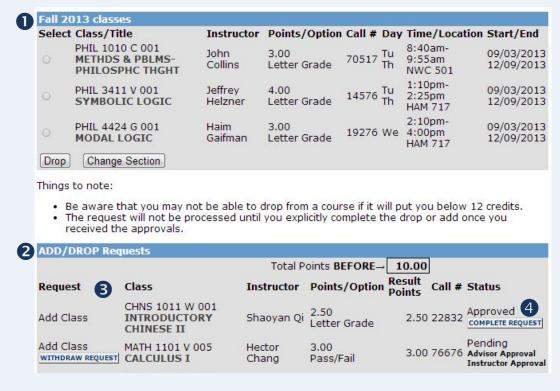
♦ POST CHANGE OF PROGRAM PERIOD ADD/DROP TOOL ♦ STUDENT USER GUIDE

The tool is used by several Columbia University schools. Read and understand your school's registration policies and procedures. You are responsible, both academically and financially, for completed registration actions. Course changes made after the Change of Program period may result in financial liability. For students in the School of General Studies and the School of Continuing Education, full tuition charges are incurred for any courses added or dropped after the Change of Program period.

Steps to Log On:

- → Go to SSOL at https://ssol.columbia.edu
- → Log on using UNI and password
- → Click on "Registration" link



- 1 Your current registration list appears at the top of the page.
 - + To request **adding a course**, follow the steps as you normally would to add a course in SSOL (using call number).
 - → To request **dropping a course**, select the course from your current registration list and click on the "Drop" button.
 - → To request **switching sections of a course** that you've already registered for, select the course from your current registration list and click on the "Change Section" button.
- 2 All **Add/Drop requests** are displayed in this table just below your current registration.
- 3 The **Request Column** indicates the type of request that you submitted. You may withdraw a request by clicking on the "Withdraw Request" button.
- 4 When you receive an email confirming that your request has been approved, log in to SSOL to complete the action. You must go back in to SSOL to complete your request.

If you need assistance, email the Registrar's Office at registrar@columbia.edu.

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