CSSW CROSS-REGISTRATION GUIDE
SPRING 2015
The following information is intended for current CSSW students who wish to cross-register for courses at participating Columbia schools.

Courses taken outside of CSSW to satisfy a minor or to count for elective credit must be first approved by the Office of Student Services via submission of the Cross-Registration Course Approval Form. Not all graduate-level classes offered at other CU schools are deemed appropriate as SW electives or minor courses.

Graduate-level courses MUST be taken for a letter grade to be counted towards your MSW and/or minor. Undergraduate-level and language courses will not be counted towards degree requirements.

For any questions about the policies below, please contact the school that is offering the course you are interested in directly.

*For non-CSSW students who wish to cross-register at CSSW, please review, complete, and submit the CSSW Cross Registration Add/Drop Form for Non-CSSW Students.*

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MAILMAN SCHOOL OF PUBLIC HEALTH
Mailman cross-registration is held during the change of program period from January 20th – January 30th. Students seeking enrollment in Mailman School courses must complete the Public Health Cross Registration Form.

Registration Instructions
1. Obtain permission from the department for the class in which you wish to enroll.
2. Have the form signed by a representative of the Public Health Student Affairs Office.
3. Submit the form to the CSSW Office of Student Services, Room 520.

For course schedules and professors, please visit the Mailman School of Public Health Directory of Classes.

The Mailman School of Public Health Student Affairs Office is located at 722 West 168th Street, Suite 1030.

SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS (SIPA)
SIPA cross-registration is conducted entirely online, through the Non-SIPA Student Cross-Registration page.

You may self-register for “Open Courses” (this list will continue to expand throughout add/drop) via SSOL during the add/drop period from January 12th – January 30th. For “Instructor Permission” courses, please follow the instructions on the SIPA Instructor Permission Courses page.

Please be advised: All Department approval courses and Core courses are closed to cross-registrants.

SIPA’s Office of Student Affairs is located at 420 West 118th Street, 6th floor.

LAW SCHOOL
You may submit a Law School Cross-Registration Application for Non-Law Students beginning in December, but it MUST be submitted no later than 5 p.m. on Tuesday, January 27, the last day of the Law School’s Spring term Add/Drop period. Requests are processed during the Law School Change of Program Period, January 12th through January 27th and you will be notified via e-mail by the Law School regarding their ability to register you for a Law Course. No Law course can be added after January 27th.

Registration Instructions:
1. Review the Law School cross-registration policies
2. Complete the Law School Cross-Registration Application for Non-Law Students
3. Obtain the class instructor’s signature (instructor approval does not guarantee registration).
4. Submit the completed application to the Law School’s Office of Registration Services, located in 500 William & June Warren Hall.
5. By the end of the Law School’s add/drop period, you will receive an email notifying you of their decision made on your cross-registration application. You must then submit a copy of your approval to CSSW Student Services, room 520, for final registration.

**IMPORTANT**

TO DROP OR WITHDRAW FROM A LAW SCHOOL CLASS: You must notify the Law School’s Office of Registration Services AND CSSW Office of Student Services (swstudentservices@columbia.edu) in order to complete the drop. Drops initiated elsewhere (e.g. CSSW or University Student Services) WILL NOT be honored by the Law School. In such cases, students risk receiving the grade of F for the Law course. The notation of W will be recorded for withdrawals between January 28 and February 15 in the Spring 2015 term. The grade of F (failure) will be recorded for withdrawals after February 15 in the Spring 2015 term.

NOTE: if you are registering for a 2-credit Law course but wish to earn 3 credits, you must arrange to complete a Supervised Research Paper for 1 credit with the course instructor.

For course schedules, please visit the Law School Class Directory.

The Law School is located at William & June Warren Hall, 1125 Amsterdam Ave #500.

**GRADUATE SCHOOL OF ARTS & SCIENCES (GSAS)**

Cross-registration for GSAS is held during the add/drop period, **January 12th – January 30th**.

GSAS courses require departmental and/or instructor permission, and you must obtain all required signatures on a completed Registration Adjustment Form. The completed and signed form must then be submitted to the CSSW Office of Student Services, Room 520, for processing.

For program information and contacts, please visit the Graduate School of Arts & Sciences Directory of Academic Programs.

The GSAS Offices of Student Affairs are located at 107 Low Library & 301 Philosophy Hall.

**THE BUSINESS SCHOOL**

Cross-registration for the Business School is conducted online and students must complete and submit the Online Cross-Registration Application.
Listed below are important dates. Note that they are subject to change due to course availability.

