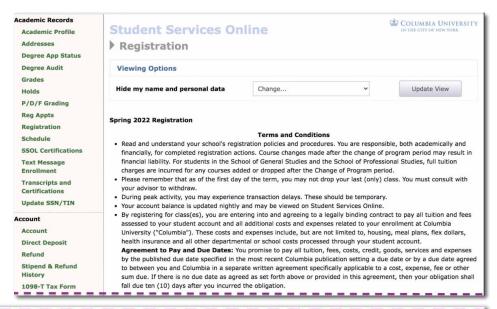
# Before registering for classes, be sure to review the following:

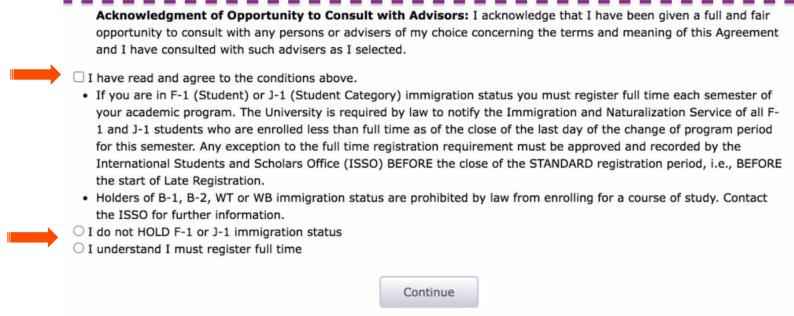
- 1) Registration periods listed on the Mailman Academic Calendar
- 2) Mailman Courses (including day and times) available for the upcoming semester on the <a href="Course Directory">Course Directory</a>
- 3) Degree Requirements available either online or with your department. (The MPH Requirements database contains requirements for 2-year, Accelerated and Dual MPH students)

Course Registration is managed via Students Services Online (SSOL) ssol.columbia.edu

Student Services Online (SSOL) is a University-wide web-based, multipurpose portal for students. SSOL can be used to check registration appointment times, register for classes, view and pay bills, update addresses, check for holds, and more. Learn more about SSOL <a href="here">here</a>. If this will be your first time accessing SSOL Registration, you may be directed through some citizenship & immigration status screens.

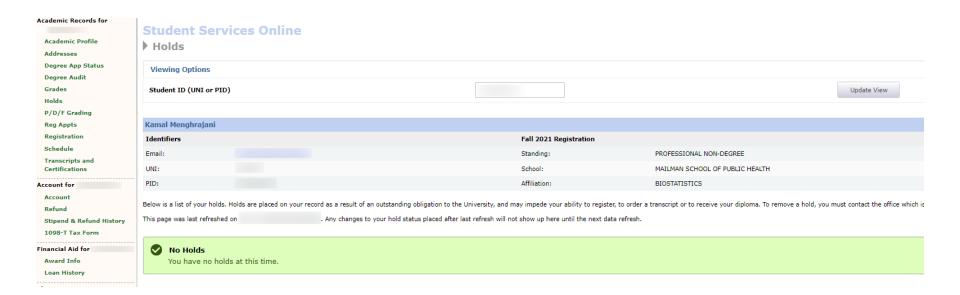
Confirm your status at the bottom of that page to proceed to registration.





### Registration Holds are posted to SSOL

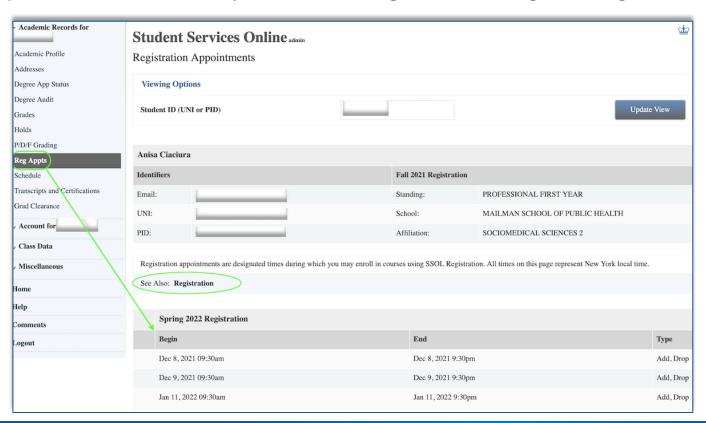
Holds may prevent students from registering for their courses. Students should ensure all Holds have been addressed *prior* to Registration.



### Registration Appointment Times (Reg Appts) are posted to SSOL

Registration Appointment Times are designated periods of registration typically spanning between 9:30am and 9:30pm ET each day you have a scheduled Registration Appointment.

From the Appointment Time Screen you can click Registration to begin the registration process.



### Registration – Call Numbers

Call Numbers ("Call #) are unique identifiers Course Directory  $\times$  f for every activated course. Students find and View: Semester schedule All Mailman School courses register for courses by searching for the Call Search: Spring 2022 Course Number # and adding the course to their schedule. All Department Sociomedical Sciences Instructor Call #s are posted to the school directory. Find Courses To download course information sheet (.pdf), click the course number. To view enrollment criteria and other notes, click the plus sign. SOSC P6728 Health Promotion: Theory, Research, and Practice Bogart, Jane Full Semester Section #: 001 Add or Check Class Status Thu 8:30a-11:20 Rosenfield 532 A/ Call #: 16767 + SOSC P6728 Health Promotion: Theory, Research, and Practice Murrman, Marita 1st Ouarter Section #: 002 Query/Add Class Call# Tue 8:30a-11:20 TBA Call #: 16768 Fri 8:30a-11:20 TBA + SOSC P6750 Confronting Obesity: Society, Structures, and Policy Van Wye, Gretchen Full semester Section #: 001 Spring 2022 classes Tue 1:00p-3:50p Rosenfield 532 A Call #: 16769 SOSC P6760 Community Engagement Practice Hutchinson, Carole There are no classes in your schedule. Full semester Section #: D01 Thu 1:00p-3:50p Online\* Call #: 16770

#### Spring 2022 Wish List

Your Wish List is empty.

### Registration – Wish List

Check Call Number Prior to your registration appointment time, Call# 17039 Ouerv/Add Class students may search available courses and create a "wish list" through SSOL. The "wish Back To Registration List All Sections Search Class BIST List Add or Check Class Status list" allows students to build and store a Call# Class/Title BIST 6110 P D01 schedule of classes prior to their registration STATISTICAL COMPUTING WIT appointment time. 17039 Instructor Add or Check Class Status Although you cannot register for this class, you can add it to your Wish List، You can later register Add Class To Wish List Call# Ouerv/Add Class Spring 2022 classes There are no classes in your schedule. Spring 2022 Wish List

Wish Lists <u>do not equal registration</u>. Students who add a course to their wish list must still register for the course during their Registration Appointment time.

Your Wish List is empty.

### Registration – Wait List

Some departments closely monitor their course enrollment and choose to enroll students via the waitlist only. Students may find themselves on a course's <u>waitlist</u> even though there are seats available. Departments monitoring course enrollment will slowly admit students into the course at their discretion.

#### Wait lists come in two forms:

- 1. Auto-fill Wait List: Allows students to enroll into a course as seats become available, and students can see their position number on Auto-fill Wait Lists in SSOL.
- 2. Self-managed Wait List: Students must first join a Wait List. Approval is based on the student's priority status (second year, first year, department, certificate, etc).

## **Questions about registration?**

- 1) Email msph-enrollment@cumc.columbia.edu
  - 2) Contact your department