

# WAIT LIST AUTOMATION ♦ STUDENT QUICK GUIDE

## Steps to Log On:

- ✦ Go to SSOL at <https://ssol.columbia.edu>
- ✦ Log on using UNI and password
- ✦ Click on link entitled "Registration"

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

✔ You joined successfully the wait list for CHEM 3443 C 002. **1**

**Message from the instructor:** **2**  
 My office hours are Mondays 11am-1pm.  
 To join this class you must submit a writing sample to my email below:  
 test123@columbia.edu

**Add or Check Class Status**

Call#

**Fall 2013 classes**

Select	Class/Title	Instructor	Points/Option	Call #	Day	Time/Location	Start/End
<input type="radio"/>	COMS 3136 W 001 ESSENTIAL DATA STRUCTURES	Jae Lee	4.00 Letter Grade	67000	Tu Th	5:40pm-6:55pm BTBA RTBA	09/03/2013 12/09/2013

**Fall 2013 Wish List**

You are not registered for the classes below. You may register for classes that become available to you directly from your Wish List. **4**

Delete	Call#	Class/Title	Instructor	Points/Option	Day	Time/Location	Start/End	Status
<input type="button" value="DELETE"/> <b>3</b>	70616	CHEM 3085C sec:001 PHYSICL-ANALYTICL LABORATORY I	Luis Avila	4.00 Letter Grade	Tu	12:00pm-6:00pm BTBA RTBA	09/03/2013 12/09/2013	WaitList Available <input type="button" value="JOIN LIST"/>
<input type="button" value="DELETE"/>	73027	CHEM 3443C sec:002 ORGANIC CHEMISTRY I-LECTURES	Luis Campos	3.50 Letter Grade	Tu Th	2:40pm-3:55pm BTBA RTBA	09/03/2013 12/09/2013	WaitList Pending <input type="button" value="LEAVE LIST"/>
<input type="button" value="DELETE"/>	66375	FREN 1102W sec:003 ELEMENTARY FRENCH II	Berenice Baudry	4.00 Letter Grade	Mo Tu We Th	11:40am-12:45pm BTBA RTBA	09/03/2013 12/09/2013	WaitList Denied <input type="button" value="LEAVE LIST"/>

**1 Confirmation message** appears when a course is added to the Wait List.

**2 A Message from the instructor** may appear, along with additional instructions (if applicable).

**3 Delete** courses that you are no longer interested in tracking via the Wish List.

**4 Wait List Statuses:**

- ✦ **Available** - Wait List is available for this course. Click **Join List** to request registration in the course.
- ✦ **Denied** - Student has been denied entry to the course. Click **Leave List** to remove course from List.
- ✦ **Pending** - Request to join a Wait List has been received and the request is pending.

**If you need assistance**, email the Registrar's Office at [waitlist@columbia.edu](mailto:waitlist@columbia.edu).

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