- Applications for the First Spring Block Week will be accepted from 10:00 a.m. on Monday, January 5th until 4:00 p.m. on Friday, January 9th.
- Applications for Spring Term electives will be accepted from 10:00 a.m. on Wednesday, January 21st until 4:00 p.m. on Friday, January 30th.
- A-term courses begin Tuesday, January 27th.
- All Spring cross-registration applications for Full Term and A Term courses will be processed no later than Friday, January 30th.

**Application Instructions:**

- Students will need to submit a completed [Online Cross-Registration Application](#). Requests **will not** be considered outside of the online cross-registration application.
- A tentative list of courses are available [here](#).
- Full course descriptions, including if a course has a pre- and/or co-requisite, are listed [here](#).
- The application allows you to save as many choices as you want, but **only the top three will be considered**.
- Decisions and processing of all cross-registration applications will be made on a first-come, first-serve basis.
- For questions about cross-registration, please contact the Columbia Business School Office of Student Affairs at [crossreg@gsb.columbia.edu](mailto:crossreg@gsb.columbia.edu)

**NOTE:** Electives that have core course pre- and/or co-requisites beginning with B6xxx will not be enforced. By accepting a seat in a course that has a core course pre- or co-requisite, you assume responsibility for having the necessary background and preparation. Electives that have course pre- and/or co-requisites beginning with B8xxx will be enforced.

**IMPORTANT**

TO DROP OR WITHDRAW FROM A BUSINESS CLASS: You must notify the Business School’s Office of Student Affairs ([osa@gsb.columbia.edu](mailto:osa@gsb.columbia.edu)) AND CSSW Office of Student Services ([swstudentservices@columbia.edu](mailto:swstudentservices@columbia.edu)). Dropping business school courses via SSOL or the University Registrar is not permitted.

- For First Block Week courses, students may drop up until **Friday, January 9th**.
- For Second Block Week courses, students may drop up until **Friday, January 16th**.
- For **Full-term and A-term MBA courses**, students may drop up until **Wednesday, January 28th**.
- After that date, students may withdraw (with a notation of W on your transcript) from Full-term and A-term courses until **Wednesday, February 18th**.
- For **B-term courses**, students may drop until **Friday, March 27th**.
• After that date, students may withdraw from B-term courses until **Friday, April 10**th.

*Failure to abide by the process(es) listed above will result in the inability to drop the course, and earning a grade or a UW (unofficial withdrawal).*

The Business School Office of Student Affairs is located at 105 Uris Hall, 3022 Broadway.

**TEACHERS COLLEGE**

Cross-registration for Teacher’s College (TC) classes is held during the add/drop period, **January 12**th – **January 30**th. Review the [TC schedule](#) for important course information. You will need the five-digit call number (referred to as a CRN on TC’s web site) to register, so please make a note of it. Also be aware that CU students must obtain instructor’s approval to register for any TC course. Contact instructors individually to secure written, signed approval. If you are unable to reach an instructor directly, you should try contacting the academic department office. You must then submit the completed [Registration Adjustment Form](#) to the CSSW Office of Student Services, Room 520, for processing.

The Teacher’s College Registrar's Office is located at 324 Thorndike Hall, 525 W 120th Street.

*Please note: TC courses are NOT covered by CSSW’s flat-rate tuition plan. If you enroll in a TC course, you will incur a SEPARATE TUITION CHARGE for these courses.*

**SCHOOL OF CONTINUING EDUCATION (SCE)**

Cross-registration for SCE is held during the add/drop period **January 12**th – **January 30**th. SCE courses require permission from the departmental administrator and/or instructor and students must obtain signature(s) on a completed [Registration Adjustment Form](#). The form can then be submitted to the CSSW Office of Student Services, Room 520 for processing.

For course schedules and professors, please visit the [SCE Directory of Classes](#).

The SCE Office of Student Life and Alumni Relations is located at 203 Lewisohn Hall, 2970 Broadway.

**UNDERGRADUATE COURSES (**COLUMBIA COLLEGE AND BARNARD COLLEGE**)**

Undergraduate cross-registration is held during the add/drop period **January 12**th – **January 30**th. Courses require permission from the department, and students must obtain signature(s) on a completed [Registration Adjustment Form](#). The form must then be submitted to the CSSW Office of Student Services, Room 520, for processing.
For course schedules and information, please visit the Columbia College Course Listings, and the Barnard Courses of Instruction.

The Columbia University/Columbia College Office of the Registrar is located at 205 Kent Hall, 1140 Amsterdam Ave.

The Barnard College Officer of the Registrar is located at 3009 Broadway.

**NOTE:** Undergraduate courses will NOT count towards your degree requirements.