

Programs for High School Students

# Registration Instructions

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# Meet the Team!

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# Instructions Overview

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## Instructions Overview

- Introduction to Admission & Registration
- Course Eligibility
- How to Register
- Next Steps



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***Congratulations on your admission into  
our Immersion Program!***

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# Admission & Registration

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- You have applied to, and been admitted to, **Columbia University's Immersion Program** (Summer or Academic Year). Although you were admitted into the Immersion Program, your space in a course is not confirmed until you register yourself into course(s).
- While filling out your application, you indicated between two to four curricular interests. You have permission to register for any courses denoted as "**Eligible**" on your decision letter.
- **Registration is the responsibility of the student, and occurs on a first-come, first-serve basis.**

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# Admission & Registration cont.

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- Students who apply and enroll early will have earlier access to course registration.
- If a course has space at the time you pay your deposit, it does not guarantee that space will be available at the time of your registration. This is why the application asks students to name more than one curricular interest, and why we encourage you to register as soon as possible.
- Students may check the up-to-date, real-time enrollment numbers for any course at any time by clicking on the **Call Number** on our website's **Course Description Page**.
- **You will not be able to register until after your \$500 non-refundable enrollment deposit has been paid, if applicable.**

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# Summer vs. Academic Year Immersion

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	<b>Summer Immersion</b>	<b>Academic Year Immersion (Fall &amp; Spring)</b>
Course Load:	Students can register for 1 course per session	Students can register for 1-4 courses per semester
Days of Courses:	Monday-Friday	Saturday and/or Sunday
Weeks of Instruction:	3-Weeks or 1-Week	10 Weeks
Class Length per day:	4 hours total (morning <b>and</b> afternoon, with a 2 hour midday break)	2 hours total (morning, afternoon, <b>or</b> evening)

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# Course Eligibility

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- Your **decision letter** states which course(s) you are eligible for. You can register for **any** eligible course(s), but **only one course** per session/timeslot.
  - **Summer Immersion** students are enrolled into specific sessions, including:
    - Session 1
    - Session 2
    - Session 1 **and** Session 2 (meaning a course in Session 1 **and** a course in Session 2)
    - Session 3
      - Requests to add, drop, or change your enrollment session should be **proactively** sent to [hsp-admit@columbia.edu](mailto:hsp-admit@columbia.edu).
  - **Academic Year Immersion** students are enrolled in the program generally, and can register for 1-4 courses. Examples include:
    - Saturday Morning, Saturday Afternoon, Saturday Evening
    - Sunday Morning, Sunday Afternoon, Sunday Evening



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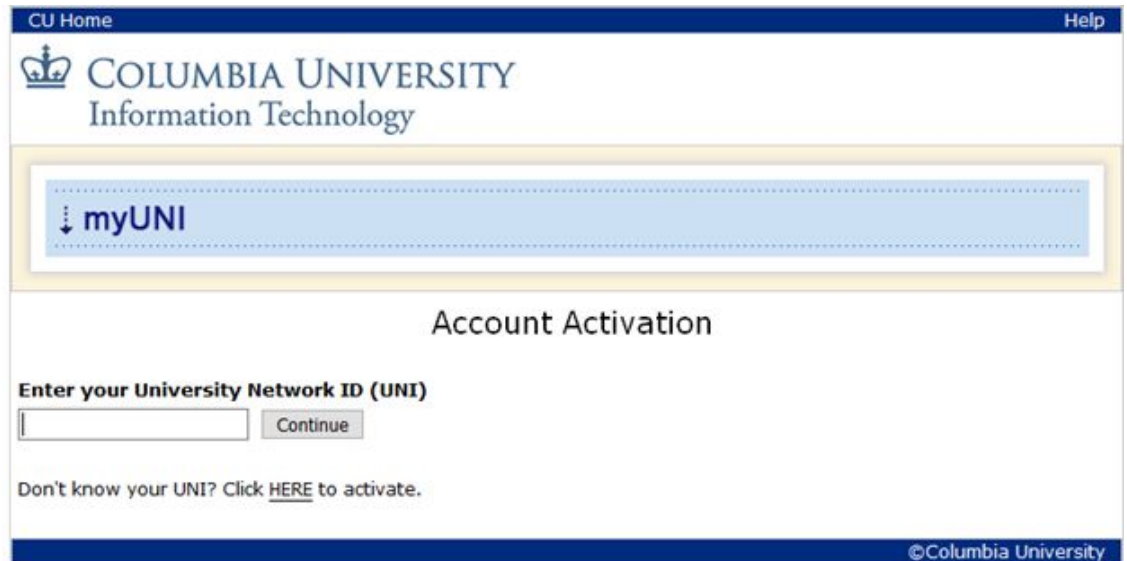
# Course Eligibility

