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.

Wait List will close 24 hours prior to the end of the Change of Program period.

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 automatic list

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

See Message Form

Wait List for CHEM 304:3  sec: 002
ORGANIC CHEMISTRY I LLC
Instructor: Luis Campos

Priority
Student PID
Student Name
Email
School
Level
Action

Approved students

Majors and Concentrations
TEST PROGRAM IN SIS4 PRODUCTION
NON-DEGREE
NON-DEGREE

Registration History
Spring 2012
TEST DIVISION IN SIS4 PRODUCTION
0.00 units

Fall 2011
TEST DIVISION IN SIS4 PRODUCTION
0.00 units

Student PID
TEST
TEST
TEST

Wait List Options:
Select Approve button to process student registration for the course.
Select Deny button to deny student registration for the course.

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), email the Registrar’s Office at waitlist@columbia.edu, or call the Wait List Phone Line at 212-851-9115.

To learn more, visit the University Registrar website at www.registrar.columbia.edu or email your questions to waitlist@columbia.edu.