CSSW
CROSS-REGISTRATION
GUIDE
SUMMER 2016
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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 cross-registration is held during the change of program period listed below. Students seeking enrollment in Mailman School courses must complete the cross-registration processes by submitting the Public Health Cross Registration Form. The Mailman Office of Student Affairs will not process these forms until Friday, 5/27 which is the end of the Change of Program Period.

Registration Instructions
1. Take the form to the Mailman School of Public Health department offering the course to request permission, and obtain the signature of the Department Coordinator/Academic Liaison.
2. Bring this form to the Mailman Office of Student Affairs (OSA) for a final approval signature. OSA is located at 722 West 168 Street, Suite 1014. Please direct questions to msph-osa@columbia.edu.
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 and all classes are held through the School of Continuing Education (see instructions below).

LAW SCHOOL
Columbia Law School does NOT offer courses during the Summer term.

GRADUATE SCHOOL OF ARTS & SCIENCES (GSAS)
GSAS cross-registration and all classes are held through the School of Continuing Education (see instructions below).

THE BUSINESS SCHOOL
The Business School’s cross-registration will be held online. (Dates TBA.) Students seeking enrollment in Business School courses must complete the Online Cross-Registration Application once the information page is available.

For available courses and schedules, please visit the Business School Directory of Classes in early April.
The Business School Office of Student Affairs is located at 105 Uris Hall, 3022 Broadway.

**PLEASE NOTE:** Cross-registered students must satisfy all applicable Business School class prerequisites. Students who wish to drop a Business School class must inform the CSSW Office of Student Services AND the Business School Office of Student Affairs.

**TEACHERS COLLEGE**

Teacher’s College (TC) cross-registration is held during the add/drop period (dates TBA). TC courses require instructor approval, and students must obtain appropriate signature(s) on a completed Registration Adjustment Form. You must then submit the completed form to the CSSW Office of Student Services, Room 520, for processing. Students may also forward instructor approval via email to swstudentservices@columbia.edu.

For course schedules, professors, and call numbers, please visit the TC Directory of Classes.

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)**

SCE’s cross-registration is held from **Monday, March 23rd – Monday, June 1st**. 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 must then be submitted in-person to the CSSW Office of Student Services, Room 520. Students may also forward instructor approval via email to swstudentservices@columbia.edu.

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 and all classes are held through the School of Continuing Education (see instructions above).

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