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- If you need to request new courses **for any reason**, such as being admitted to the program without eligible courses, or discovering a new curricular interest:
  - **Submit a request via email** to [hsp-admit@columbia.edu](mailto:hsp-admit@columbia.edu) to confirm eligibility. Your email should include your name, reference ID number, and the names of the courses you would like approval for. Please be sure to check the [course description](#) to review prerequisites.
- **Being eligible for a course does not guarantee you a space in that course.** You are *eligible* for the course, not reserved a space in the course. As registration is on a first-come, first-serve basis, you may not have the opportunity to register for your first choice curricular interest.
  - All students are able to check the up-to-date enrollment numbers for any course at any time, and are not guaranteed a space in a specific course.

# UNI Activation

- **Before you register for class, you will need to activate your University Network Identification (UNI).**
- Your UNI will be sent to you in the Next Steps email. The Next Steps email is typically sent **5-7 business days** after you have confirmed your enrollment and submitted a deposit.
- Your UNI provides access to your LionMail email account.
- Important follow-up emails from Columbia University will be sent to your LionMail account, including emails regarding billing.
- **Note:** If you are a returning student, your UNI may still be active from your prior enrollment. Test this by trying to access LionMail.



The screenshot shows a web page for Columbia University Information Technology. At the top, there is a navigation bar with "CU Home" on the left and "Help" on the right. Below this is the university's logo and name, "COLUMBIA UNIVERSITY Information Technology". A prominent blue button with a downward arrow and the text "myUNI" is highlighted with a yellow border. Below the button, the page is titled "Account Activation". It contains a form with the label "Enter your University Network ID (UNI)", a text input field, and a "Continue" button. At the bottom of the form, there is a link: "Don't know your UNI? Click [HERE](#) to activate." The footer of the page includes the Columbia University logo and the text "©Columbia University".

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# Registering for Class

## Student Services Online

► Log In

- If your UNI is already activated, you can [log into SSOL](#), where you will be able to view your registration appointments and register for your class(es).
  - Registration appointments are scheduled to be added two business days after deposit payment, at the most.
  - As you need your UNI to log into SSOL, you should expect your registration appointments to be live by the time you log in. Please reach out via email ([hsp-admit@columbia.edu](mailto:hsp-admit@columbia.edu)) if this is not the case for you.
- If you have not yet activated your UNI, follow the instructions in your Next Steps e-mail. One day after activating your UNI, you can log into SSOL.
- “Registration Appointment” is not a meeting or webinar. It refers to the **window of time** when you can register during the day. You are able to register **at any time of your convenience** during this window.
  - Registration appointments are open **business days from 10:00 AM to 9:00 PM EST.**



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***Registering in SSOL:  
Step-by-Step Explanation***

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# Registering for Class

1. Go to Student Services Online (SSOL, <http://ssol.columbia.edu>), Columbia's online tool, and log in using your UNI (university network ID) and password.

Student Services Online x +

ssol.columbia.edu

## Student Services Online

► Log In

**Enter security information.**

University Network ID

Network Password

[Log in Help](#)

