Conducting Academic Business at Columbia

Fall 2017
Office of the University Registrar

Mission: Your Partner
- Actively supporting scholarship, teaching, and learning
- Building foundation for academic life throughout student lifecycle
- A safe haven and “one-stop” for members of our Teaching Faculty

Operations & Environment
- Central administrative office
- 24 staff members
- Student Service Center at the Morningside campus
- “Back office” operations at Manhattanville
Morningside Campus: Student Service Center

- Front-facing office for the University Registrar and Student Financial Services
- Assists Faculty, students, parents, and administrators with:
  - Apostille/Notary Process
  - Diplomas
  - Payment Plans
  - Tuition and Fees
  - Academic Certifications
  - Grading
  - Registration
  - Billing
  - ID Cards
  - Transcripts

- Jennifer Love, Director

205 Kent Hall, Mail Code 9202, 1140 Amsterdam Avenue
ssc.columbia.edu
Manhattanville: Back Office Operations

Studebaker Building
615 West 131st Street, 6th Floor, Mail Code: 8760
(entrance at 622 West 132nd)
- ssol.columbia.edu
- Multi-purpose tool for conducting Faculty and student business with the University
Directory of Classes (DOC)

- [columbia.edu/cu/bulletin/uwb](http://columbia.edu/cu/bulletin/uwb)
- Stand-alone tool that students can access for course planning
Vergil

- vergil.registrar.columbia.edu
- Comprehensive tool for course planning, registration, and enrollment
- Namesake: the Roman poet who guides Dante through the nine circles of the Inferno and the nine rings of Mount Purgatory
- Used by most students
CourseWorks

- courseworks.columbia.edu
- Columbia’s Learning Management System
- Currently being upgraded from a Sakai-based system to one powered by Canvas
Submitting Courses

The Curricular Planning Statement (CPS)

- Used to create course listings in Directory of Classes and Vergil
- Submitted to Registrar’s Office by each department’s Director of Academic Administration and Finance (DAAF)
- Teaching Faculty are welcome to contact us directly

<table>
<thead>
<tr>
<th>Column Names</th>
<th>Term</th>
<th>SIS</th>
<th>AREA</th>
<th>CRSE # 1: 4-digit Course Number</th>
<th>CRSE # 1: Character Prefix</th>
<th>CRSE # 1: 2-character Prefix</th>
<th>SEC</th>
<th>Dept</th>
<th>MIN CRCD</th>
<th>MAX CRCD</th>
<th>COURSE TITLE</th>
<th>CRSE TYPE</th>
<th>Regional credits (25% or more)</th>
<th>APPR</th>
<th>DURY</th>
<th>DURY</th>
<th>INSTRUCTION</th>
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<tbody>
<tr>
<td>Required Fields Uploaded To SIS (If yes, indicated as SIS)</td>
<td>SIS</td>
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<td></td>
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<tr>
<td>Required for Registrar</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Must match with existing course type</td>
<td>Required</td>
<td>This does NOT create a self-managed wait list</td>
<td>Use drop downs only</td>
<td>Use drop downs only</td>
<td>Reference Only</td>
<td></td>
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<tr>
<td>Notes</td>
<td>2017/18 fall, 2018/19 spring</td>
<td>Must match to existing subject area in SIS</td>
<td>Must match to existing course number in SIS</td>
<td>New courses for Bernard courses should not be on the CPS</td>
<td>Must match to existing 4-digit prefix</td>
<td>Changes to the double-digit prefix will upload to SIS</td>
<td>Changes here will upload to SIS</td>
<td>Changes here will upload to SIS</td>
<td>Changes are not allowed to course titles on the CPS, reference only</td>
<td>Must match with existing course type</td>
<td>Required</td>
<td>Reference Only</td>
<td></td>
<td></td>
<td></td>
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CPS Columns: Fields highlighted in blue are required for SIS and Registrar.

<table>
<thead>
<tr>
<th>Column Names</th>
<th>2nd Instructor OR 3rd Instructor</th>
<th>2nd Instructor OR 3rd Instructor</th>
<th>2nd Instructor OR 3rd Instructor</th>
<th>COURSE CAP</th>
<th>Fee FOR Fee FOR PREV</th>
<th>PAST</th>
<th>Fee -1 Type</th>
<th>Fee -1 Type</th>
<th>Fee -2 Type</th>
<th>Fee -2 Type</th>
<th>Fee -2 Type</th>
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<tr>
<td>Required for Registrar</td>
<td>Reference Only</td>
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<td>Reference Only</td>
<td>Reference Only</td>
</tr>
<tr>
<td>Notes</td>
<td>Reference Only</td>
<td>If providing both, they must match</td>
<td>If providing both, they must match</td>
<td>This will overwrite any existing cap in SIS</td>
<td>This will overwrite any existing course rules</td>
<td>Y or N values only</td>
<td>Reference only</td>
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<td>Reference only</td>
<td>Reference only</td>
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CPS Columns: Fields highlighted in blue are required for SIS and Registrar.
Managing Wait Lists

WAIT LIST

See Class Roster  Comments and Suggestions

Wait List Configuration
This list is automated. The students will be registered in order as below.

