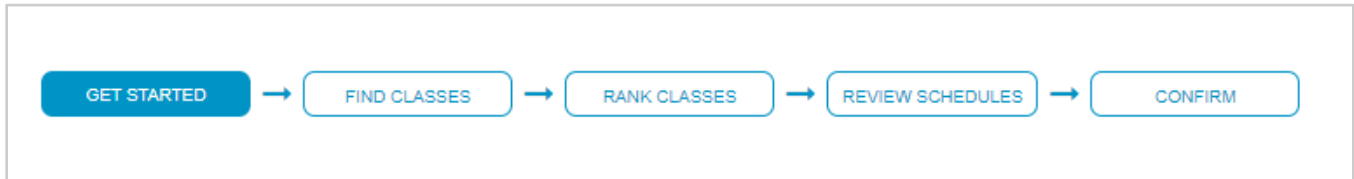


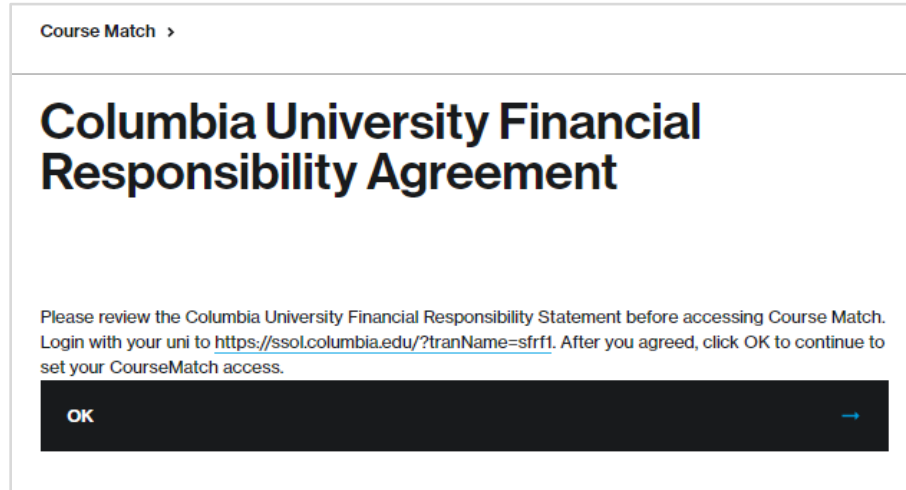
Course Match Course Selection Guide

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 3 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 >

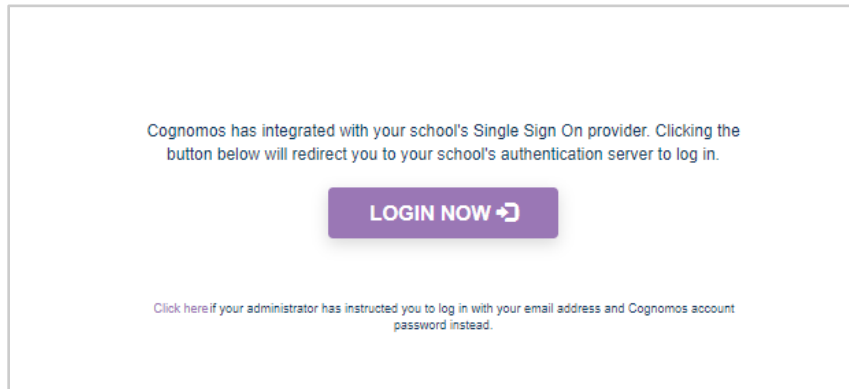
SIS Holds

Your account has the following holds:

— Immunization: 09/15/2020

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

- Screen 3: If you have already accepted your tuition agreement and have cleared all holds, you will be presented with this screen where you will click the “Login Now” button:



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



How many credits do you need?

NEXT: FIND CLASSES

You will be able to adjust your minimum and target credit values on this screen. The target credit amount you are presented with is the maximum number you will be able to rank. You can reduce this amount, if necessary, but you should not set a value greater than the value initially displayed. If you do, the amount will be reverted to the maximum amount allowed before seats are allocated.

1.5 9
Minimum Target

SAVE

You will be able to adjust your minimum and target credit values on this screen. The target credit amount you are presented with is the maximum number you will be able to rank. You can reduce this amount, if necessary, but you should not set a value greater than the value initially displayed. If you do, the amount will be reverted to the maximum amount allowed before seats are allocated.

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



Find classes NEXT: RANK CLASSES

Only courses in which there are seats available to your program AND for which you have fulfilled prerequisites will be available for you to select. For a full listing of courses, please visit the Courses at Columbia Business School webpage: <https://www8.gsb.columbia.edu/courses/>. Course-specific instructions/rules are included in the +Extended Description section.