**Useful Links**

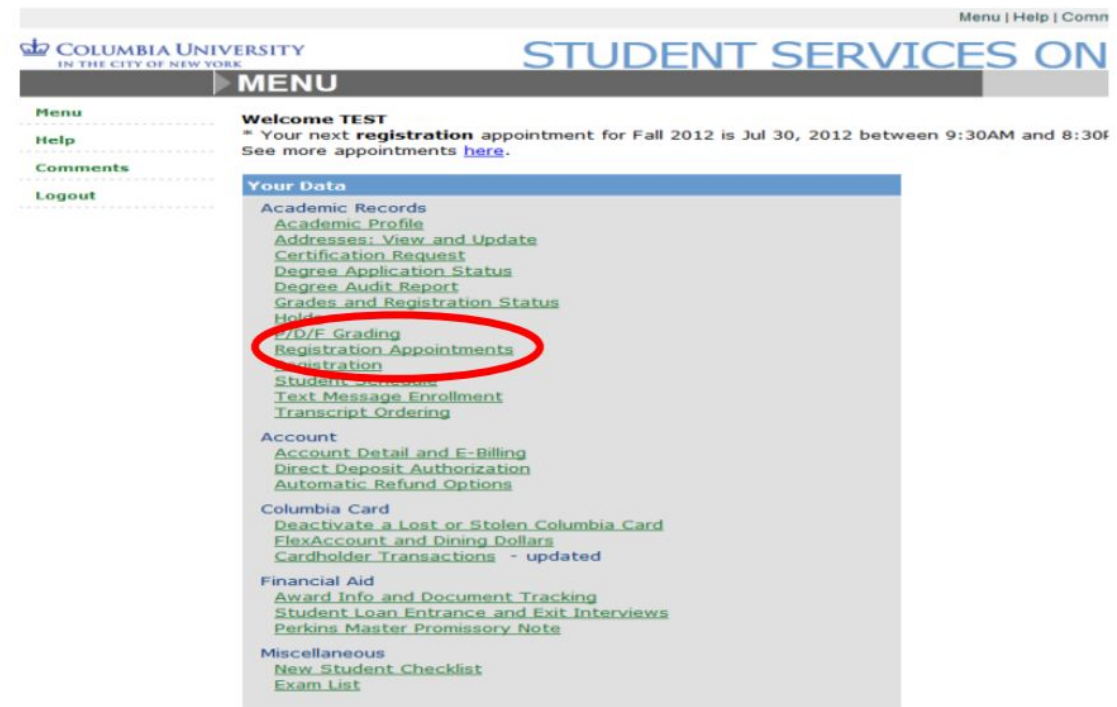
- [Activate UNI](#)
- [Change Password](#)
- [ID Center \(CU Card\)](#)
- [Registrar](#)
- [Student Financial Services](#)
- [CUMC Student Administrative Services](#)

# Registering for Class

2. Click on “Registration Appointments” to view your registration window.

**Reminder:** You may only register for classes during the times of your registration appointment.

**Reminder:** Your registration appointments should be live by the time you gain access to SSOL.



The screenshot shows the SSOL interface for a user named TEST. The top navigation bar includes the Columbia University logo, the text 'COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK', and 'STUDENT SERVICES ONLINE'. A 'MENU' dropdown is open, displaying a list of services. The 'Registration Appointments' link is highlighted with a red circle. Other visible links include Academic Records, Account, Columbia Card, and Financial Aid.

Menu | Help | Comn

COLUMBIA UNIVERSITY  
IN THE CITY OF NEW YORK

STUDENT SERVICES ONLINE

MENU

Menu  
Help  
Comments  
Logout

Welcome TEST  
\* Your next **registration** appointment for Fall 2012 is Jul 30, 2012 between 9:30AM and 8:30P  
See more appointments [here](#).

Your Data

- Academic Records
  - [Academic Profile](#)
  - [Addresses: View and Update](#)
  - [Certification Request](#)
  - [Degree Application Status](#)
  - [Degree Audit Report](#)
  - [Grades and Registration Status](#)
  - [Hold](#)
  - [I/D/F Grading](#)
  - [Registration Appointments](#)
  - [Registration](#)
  - [Student Services](#)
  - [Text Message Enrollment](#)
  - [Transcript Ordering](#)
- Account
  - [Account Detail and E-Billing](#)
  - [Direct Deposit Authorization](#)
  - [Automatic Refund Options](#)
- Columbia Card
  - [Deactivate a Lost or Stolen Columbia Card](#)
  - [FlexAccount and Dining Dollars](#)
  - [Cardholder Transactions - updated](#)
- Financial Aid
  - [Award Info and Document Tracking](#)
  - [Student Loan Entrance and Exit Interviews](#)
  - [Perkins Master Promissory Note](#)
- Miscellaneous
  - [New Student Checklist](#)
  - [Exam List](#)

# Registering for Class

3. After reviewing your registration appointments, once you are prepared to register, click “Registration”.

- Your Academic Records
  - Academic Profile
  - Addresses
  - Degree App Status
  - Degree Audit
  - Grades
  - Holds
  - P/D/F Grading
  - Reg Anpts
  - Registration**
  - Schedule
  - Text Message Enrollment
  - Transcripts and Certifications
- Your Account
  - Account
  - Direct Deposit
  - Refund
  - Stipend & Refund Chk
  - 1098-T Tax Form
- Your CU Card
  - Deactivate CU ID
  - Flex & Dining Deposits
  - Cardholder Transactions
- Your Financial Aid
  - Award Info
  - Student Loan Ent/Ext Int
  - Loan History
- Miscellaneous
  - Fin. Resp. Statement

## Student Services Online ▶ Registration Appointments



### Viewing Options

Hide my name and personal data

Change...

