WAIT LIST AUTOMATION ♦ STUDENT QUICK GUIDE
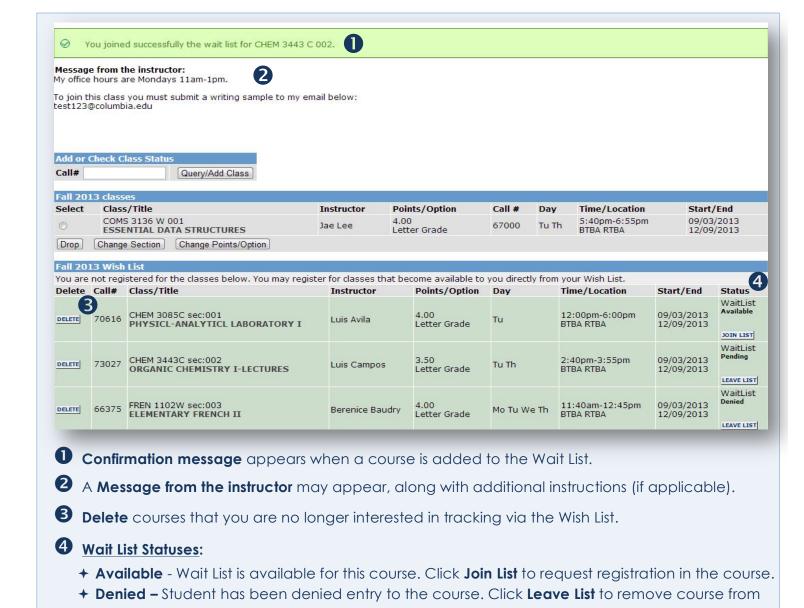
Steps to Log On:

✦ 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. ❶

Message from the instructor: ❷
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# [   ] [Query/Add Class]

Fall 2013 classes

Select	Class/Title	Instructor	Points/Option	Call #	Day	Time/Location	Start/End
○	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

[Drop] [Change Section] [Change Points/Option]

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.   ❹

Delete	Call#	Class/Title	Instructor	Points/Option	Day	Time/Location	Start/End	Status
❸ [DELETE]	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** [JOIN LIST]
[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** [LEAVE LIST]
[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** [LEAVE LIST]

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

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

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

❹ **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**.