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 and login using your UNI and password
### Student Services Online (SSOL) Registration

#### Review your Registration Appointments

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

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date</th>
<th>End Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2020</td>
<td>Sep 1, 2019 07:00am</td>
<td>Dec 30, 2021 11:00pm</td>
<td>Add, Drop</td>
</tr>
<tr>
<td>Spring 2021</td>
<td>Sep 1, 2020 07:00am</td>
<td>Dec 30, 2022 11:00pm</td>
<td>Add, Drop</td>
</tr>
<tr>
<td>Summer 2021</td>
<td>Jan 1, 2021 07:00am</td>
<td>Dec 31, 2021 11:00pm</td>
<td>Add, Drop</td>
</tr>
</tbody>
</table>
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
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)
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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
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.
Wait Lists
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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.
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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:

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

- Click Join Wait List

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

- If a class has an instructor managed Wait List, you will see the following:
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
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
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.
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#!