Upd

Registration appointments are designated times during which you may enroll in courses using SSOL Registration. All times on this page are in New York local time.

See Also: [Registration](#)

### Fall 2020 Registration

Begin	End	Type
Aug 20, 2020 09:30am	Aug 20, 2020 8:30pm	Add, Drop
Aug 21, 2020 09:30am	Aug 21, 2020 8:30pm	Add, Drop
Aug 24, 2020 09:30am	Aug 24, 2020 8:30pm	Add, Drop
Aug 25, 2020 09:30am	Aug 25, 2020 8:30pm	Add, Drop
Aug 26, 2020 09:30am	Aug 26, 2020 8:30pm	Add, Drop
Aug 27, 2020 09:30am	Aug 27, 2020 8:30pm	Add, Drop
Aug 28, 2020 09:30am	Aug 28, 2020 8:30pm	Add, Drop

# Registering for Class

4. Check that you have read and agree to the registration conditions and indicate your VISA status, then click “continue.

**Note:** Due to non-credit nature of program, **VISA status has no bearing on registration.**

SSOL is primarily used for undergraduate students, and some features are specifically designed for that audience.

Menu | Help | Comments | Logout

COLUMBIA UNIVERSITY  
IN THE CITY OF NEW YORK

STUDENT SERVICES ONLINE

REGISTRATION

Academic Records  
Academic Profile  
Addresses  
Certifications  
Degree App Status  
Degree Audit  
Grades  
Holds  
P/D/F Grading  
Reg Appts  
Registration  
Schedule  
Text Message Enrollment  
Transcripts

Account  
Account  
Direct Deposit  
Refund

CU Card  
Deactivate CU ID  
Flex & Dining Deposits  
Cardholder Transactions

Financial Aid  
Award Info  
Student Loan Ent/Ext Int  
Perkins MPN

Miscellaneous

Viewing Options  
Hide my name and personal data Change... Update View

Spring 2013 Registration

- Please remember that as of the first day of the term, you may not drop your last (only) class. You must consult with your advisor to withdraw.
- The Web Registration system is available to Columbia University students with scheduled appointments. You may check your [appointment](#) times on Student Services Online.
- You may not be permitted to register if your Student Account has been placed on [Hold](#) by a Dean for academic reasons, because of a financial obligation or because of non-compliance with the immunization requirement.
- During peak activity, you may experience a noticeable pause. Please stay on the line; the system is still at work.
- Your account balance is updated nightly and may be viewed on Student Services Online.
- By registering you agree to be bound by the policies and regulations of Columbia University, which include paying collection costs and/or attorney fees if your unpaid student account balance is referred to an outside collection agency and/or attorney.

I have read and agree to the conditions above.

If you are in F-1 (Student) or J-1 (Student Category) immigration status you must register full time each semester of your academic program. The University is required by law to notify the Immigration and Naturalization Service of all F-1 and J-1 students who are enrolled less than full time as of the close of the last day of the change of program period for this semester. Any exception to the full time registration requirement must be approved and recorded by the International Students and Scholars Office (ISSO) BEFORE the close of the STANDARD registration period, i.e., BEFORE the start of Late Registration.

- Holders of B-1, B-2, WT or WB immigration status are prohibited by law from enrolling for a course of study. Contact the ISSO for further information.

I do not HOLD F-1 or J-1 immigration status  
 I understand I must register full time

Continue



# Registering for Class

5a. Locate the 5 digit call number for your course(s). This can be found on the [course's](#) description page on our website.

Call numbers are located at the bottom of the course description, right before the “Instructor(s)” section, in a drop-down menu.

While most courses will have one call number per course session, this is not always the case. In the next few slides, we will explore these unique scenarios.

## COURSE DESCRIPTION

*Studio arts courses are offered in conjunction with Columbia University's School of the Arts.*

In this online beginner-level class, students explore various modes of looking at and interpreting the world through drawing. The course emphasizes drawing from both observation and imagination as ways to learn traditional and digital drawing techniques and foster creativity and personal interpretation. Course assignments develop the use of traditional drawing materials alongside conceptual prompts to find creative approaches to visual problem-solving. Assignments include exercises in composition and experiments with scale, the development of personal narrative and subject matter, and the use of charcoal as well as animated digital tools, all with personalized attention from the instructor.

