

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"

✔ 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								
Delete	Call#	Class/Title	Instructor	Points/Option	Day	Time/Location	Start/End	Status
<input type="button" value="DELETE"/> 3	70616	CHEM 3085C sec:001 PHYSICAL-ANALYTICAL 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"/>
<input type="button" value="DELETE"/>	80535	WRIT 2001W sec:001 INTERMEDIATE FICTION WORKSHOP	Rachel Sherman	3.00 Letter Grade	We	11:00am-12:50pm BTBA RTBA	09/03/2013 12/09/2013	WaitList Pending <input type="button" value="LEAVE LIST"/>

- 1 Confirmation message** appears when a course is added to the Wait List.
- A **Message from the instructor** may appear, along with additional instructions (if applicable).
- Delete** courses that you are no longer interested in tracking via the Wish List.
- 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.

To learn more, visit the University Registrar website at www.registrar.columbia.edu.