# Columbia IUDC Policy

**1. Students can only take courses at Columbia that are offered by Arts and Sciences departments**

Students are only allowed to register for courses that are offered by **Arts and Sciences departments (listed under "Ph.D. and D.M.A. programs").** Columbia's Directory of Classes includes information on courses offered by each department. Home school IUDC Coordinators will inform their students of this policy, and the Columbia IUDC Coordinator will also confirm that students are registering for appropriate courses before approving their applications.

**2. Columbia's IUDC application is now online – students do not need the Columbia IUDC Coordinator's signature**

Students from other universities taking Columbia Arts and Sciences courses must complete the paper IUDC form and obtain all signatures except the Columbia IUDC Coordinator's signature. Students must then submit **Columbia's online IUDC application by September 12** so that their applications can be processed and they can register for courses by September 16. The online application contains very similar information to the paper IUDC form. Students will upload the paper IUDC form containing all signatures except the Columbia IUDC Coordinator's signature to the online application. (It is fine if the paper IUDC form already has the Columbia IUDC Coordinator's signature.)

**3. Students can now register for Columbia courses online and must follow Columbia's academic calendar**

Students will receive an email message approving their online application and outlining the next steps students must follow to 1) receive and activate their UNI and Columbia email address, 2) register for courses online, and 3) obtain an ID card. Students must activate their UNI and email address BEFORE registering for courses online. Students are no longer required to submit immunization records.

**Beginning Monday, August 1**, students will be able to register online for courses through Student Services Online (SSOL). Students may only register online for courses during their designated Registration Appointment dates and times. A list of Registration Appointments dates and times is available in SSOL; in general, students can register through SSOL Monday-Friday, excluding holidays, from 9:30am – 8:45pm or 9:45pm. Following Columbia's Academic Calendar, **students must register for courses by September 16 and must drop courses by October 11**. Students will need to find the course's five-digit call number in Columbia's Directory of Classes prior to logging into SSOL to register. Note that an instructor's signature on the paper IUDC form does NOT indicate permission to bypass a course waitlist. If students are given instructor permission to bypass course waitlists, they must submit a Registration Adjustment Form by October 11 to GSAS Office of Student Affairs in 107 Low Library or emailed to gsas-studentaffairs@columbia.edu.