The course combines demonstrations of drawing techniques, individual conferences with the instructor as well as online group critiques, and virtual studio visits with professional artists. Critical issues in art are addressed once a week through group writing prompts and online discussion, so as to generate meaningful debates as a context for studio work.

Participants learn how to prepare a final portfolio for college applications and are instructed on how to professionally document and present their work. The session concludes with a final drawing project, in which the students work on animating and editing as a group. A final blog will house a virtual exhibit, and work is shared within the community on a social media platform.

*Students will need to acquire their own materials, which will cost approximately \$100. A list will be provided. Students who have significant drawing experience might consider taking [Painting: The Painted Image](#) instead of this course*

► Registration Guidance & Call Number(s)

## INSTRUCTOR(S)

# Registering for Class

5b. Each call number is a **hyperlink** to its listing on the Directory of Classes. DoC listings state **a course's capacity** and its **up-to-date enrollment numbers**.

Course registration can fluctuate unpredictably due to the first-come, first-serve nature of registration. **Please register as soon as you are able to do so.**

If your intended course is full, you should seek out alternative curricular options. There are no guarantees that space will reopen.

## ▼ Session 1 Classes

- Section 01 | Call Number: [10333](#)
- Section 02 | Call Number: [10334](#)
- Section 03 | Call Number: [14275](#)
- Section 04 | Call Number: [10335](#)

## ▼ Session 2 Classes

- Section 05 | Call Number: [10336](#)
- Section 06 | Call Number: [10566](#)
- Section 07 | Call Number: [10337](#)
- Section 08 | Call Number: [12370](#)

*Directory of Classes*  
University of Columbia

Enrollment

17 students (22 max) as of 5:04PM Thursday, June 24, 2021

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# Registering for Class - Classes in **Multiple Sessions**

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Some courses will be offered in more than one session per term. **Make sure that you are gathering the call number for the course you are enrolled in.**

Students enrolling in multiple sessions cannot take the same course again, as they will just be repeating the same material. There is no difference between a course in, say, Session 1 vs. Session 2, or on Saturday vs. Sunday. Each section will cover the same material, in the same format, at the same pace.

Why does this happen? A course may be offered in more than one session depending on the availability of instructors.

▼ Registration Guidance & Call Number(s)

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▶ Session 1 Classes

▶ Session 2 Classes

- **PSYH0104 | Call Number: 15336** (Saturdays)
- **PSYH0104 | Call Number: 15337** (Sundays)

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# Registering for Class - Classes With **Multiple Sections**

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Some courses will have multiple sections. **There is no substantive difference between sections.** Each section will cover the same material, in the same format, at the same pace, at the same time. **Students freely choose their own section, and this selection is arbitrary.**

The only difference between sections is the instructor, as the same instructor cannot attend multiple sections simultaneously.

Why does this happen? Each course has a specific capacity set to make classes more effective and engaging. While a course's capacity cannot be increased, a course can offer multiple sections so that more students can experience the course.

## ▼ Registration Guidance & Call Number(s)

### ▼ Session 1 Classes

- Section 01 | Call Number: **10333**
- Section 02 | Call Number: **10334**
- Section 04 | Call Number: **10335**

### ▼ Session 2 Classes

- Section 05 | Call Number: **10336**
- Section 07 | Call Number: **10337**

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# Registering for Class - Classes With **Multiple Call Numbers**

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Some courses require multiple call numbers. You must register for both call numbers, the lecture and the recitation, to completely register for the course.

“Recitation” is another word for “section”. There is no difference between recitations.

Why does this happen? These courses typically provide information and context in morning lectures before splitting up into smaller recitations for smaller group discussions and activities.

## ▼ Session 2 Classes

### **Morning Lecture**

*All students must register for the morning lecture.*

- Lecture 01 | Call Number: **10326**

### **Afternoon Recitations**

*Select one call number from the options below.*

- Recitation 01 | Call Number: **10327**
- Recitation 02 | Call Number: **10328**

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# Registering for Class - Classes With **Multiple Call Numbers**

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Some courses require multiple, paired call numbers. You must register for both call numbers assigned to a section to be completely registered for the course. You cannot mix and match.

