

Instructions for Students Taking Courses at Columbia through IUDC or who wish to obtain a Columbia UNI/email/ID card

Please visit the following websites before the start of classes. Fall deadlines will vary each year.

- <http://gsas.columbia.edu/iudc> (Columbia's IUDC website)
- <https://gsas.tfaforms.net/25> (Columbia's online IUDC application)

1. To obtain a UNI only (without enrolling in a course):

If you will not be taking a course at Columbia but would still like to obtain a UNI for access to the libraries/facilities, you should follow the normal enrollment instructions but register for the "placeholder" course below:

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|---------------------------|--------------------|
| 1. Course | EXSC G0001 |
| 2. Call number: | 11831 |
| 3. Credits | 0 credits |
| 4. Course title: | Exchange Scholar |
| 5. Course instructor | NA |
| 6. Division/School: | GSAS |
| 7. Host instructor Sig.: | NA |
| 8. Host Instructor Name: | Richard Slusarczyk |
| 9. Host IUDC Coord. Sig.: | [leave blank] |

2. To Enroll in a Course at Columbia:

RGGS Comparative Biology students must receive permission from the CBPPC to enroll in an extramural course. Please submit your request to the Director of Administration at least one month in advance of registration.

1. **Confirm here** that the course(s) you intend to register for are offered by an eligible Arts and Sciences program. Next, check the specific course in [Columbia's Directory of Classes](#) for any additional eligibility requirements noted by the instructor of the course. **Courses eligible for IUDC registration begin with either GU- or GR- (e.g., AHAR GU5010).** *Note: If the course you wish to take is not offered by an Arts and Sciences program, you may not register for the class, despite having received instructor approval.*
2. **Complete Columbia's two-step application process by the registration deadline** (as noted above in "Registration Deadlines").
 1. First, fill out the paper [IUDC Registration Form](#) and obtain the signatures of your home school advisor, home IUDC coordinator ([Rebecca Johnson](#)), and the instructor of any Columbia course you wish to take. If the course's instructor grants permission to take the course via email, a PDF of the email is acceptable in place of a formal signature.
 2. Second, submit [Columbia's online IUDC application](#). Upload a PDF of the signed paper IUDC form, as well as a PDF of the instructor's approval email, if applicable, into the online application. You do not need the signature of the Columbia IUDC coordinator before uploading the paper registration form or submitting the online application.

Note: The paper IUDC form must be submitted through the online application. Do not

submit it via email or in person.

3. **Allow five business days for processing.** You will receive email notification of the status of your registration, including **instructions to activate your UNI (University Network ID) and Columbia email address** (also found on the [CUIT website](#)); and to obtain an ID card, after your registration has been processed.
4. **Review your registration for the approved course(s) listed on your online application.** After activating your UNI, you may do so through [Student Services Online \(SSOL\)](#).
5. **Obtain a Columbia ID card**, which confers access to the Columbia library system and other services.

Note: *An ID card is not required for remote course participation.*

Once you have been registered for your course(s), you must [submit a photo online](#) to be used for your Columbia ID card. You will receive information via email about where to pick up your ID card. If you already have a Columbia ID card, you should obtain a semester sticker for that card. Stickers are available at the ID Center in 204 Kent Hall.

6. **Follow relevant Columbia policies and deadlines** (e.g., for [dropping a course](#), or submitting required course materials to replace an [Incomplete](#) with a letter grade).

Note: Visiting students are responsible for paying all class or material fees associated with the class in which they are registered.

If you decide to drop your course(s), you must email the Columbia IUDC coordinator by the drop deadline listed above.

The Columbia IUDC coordinator will inform your home school of your grade(s) after the end of the semester. Grades are sent in February after the fall semester, and in June for the spring semester. If your grade is incorrectly listed or is blank at your home school, log in to [Student Services Online \(SSOL\)](#) using your UNI and password to request an updated copy of your transcript be sent to your home school IUDC coordinator. Be advised that it is your responsibility to ensure any grade changes at Columbia are communicated to your home school IUDC coordinator. You should retain the original registration form until a grade appears on your home school transcript.