POST CHANGE OF PROGRAM PERIOD ADD/DROP TOOL

FACULTY USER GUIDE

Steps to Log On:
+
Go to SSOL at https://ssol.columbia.edu
+
Log on using UNI and password
+
Click on “Class List” link
+
A notice will appear at the top of the course roster that will include a link to all pending requests

ADD Request
This class has 2 pending ADD requests. Click here to approve or reject the requests to register for this class.

Add/Drop Requests List for CHNS W1011 sec: 001
INTRODUCTORY CHINESE II
Instructor: Shaoyan Qi

<table>
<thead>
<tr>
<th>Request</th>
<th>Student PID</th>
<th>Student Name</th>
<th>Email</th>
<th>School</th>
<th>Level</th>
<th>Instructor Consent</th>
<th>Advisor Consent</th>
<th>Status</th>
<th>Status Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>DROP</td>
<td>C**********</td>
<td>Angela</td>
<td>a*****@columbia.edu</td>
<td>CC</td>
<td>U04</td>
<td>Not Needed</td>
<td>Approved</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>ADD</td>
<td>C**********</td>
<td>Test Test</td>
<td></td>
<td>TEST</td>
<td>U00</td>
<td></td>
<td>Approved</td>
<td>Pending Complete</td>
<td></td>
</tr>
<tr>
<td>ADD</td>
<td>C**********</td>
<td>Samantha</td>
<td>s*****@columbia.edu</td>
<td>CC</td>
<td>U04</td>
<td></td>
<td>Approved</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

1 The Request Column indicates the type of request. Requests to “Drop” do not require your approval, but requests to “Add” and “Replace” (switch sections of a course that is already registered for) do require your approval.

2 You can use the Instructor Consent column to perform your actions. If “Pending,” you can approve or deny the request. If you perform an action and want to retract it, a button will appear allowing you to reverse your decision. The phrase “Not Needed” will appear for drop requests that do not require your approval.

3 Add/Drop Request Statuses:
++ Request Completed – Request has been approved; student has completed the transaction.
++ Approved – Request has been approved; student has not yet completed the transaction.
++ Pending – Request is pending. One or more approvals have not been satisfied.
++ Request Withdrawn – Request has been withdrawn by student.

If you need assistance, contact your Academic Department Administrator(s) or email the Registrar’s Office at registrar@columbia.edu.

To learn more, visit the University Registrar website at www.registrar.columbia.edu.