Why does this happen? Some courses may have multiple instructors per section, or multiple components of instruction. This would be alluded to in the course's description.

In the example of Understanding the Arts: Art History and Architecture, one call number would be the Art History component of the course, while the other call number would be the Architecture component.

## ▼ Session 1 Classes

- Section 01 | Call Numbers: **10338** and **10342**
- Section 02 | Call Numbers: **10339** and **10343**

## ▼ Session 2 Classes

- Section 03 | Call Numbers: **10340** and **10344**
- Section 04 | Call Numbers: **10341** and **10345**

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# Registering for Class - Classes With **Multiple Call Numbers**

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For some courses, students will register for one call number. An additional call number will later be added to complete your course schedule.

As a result, your schedule in SSOL may not be fully up-to-date until closer to the start of the program, but it will be the same schedule as stated on the course's description.

Why does this happen? In the example of our Creative Writing courses, the School of the Arts likes to ensure students are split into sections where everyone is at a comparable level of writing experience. Or, the instructors may want to split students into the smaller afternoon recitations to ensure they are evenly split between recitation facilitators.

# Registering for Class

5c. Once you have the call number for each class you wish to add, enter the number and click "Query/Add Class".

**Note:** You should **never** attempt to pull up a course via its name. **Only search for courses by call number.**

## Student Services Online ► Registration

### Viewing Options

Hide my name and personal data

Change...

Update View

### Fall 2020 Registration

#### Add or Check Class Status

Call#

Query/Add Class

### Fall 2020 Classes

Select	Class/Title	Instructor	Points/Option	Call #	Day	Time/Location	Start/End
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**\*Remember**, you may only register for one class per session.

For Summer Immersion, this is one course per 3-Week or 1-Week session.

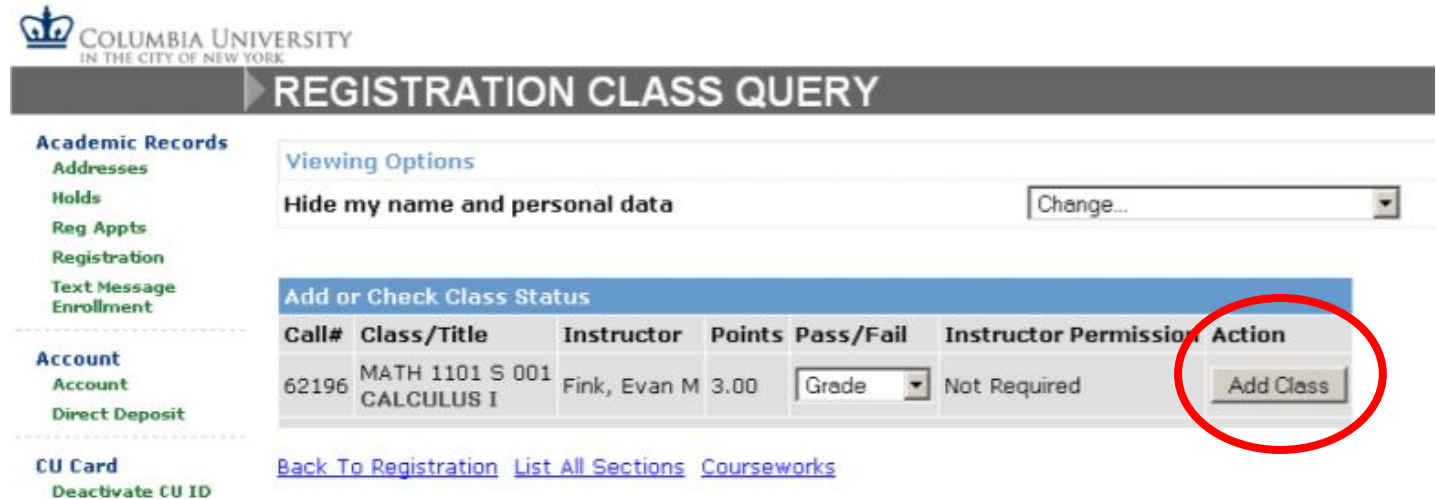
For Academic Year Immersion, this is one course per timeslot (i.e. Saturday Morning, Sunday Afternoon).



