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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 January 16th – January 26th. Students seeking enrollment in Mailman School courses must complete the Public Health Cross Registration Form.

Registration Instructions
1. Bring 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 the signed form to the Office of Student Affairs (OSA) for the signature of the Associate Dean. OSA is located at 722 West 168 Street, Suite 1014. Please direct your questions to msph-osa@columbia.edu.
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 Cross-Registration for Non-SIPA Students 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 January 16th – January 26th. For “Instructor Permission” courses, please follow the instructions on the SIPA Instructor Managed 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, January 22, 2018**, the last day of the Law School’s Spring term add/drop period. Requests are processed during the Law School’s change of program period, January 16th-January 22nd, 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 22nd.

**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](mailto: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 January 23rd and February 15th in the Spring 2018 term. The grade of F (failure) will be recorded for courses requested to be dropped after February 15th.

*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, January 16th – January 26th.

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.

**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.
- Students may attend courses while decisions are pending on their application.
- 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.

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, January 17th – January 30th. 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, January 16th – January 26th.

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, January 16\textsuperscript{th} – January 26\textsuperscript{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.

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