

WAIT LIST AUTOMATION ♦ FACULTY QUICK GUIDE

Steps to Log On:

- ✦ Go to SSOL at <https://ssol.columbia.edu>
- ✦ Log on using UNI and password
- ✦ Click on link entitled "Class List".
- ✦ From the Class List, click on the "Wait List" link that corresponds with the course you want to view.

[See Class Roster](#)

Wait List Configuration

This list is self managed. You need to approve or deny each student in the list. The student will be notified for each action.

[Change to automated list.](#)

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Message to Students:

These Guidelines are primarily intended for the design and construction of new ♦wet♦ laboratories or renovations in which significant modifications will be made and building systems and infrastructure can meet these Guidelines. Although not primarily intended for ♦dry♦ or computational laboratories, components of the Guidelines may apply and should be incorporated in the design of these laboratories.

[See Message Form](#)

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Wait List for CHEM C3443 sec: 002
ORGANIC CHEMISTRY I-LEC
Instructor: Luis Campos

Priority	Student PID	Student Name	Email	School	Level	Action
12	C003154205	Test Test		TEST	U00	APPROVE DENY
Approved Students						
	C003154198	Test Test		TEST	U00	Approved
1	<div><div>Majors and Concentrations</div><div>TEST PROGRAM IN SIS4 PRODUCTIONNON-DEGREENON-DEGREE</div><div>Registration History</div><div>Spring 2012TEST DIVISION IN SIS4 PRODUCTION0.00 units</div><div>Fall 2011TEST DIVISION IN SIS4 PRODUCTION0.00 units</div></div>					
2	C003154199	Test Test		TEST	U00	Approved
5	C003154196	Test Test		TEST	U00	Approved

- 1 **Change to automated list** switches the list from self-managed to system-managed.
- 2 **See Message Form** button allows you to display a customized message to all students.
- 3 **Priority** lists all the students who are wait-listed based on system time stamp.
- 4 Click on **Student PID** to display student information such as Major(s), Concentration(s) and Total Credits Earned.
- 5 **Wait List Options:** Select **Approve** button to process student registration for the course. Select **Deny** button to deny student registration for the course.

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.