Change to self managed list

Message to Students:
There is no message to the students that join the list.

See Message Form

Note:
In order to disable this list there cannot be any pending students in the list.

WAIT LIST for ECON 4301 GU sec: 001
ECONOMIC GROWTH & DEVELOP
Instructor: Xavier Sala-i-Martin

<table>
<thead>
<tr>
<th>Priority</th>
<th>Student PID</th>
<th>Student Name</th>
<th>Sel</th>
<th>Email</th>
<th>School</th>
<th>Level</th>
<th>Affiliation</th>
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<td>C004163672</td>
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<td>CN</td>
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<td>CCNDGV</td>
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<td>U04</td>
<td>CCECON</td>
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<tr>
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<td></td>
<td></td>
<td>SP</td>
<td>U00</td>
<td>SPNDGV</td>
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</tbody>
</table>

- Developed and deployed internally by the Registrar’s Office
- Two types: auto-fill and self-managed
- What is a self-managed wait list with a full block?
- Wait lists and course enrollment caps
Submitting Grades

- Grades submitted through Student Services Online (SSOL)
- Tool opens well before end of semester
- Pull-down menu of grade choices for each student on the grade roster
- Faculty have complete grading autonomy subject to School-based policy
- Be attentive to issues relating to grade inflation
- Questions about grading from the perspective of teaching and learning should be directed to the Center for Teaching and Learning
- Students need grades submitted on time to continue their academic business at the University or post-graduation plans
- Our Faculty have been terrific about submitting their grades on time
Changing Grades

- Electronically, through Student Services Online (SSOL)
- Anytime
- Faculty must provide a rationale for each change of grade
- Request is routed to approver at student’s home school
- Learn more about submitting and changing grades at: registrar.columbia.edu/grades
We partner with an external vendor: Parchment
- Paper and electronic transcripts
- Students can place orders online through Student Services Online (SSOL)
- Same vendor to provide electronic diplomas
Classrooms

- Severely constrained inventory
- Only 12 classrooms for 100+ students
- Registrar’s Office controls vast majority of classrooms in Engineering and the Arts and Sciences
- Others controlled by departments; some shared arrangements
- Faculty encouraged to teach before or after peak time blocks:
  - Try to stay away from 10:10 a.m., 11:40 a.m., 1:10 p.m., and 2:40 p.m.,
  - Especially for large lecture courses (100 or more students)
  - Departments asked to do fair share to spread courses: no clumping!
## Contact Us

### Barry Kane, Associate Vice President and University Registrar
- Barry Kane, Associate Vice President and University Registrar - [bk2430@columbia.edu](mailto:bk2430@columbia.edu), 4-1447
- Monica Avitsur, Deputy University Registrar - [ma2685@columbia.edu](mailto:ma2685@columbia.edu), 4-9351
- Terry Baughan, Executive Assistant - [tb2339@columbia.edu](mailto:tb2339@columbia.edu), 4-6638

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Person</th>
<th>Email Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms</td>
<td>Angie Borrero</td>
<td><a href="mailto:ab4370@columbia.edu">ab4370@columbia.edu</a></td>
<td>3-1257</td>
</tr>
<tr>
<td>Client Service</td>
<td>Kristabelle Munson</td>
<td><a href="mailto:jm2137@columbia.edu">jm2137@columbia.edu</a></td>
<td>4-6408</td>
</tr>
<tr>
<td>Courses</td>
<td>Sheila Serrano</td>
<td><a href="mailto:ss1897@columbia.edu">ss1897@columbia.edu</a></td>
<td>4-1560</td>
</tr>
<tr>
<td>Degree Audit &amp; Commencement</td>
<td>Jennifer Caplan</td>
<td><a href="mailto:jc12@columbia.edu">jc12@columbia.edu</a></td>
<td>4-5596</td>
</tr>
<tr>
<td>Student Service Center, Morningside Campus</td>
<td>Jennifer Love</td>
<td><a href="mailto:jll2212@columbia.edu">jll2212@columbia.edu</a></td>
<td>4-7528</td>
</tr>
<tr>
<td>Systems, Technology, and Reporting</td>
<td>Austin Wanta</td>
<td><a href="mailto:aw2768@columbia.edu">aw2768@columbia.edu</a></td>
<td>1-9537</td>
</tr>
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</table>
Looking forward to serving your teaching needs this semester!

COLUMBIA UNIVERSITY
Office of the Registrar
Questions?