

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.

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. 1

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 2

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

1	C003154198	Test Test		TEST	U00	Approved
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Majors and Concentrations

TEST PROGRAM IN SIS4 PRODUCTION	NON-DEGREE	NON-DEGREE
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Registration History

Spring 2012	TEST DIVISION IN SIS4 PRODUCTION	0.00 units
Fall 2011	TEST DIVISION IN SIS4 PRODUCTION	0.00 units

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), 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.