WAIT LIST AUTOMATION ♦ FACULTY QUICK GUIDE
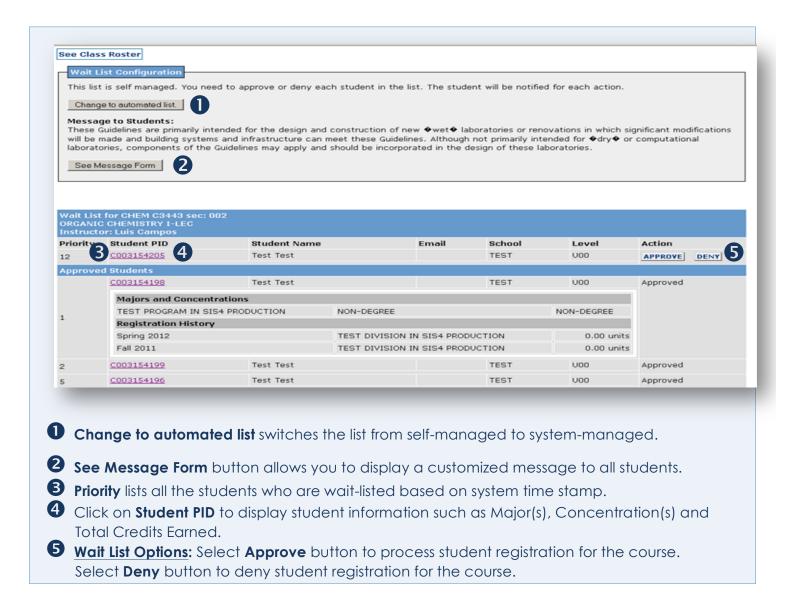
Steps to Log On:

✦ 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.

❶ **Change to automated list** switches the list from self-managed to system-managed.

❷ **See Message Form** button allows you to display a customized message to all students.

❸ **Priority** lists all the students who are wait-listed based on system time stamp.

❹ Click on **Student PID** to display student information such as Major(s), Concentration(s) and Total Credits Earned.

❺ **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**.