

# ◆ POST CHANGE OF PROGRAM PERIOD ADD/DROP TOOL ◆ FACULTY USER GUIDE

## Steps to Log On:

- ✦ Go to SSOL at <https://ssol.columbia.edu>
- ✦ Log on using UNI and password
- ✦ Click on "Class List" link
- ✦ A notice will appear at the top of the course roster that will include a link to all pending requests

 **ADD Request**   
This class has 2 pending ADD requests. Click [here](#) to approve or reject the requests to register for this class.

Add/Drop Requests List for CHNS W1011 sec: 001 INTRODUCTORY CHINESE II Instructor: Shaoyan Qi								
Request	Student PID	Student Name	Email	School	Level	Instructor Consent <sup>2</sup>	Advisor Consent	Status <sup>3</sup>
DROP <sup>1</sup>	C*****	Angela	a*****@columbia.edu	CC	U04	Not Needed	Approved	Approved
ADD	C*****	Test Test		TEST	U00			Request Completed
ADD	C*****	Samantha	s*****@columbia.edu	CC	U04	Pending <input type="button" value="APPROVE"/> <input type="button" value="DENY"/>	Approved	Pending Instructor Approval Advisor Approval

- 1** The **Request Column** indicates the type of request. Requests to "Drop" do not require your approval, but requests to "Add" and "Replace" (switch sections of a course that is already registered for) do require your approval.
- 2** You can use the **Instructor Consent** column to perform your actions. If "Pending," you can approve or deny the request. If you perform an action and want to retract it, a button will appear allowing you to reverse your decision. The phrase "Not Needed" will appear for drop requests that do not require your approval.
- 3** **Add/Drop Request Statuses:**
  - ✦ **Request Completed** – Request has been approved; student has completed the transaction.
  - ✦ **Approved** – Request has been approved; student has not yet completed the transaction.
  - ✦ **Pending** – Request is pending. One or more approvals have not been satisfied.
  - ✦ **Request Withdrawn** – Request has been withdrawn by student.

If you need assistance, contact your Academic Department Administrator(s) or email the Registrar's Office at [registrar@columbia.edu](mailto:registrar@columbia.edu).

To learn more, visit the University Registrar website at [www.registrar.columbia.edu](http://www.registrar.columbia.edu).