

CSSW
CROSS-REGISTRATION
GUIDE
FALL 2017

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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 from **September 5th – September 14th**. 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. Obtain the signature of the [Department Coordinator/Academic Liaison](#). Bring the signed form to the Office of Student Affairs (OSA) for a final approval signature. OSA is located at 722 West 168 Street, Suite 1014.
3. Register for the course through CSSW Student Services, in Room 520. Any change thereafter (dropping the course, etc.) also would be made through CSSW Student Services.

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 1014.

[SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS \(SIPA\)](#)

SIPA cross-registration is conducted entirely online, via [SSOL](#). Courses that are open to non-SIPA students will be listed on the [Non-SIPA Student Cross-Registration web 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 15th**. For “Instructor Permission” courses, please follow the instructions on the [SIPA Instructor Permission Courses](#) web page.

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

Non-SIPA students are permitted to register for a maximum of 9 credits per semester.

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

[LAW SCHOOL](#)

You must submit a [Law School Cross-Registration Application for Non-Law Students](#) **no later than 5 p.m. on Monday, September 11th, 2017**, the last day of the Law School’s Fall term

add/drop period. Requests are processed during the Law School's change of program period, August 28th through September 11th, 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 September 11th.

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 (failure) for the Law course. The notation of W (withdrawal) will be recorded for courses requested to be dropped between September 12th and October 14th in the Fall 2017 term. The grade of F will be recorded for courses requested to be dropped after October 14th.

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.

Full-time graduate degree candidates may take up to 2 (two) Law courses per term but not more than 4 (four) Law courses during their entire Columbia course of study. JD and LLM foundation courses, legal writing, research, clinical, and externship offerings are NOT open to non-Law students.

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, **August 29th – September 15th**.

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.

THE BUSINESS SCHOOL

Cross-registration for the Business School is conducted online and students must complete and submit the [Online Cross-Registration Application](#).

Non-Business School students may cross-register for select Business School courses, excluding core courses.

NOTE: Additional details, including the list of available classes for non-MBA students, will be available in mid- to late-August.

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.
- 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

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 (crossreg@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).

Non-Business School students may take no more than 3 credits of business school courses per semester and no more than 12 credits during their entire Columbia course of study.

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 5th – September 19th**. 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 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 PROFESSIONAL STUDIES (SPS)

Cross-registration for SPS is held during the add/drop period, **September 5th – September 15th**.

If a course is open to students in the School of Social Work, you will see it listed in the "Open To" section when you click on the course in the [CU Directory of Classes](#). This means that you should be able to register for the course using SSOL. If Social Work is **not** listed, you may request permission from the department in which the course belongs to enroll in the class and then complete a [Registration Adjustment Form](#).

Once you have received permission to enroll in the course, take the Registration Adjustment Form to the Registrar (205 Kent) or to the Office of Student Services here at CSSW.

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

The SPS 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, **September 5th – September 15th**. 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](#).

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