

Registration Information & FAQ's

You can also [email us](#) or reach us by phone 212-854-2011 between 9am-4pm.

Important Reminders:

Students can take a maximum of 19 credits, but you can register for up to 23 credits at this stage.

- **CLASSES:** If you can't find a class you plan to register for, be sure you typed the course number in the correct format in the Student Planning search box (e.g. ENGL-BC1204 or POLS-UN1201). If you still can't find it, verify in the Columbia Directory of Classes that it is being offered in that term. If it is, then you can check Student Planning again the next day (we're adding new classes daily) or use this [form](#) to request help.
- **ADVISING:** **Your adviser will need to grant you "permission to register" in the system.** You should be in touch with your adviser prior to registering to discuss class selections and areas of academic interest.
- **REGISTRATION TIMES:** Look up your registration appointment times in myBarnard (Academics tab, myAcademicRecord channel). Your next available registration time is also visible in Student Planning.
- **GEN ED:** Want to know if a course satisfies a Gen Ed requirement? Here's the [list](#).
- **SPECIAL COURSES:** How do you register for a "special" course (e.g. voice lessons, P.E., graduate courses at Columbia, etc.)? Info is [here](#).
- **WAITLISTS:** You can join a max of 3 waitlists at a time.
- **HELP:** [Email us](#).

More FAQs:

Q. I can't find a course in the student planning search bar?

1. Make sure you're using google Chrome as your browser
2. Use [CU directory of classes](#) to verify course is offered in the term you are trying to register for
3. Make sure to select the right term on Student Planning.

Q. Two courses that I need have a time conflict. What should I do?

A: Speak to your class dean for options. Also, be sure to check each class on your schedule for conflicts, as they will not always appear in red. The dates for the course will appear under the course meeting information.

Q. How can I drop a class online after the shopping period?

A: Email your adviser for approval. They can grant you approval via the mybarnard portal. Once this is done, go to student planning to drop the course (the drop button will turn blue). You have two days after the approval is given to drop the class. The deadline to drop a course vary by term. Check the academic calendar for specific dates.

Q. How can I find Spring block A/B classes?

A: You can search by "course type" in student planning under course catalog, or you can search by term in the Columbia Directory of classes.

Q. A Class I was previously registered for has disappeared. Why did that happen?

A: This means the department is no longer offering it in that semester. The class may be offered in a future term. Students may check each department's webpage for specific course information.

Q. What if the class my adviser told me to register for is not in student planning or the Directory of Classes?

A. The course may be not be loaded into the system yet. Wait 24 hours and check back.

Q. How can I register for courses that require special permission (such as SIPA, Journalism or graduate level courses)?

1. Check CU directory to see if it's open to Barnard students. If the course is not, you must receive special permission from the instructor and your advisor and submit them with this [form](#).

Waitlists: Students are only allowed to be on 3 waitlists. If you want to add another class to your waitlist, you must drop one of the existing 3.

1. You're only officially accepted in the class from the waitlist once you receive an email from Columbia's Registrar account. You will be registered within 2 business days on Barnard Student Planning and the course should turn green.
2. Some courses are set up as "full block" waitlist: everyone must join the waitlist.
3. Some waitlists are self-managed by the instructor. If the instructor advised you that you are registered, you should still receive the official email from CU. If you don't receive the email within 24 hours, you can contact the instructor and CC us on the communication. You are only registered for a course if it is green in student planning.
4. If you receive special permission to join the course after the course has reached its capacity, you will need to fill out the [add form](#) with the instructor's approval.

PE courses are available, but first-years have priority to register for these courses. If you still wish to register for one:

1. If you already satisfied your PE requirement, you may join the waitlist and wait to hear from the department chair.
2. If a waitlist is not available online, must go to the first class in person and secure permission from the instructor.

Variable credits courses - When registering for a course, please remember to choose the credit amount you want to earn. The number of credits will default to the lowest number otherwise.