All dates

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

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	ADD
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	ADD
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	REMOVE
BUECB8216-001-20211-MBA	Economics of Strategic Behavior Extended Description [+]	Maria Laura Doval	Th 2:00 PM-5:15 PM	3	ADD
BUECB8216-002-20211-MBA	Economics of Strategic Behavior Extended Description [+]	Maria Laura Doval	Th 8:30 AM-11:45 AM	3	ADD
BUECB8216-003-20211-MBA	Economics of Strategic Behavior Extended Description [+]	Jacopo Perego	Sun M T W Th 9:00 AM-5:00 PM	3	REMOVE

- 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. That said, you should assure that you are ranking as many unique classes as possible.
 4. Select no more than four (4) times your target credit level
 - After you have added all the classes you are interested in taking, click on the “Next: Rank Classes” button.
5. 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	
MRKT88625-001-20211-MBA	Entertainment Marketing & The Crafting of Celebrity Businesses	Jarrod Moses	M 3:50 PM-7:05 PM	1.5	
MGMT88512-001-20211-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	
MRKT88646-001-20211-MBA	A Strategic Marketing Approach To Private Equity In Emerging Markets	Marco Viola	T 2:00 PM-5:15 PM	1.5	

6. 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.

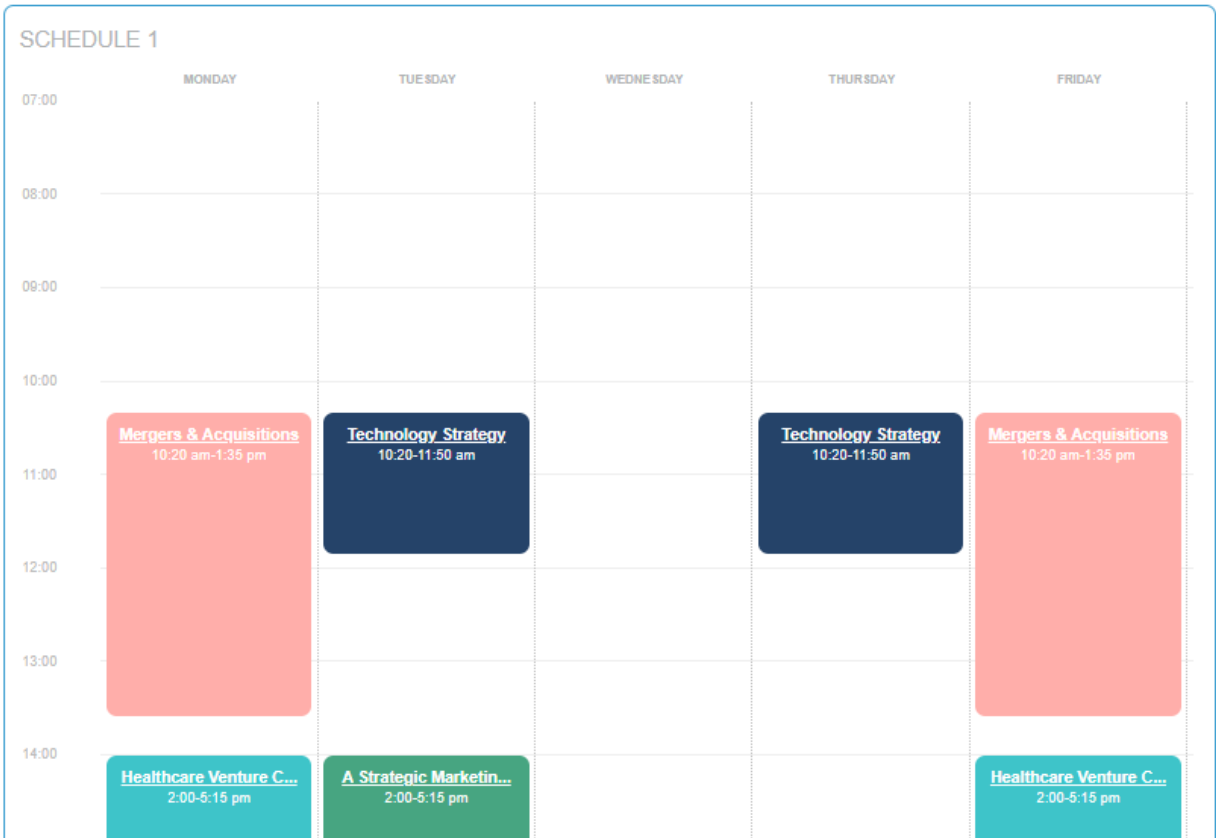


Review your potential schedules

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

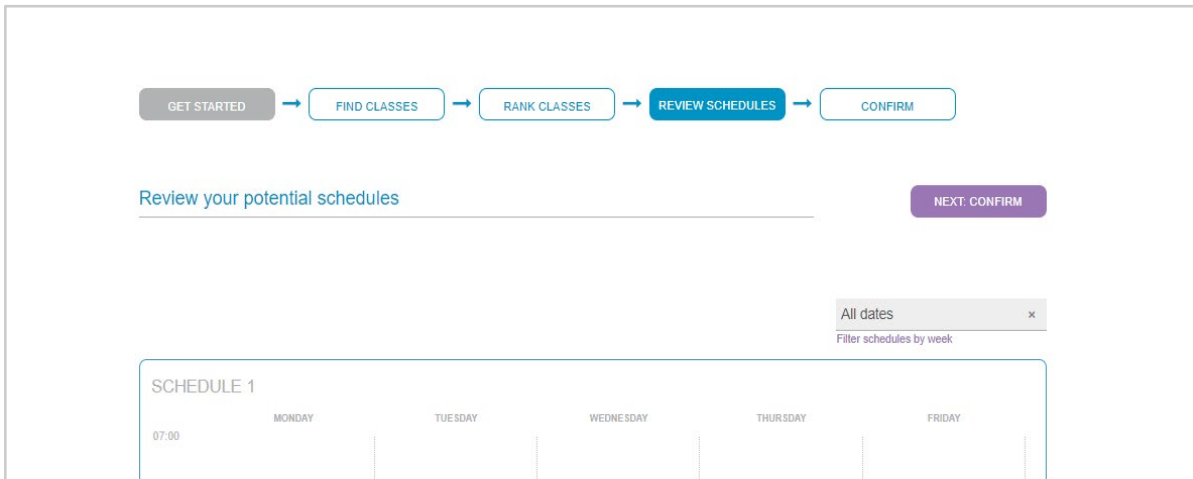


- Other Classes:
