Another Term/Restart' and 'Get Confirmation & Exit'.