# Registering for Class

6. Confirm that the course appearing is the course you want to register for and click “Add Class”.

**If you do not click “Add Class” for the course, you will not be registered for the course.**



COLUMBIA UNIVERSITY  
IN THE CITY OF NEW YORK

## REGISTRATION CLASS QUERY

Academic Records  
Addresses  
Holds  
Reg Appts  
Registration  
Text Message  
Enrollment

Account  
Account  
Direct Deposit

CU Card  
Deactivate CU ID

Viewing Options  
Hide my name and personal data

Add or Check Class Status

Call#	Class/Title	Instructor	Points	Pass/Fail	Instructor Permission	Action
62196	MATH 1101 S 001 CALCULUS I	Fink, Evan M	3.00	<input type="button" value="Grade"/>	Not Required	<input type="button" value="Add Class"/>

[Back To Registration](#) [List All Sections](#) [Courseworks](#)

# Registering for Class

If registration was successful, you will see a green confirmation message box.

If registration was unsuccessful, you will see a red message box.

You will not receive a confirmation email after registration. The green, or red, message box is your confirmation.

As additional confirmation, the “Schedule” tab will list every course you have successfully registered for.



COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK STUDENT SERVICES ONLINE

## REGISTRATION

Academic Records  
Academic Profile  
Addresses  
Certifications  
Degree App Status  
Degree Audit  
Grades  
Holds  
P/D/F Grading  
Reg Appts  
Registration  
Schedule

Viewing Options  
Hide my name and personal data Change... Update View

**Adding ANTH 6129 G 001 was successful. The change is effective immediately. See the new schedule below.**

Add or Check Class Status

Menu | Help | Comments | Logout

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK STUDENT SERVICES ONLINE

## REGISTRATION CLASS QUERY

Academic Records  
Academic Profile  
Addresses  
Certifications  
Degree App Status  
Degree Audit  
Grades  
Holds  
P/D/F Grading  
Reg Appts  
Registration

Viewing Options  
Hide my name and personal data Change... Update View

**Class Restricted**  
Class OT 952 N OTOLARYNGOLOGY YR RES sec: 006 call#: 10002 is not open to your school.

[Back To Registration](#) [List All Sections](#) [Courseworks](#)

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# Registering for Class

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- The **Admissions Office monitors registration** to ensure students only register for course(s) they are approved for on their Decision Letter. If you would like to register for a different course, you will need to email your request to [hsp-admit@columbia.edu](mailto:hsp-admit@columbia.edu).
  - For Summer Immersion, this includes registering for sections in sessions you are not enrolled in (i.e. a Session 1 student registering for a Session 2 course).
- Once you have registered for your class, your registration appointment will be removed. As a result, you will not be able to change courses without special permission.

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# Changing Courses

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- We strongly recommend selecting course(s) carefully and not switching course(s) once registered.
  - **Ensure** you have thoroughly reviewed the course's description and are aware of prerequisites.
- In extenuating circumstances, students may email their request to switch courses to [hsp-admit@columbia.edu](mailto:hsp-admit@columbia.edu).
- Course changes are not automatically approved, and course space will not be reserved just because it is requested.
  - Course changes are dependent on **student eligibility** and **course availability**.
- Students are allowed to change courses up to the **second day of the program**.

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# Summary: What Should You Do Now?

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- a) Pay your enrollment deposit, if you have not yet done so.
  - i) Then, wait for your Next Steps email, which will arrive in 5 to 7 business days. Follow instructions within to activate UNI.
- b) Log into SSOL to register for the class you want to take.
  - i) Registration appointments are assigned within two business days of deposit payment. As it takes 5 to 7 business days for you to receive your UNI, by the time you log into SSOL, you should see your registration appointments.
  - ii) Only register for one course per session. Only register for eligible courses. Email [hsp-admit@columbia.edu](mailto:hsp-admit@columbia.edu) to change/add/drop sessions or courses.
  - iii) If your registration appointments are not live, and it has been two business days, reach out to admissions team.
- c) Follow all additional steps as instructed in your Next Steps email. Additional information regarding billing and orientation typically is delivered closer to the start of your program.

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# Contact Information

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- **Programs for High School Students**
  - [hsp-admit@columbia.edu](mailto:hsp-admit@columbia.edu)
  - 212-854-9889 (Monday-Friday 9:00am-5:00pm Eastern Time)
- **CUIT**: Columbia University Information Technology (UNI issues)
  - [askcuit@columbia.edu](mailto:askcuit@columbia.edu)
  - 212-849-1919

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# Columbia University's Programs for High School Students

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**Thank You!**

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