 - **Please note:** If you are an EMBA student taking night or weekend classes, you will have to scroll to the bottom where it says, “Other Classes”. Course Match is only able to show a schedule of classes between Monday and Friday at this time. Anything that extends past this view will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

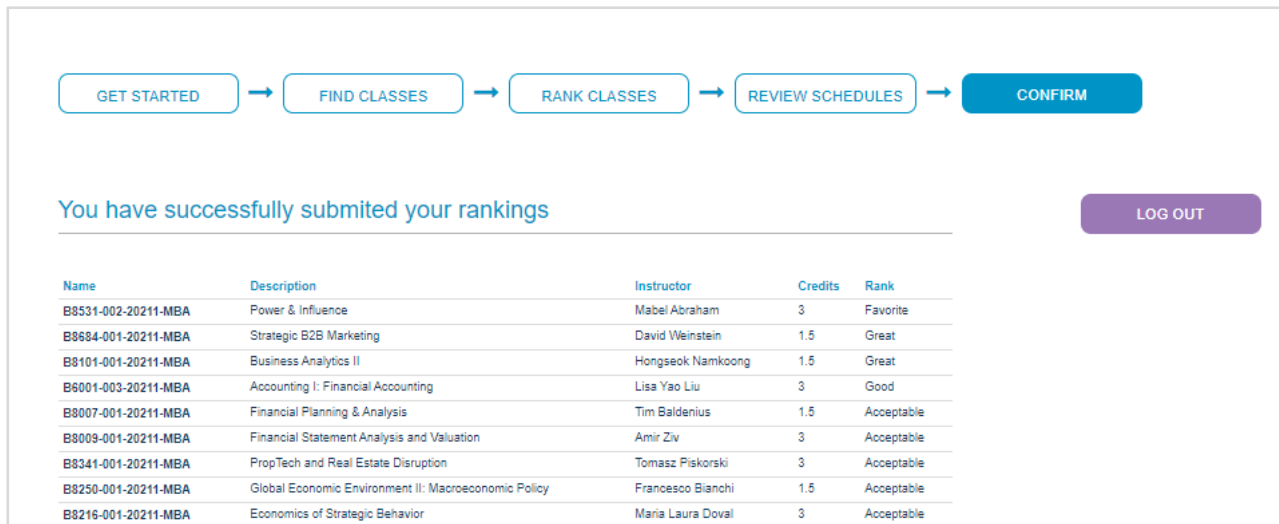
The screenshot displays a course match interface with a vertical time axis on the left ranging from 10:00 to 20:00. A scrollable list of class details is shown, including course names, instructors, locations, and dates. At the bottom, there is a section for "OTHER CLASSES:" with two buttons labeled "B7007-001-20211-EMBA" and "B7345-001-20211-EMBA".

Time	Course Name	Instructor	Location	Dates
10:00	Entrepreneurial Finance	Tania Babina	Uris 326	2021-01-08 - 2021-01-08
11:00			Uris 333	2021-01-09 - 2021-01-09
12:00			Uris 141	2021-01-23 - 2021-01-23
13:00			Uris 141	2021-02-05 - 2021-02-05
14:00			Uris 141	2021-02-06 - 2021-02-06
15:00			Uris 141	2021-02-20 - 2021-02-20
16:00			Uris 141	2021-03-05 - 2021-03-05
17:00			Uris 141	2021-03-06 - 2021-03-06
18:00			Uris 141	2021-03-12 - 2021-03-12
19:00			Uris 141	2021-03-26 - 2021-03-26
20:00			Uris 141	2021-03-27 - 2021-03-27
OTHER CLASSES:				
B7007-001-20211-EMBA				
B7345-001-20211-EMBA				

8. 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.



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



10. 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 “**NEXT: 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)

11. Once the selection period closes, rankings will be processed.
12. 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. Your schedule will then be moved to Student Services Online (SSOL) in preparation for the Add/Drop round.

If you have any questions, do not hesitate to reach out to CourseMatch@gsb.columbia.edu