1. **SSOL REGISTRATION GUIDE**

Once you've signed into **SSOL** using your UNI and network password, follow this link to begin registration. (SEE PAGE 2)

You can review your additional Registration Appointment times by following these links. (SEE PAGE 4)

If your Appointment times are **MISSING**, please **IMMEDIATELY** contact: swstudentaffairs@columbia.edu

All holds (Immunization, Financial, Library, or a Dean’s hold) **MUST** be cleared prior to registration. You will be **BLOCKED** from registration if any holds exist. Follow this link to the HOLDS screen to determine your hold and begin the process of resolving it. (SEE PAGE 5)
2. Check this box. Select as appropriate, and click Continue.

- Please remember that as of the first day of the term, you may not drop your last (only) class. You must consult with your advisor to withdraw.
- The Web Registration system is available to Columbia University students with scheduled appointments. You may check your appointment times on Student Services Online.
- You may not be permitted to register if your Student Account has been placed on Hold by a Dean for academic reasons, because of a financial obligation or because of non-compliance with the immunization requirement.
- During peak activity, you may experience a noticeable pause. Please stay on the line; the system is still at work.
- Your account balance is updated nightly and may be viewed on Student Services Online.
- By registering you agree to be bound by the policies and regulations of Columbia University, which include paying collection costs and/or attorney fees if your unpaid student account balance is referred to an outside collection agency and/or attorney.

☐ I have read and agree to the conditions above.

- If you are in F-1 (Student) or J-1 (Student Category) immigration status you must register full time each semester of your academic program. The University is required by law to notify the Immigration and Naturalization Service of all F-1 and J-1 students who are enrolled less than full time as of the close of the last day of the change of program period for this semester. Any exception to the full time registration requirement must be approved and recorded by the International Students and Scholars Office (ISSO) BEFORE the close of the STANDARD registration period, i.e., BEFORE the start of Late Registration.
- Holders of B-1, B-2, WT or WB immigration status are prohibited by law from enrolling for a course of study. Contact the ISSO for further information.

☐ I do not HOLD F-1 or J-1 immigration status
☐ I understand I must register full time
Enter your desired-course’s 5-digit Call number to add it to your schedule. The Call number can be found through the CSSW Directory of Classes.

- Once you’ve successfully added a course, it will appear here in the Registration section of SSOL. It will take 24 hours for the course to appear under “Schedule”.

- If the class you attempt to add is full, the system will alert you and offer a list of open sections of that course, if available.
Your Spring 2015 Registration Appointment times will be listed here. If your Appointment times are **MISSING**, please contact: swstudentaffairs@columbia.edu
All general registration questions and concerns should be directed to:

swstudentaffairs@columbia.edu