CSSW
CROSS-REGISTRATION GUIDE
FALL 2015
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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 School of Public Health cross-registration is held during the change of program period from **Tuesday, September 1st** to **Friday, September 18th**. 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.

Non-Mailman students are limited to 2 courses per semester and may cross-register for no more than 12 credits or 4 courses.

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 **September 1st – September 18th**. 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

Law School cross-registration requests will be processed during the Law School’s Change of Program (add/drop) period, **August 31st to September 18th**. However, students may begin to submit their requests beginning in June.

Registration Instructions:

1. Review the Law School cross-registration policies.
2. Complete the Law School Cross-Registration Application for Non-Law Students which includes obtaining the class instructor’s signature (instructor approval does not guarantee registration).

3. Submit the completed application to the Law School’s Office of Registration Services, located in 500 William & June Warren Hall.

4. 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 September 19th and October 15th in the Fall 2015 term. The grade of F (failure) will be recorded for withdrawals after October 15th in the Fall 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, September 1st – September 18th.

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
Applications for Fall A-term, B-term, and Full-term electives will be accepted from 10:00 am on August 20th until 4:00 pm on September 8th. Applications for Fall B-Term electives will be accepted from 10:00 am on October 21st until 4:00 pm on October 28th.

Cross-registration for the Business School is conducted online and students must complete and submit the Online Cross-Registration Application.

Application Instructions:
- The list of courses with course descriptions, including if a course has a pre- and/or co-requisite, is available here.
- Students will need to submit a completed Online Cross-Registration Application. Requests will not be considered outside of the online cross-registration application.
- 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

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
The Business School follows a slightly different academic calendar than most of the University. Please be aware, the first day of class for the Fall 2015 semester is Monday August 31st.

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

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, September 1st – September 18th. Review the TC Course 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. The approval can then be either emailed to swstudentservices@columbia.edu or submitted to the CSSW Office of student Services, Room 520, for processing. If you are unable to reach an instructor directly, you should try contacting the academic department office.

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, September 1st – September 18th. For Business courses (BUSI prefix only), email sce-studentadvising@columbia.edu or visit them in-person (510 Lewisohn) with the Registration Adjustment Form. For non-BUSI courses, email the form to sce-studentaffairs@columbia.edu.

Once you have received permission to enroll in the course, take the Registration Adjustment Form to the Registrar (205 Kent) or email the form to registrar@columbia.edu to have the course(s) added to your schedule.

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, September 1st – September 18th. 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.