**OVERVIEW**

Bidding for the Summer 2016 term is about to begin. The following information tells you everything you need to know about this process. The Business Online Selection System (BOSS) site also contains an FAQ/Help area that includes guides and documents to help you familiarize yourself with the system before bidding begins.

You’ll find Summer 2016 course information listed on the MBA Course Catalogue on BOSS (under the MBA students tab.) Please note that courses may be cancelled at the discretion of the Dean’s Office.

It is very important that you read this entire document. Covered below:

I. How Bidding Works for Electives
II. Waitlist
III. Add/Drop
IV. Swaps
V. How Bid Points Are Allocated
VI. Special Situations
VII. Things to Keep in Mind
VIII. Frequently Asked Questions (FAQs)

**I. HOW BIDDING WORKS FOR ELECTIVES**

**Lifetime bid points are given upfront and carry over from semester-to-semester.** You can use them equally in each semester, spend most of them on courses this semester, or save most of them for future use. The strategy is up to you. Once you’ve decided on the courses you wish to bid for, prioritize them and allocate your points accordingly.

**Bidding is not time-dependent.** All bids placed during a given round are processed at the end of that round. You may change your mind and re-allocate your bid points at any time, and as often as you like, within a round.

You can use your points to bid for a full course load or a partial course load. If there are courses you think will not fill up, and you’re willing to risk not getting into them, you may want to wait until the add/drop period when you can add them to your schedule without having to use bid points. It’s up to you.

**During bidding rounds students may only bid for courses up to a maximum of 16.5 credits.** Students are pre-enrolled in their core courses; those credits will count towards the 16.5 maximum credits for bidding. For example, if you are enrolled in Operations Management, a 1.5
credit core class, you’ll be able to bid on 15 credits of electives during bidding.

Block week courses, like all elective courses, can be dropped in the first 24 hours of Rounds 2 and 3, and bid points will be refunded.

The system will not prevent you from bidding on courses that overlap or conflict. If successful in securing a seat in both courses, it is the student’s responsibility to drop one of the conflicting courses. In other words, by the end of the add/drop rounds you need to be enrolled in courses you can actually attend. Students may not be enrolled in sections that overlap or conflict.

The system will not prevent you from bidding on courses that are full. BOSS will allow you to bid on a full class. A course with no seats available will say “Capacity(Full)” under the course name and credits. Bidding on a full class will not put you on a waitlist; that is a separate round that happens after bidding is over. Bidding on a full class can tie up your bid points and available credits for bidding. Your points will be refunded if you bid on a full class that remains full. Please note that in Rounds 2 and 3 of bidding, students do have the first 24 hours of the round to drop a course they received in the previous bidding rounds for a refund. Therefore, you should check after the first 24 hours to see if the course is still full. For classes with multiple sections, it is possible that students from one full section may move into another section during the resolve between rounds. While this does not happen often, it could potentially open up a seat in a previously full course.

You can either bid on a specific section of a course, all sections of a course, or only those sections taught by a certain professor. If you select “any section” the system will try to put you into your first choice; if that’s full, it will check to see if there are other sections available, and will randomly put you into an open section. It does not check for time conflicts with your other courses, nor is it not able to ascertain which open section will have the lowest clearing price. You will be charged the clearing price of the section that you get into. Please note, if you choose “any section”, whichever section you place your bid on will be considered first.

Avoid bidding round or whole numbers. At the end of a round, bids are processed and the highest bidders are enrolled in the course. The lowest successful bid will become that course’s “clearing price” for that round, and everyone who successfully bid for the course in that round will be charged the same price. Points bid in excess of the clearing price will be refunded for use in the next round. Unsuccessful bidders will get all their bid points refunded.

Example: let’s say there are 60 seats available in Earnings Quality in Round 1. If 40 people bid 500 points for the course, 25 people bid 100 points, and 10 people bid 50 points, the clearing price would be 100 points. All 40 students who bid 500 would get into the course, and receive a refund of 400 points. The system would then randomly select 20 of the 25 students who bid 100 points, and enroll them in the course. The 5 unsuccessful 100-point
bidders would get all of their points refunded, as would the 10 students who bid 50 points. *(Disclaimer: these numbers are just given as an example; they are not a recommendation of a price for this course. We do not recommend bidding round or common numbers.)*

**In another example:** if there are 60 seats available in Capital Markets in Round 1, and 10 people bid 500 points for the course, and 20 people bid 1 point for the course, the clearing price for that course in that round would be 1 point. All 30 students would get into the course, and the 10 who bid 500 points would get a refund of 499 points. *(Disclaimer: these numbers are just given as an example; they are not a recommendation of a price for this course. We do not recommend bidding round or common numbers.)*

Here is a visual breakdown of how bidding works.

**Disclaimer: these numbers are just given as an example; they are not a recommendation of a price for this course. We do not recommend bidding round or common numbers.**

Chart courtesy of The Chazen Institute of International Business, 2016.

In between rounds, BOSS can look a little strange – bid points may seem off and bids for courses may not appear. Once the round has been resolved and OSA notifies you that enrollments have been completed, everything should look clear.

Students will be able to view their individual bidding results on BOSS before the next round begins (under “My Account/Click to Bid” – the tab “My Schedule & Current Bids”). They will also have access to an “account statement” for their bid points, enabling them to track “debits” and “credits” and see their current balance (under “My Actions & Bidding History”).

**At the beginning of the next round, students will be able to see which courses are open and which are closed.** (Go to “My Account/Click to Bid”, then “Create/Alter Schedules”.) If a course
is open, the number of taken seats will be listed under the course title and credits. For example, if a course has 50 total seats, and 30 of them are taken, the course will show: “30/50 Capacity”. That means 20 seats are still available to bid on. A course with no seats available will say “Capacity (Full)” under the course name and credits. Students who were unable to get into all the courses they wanted in the first round will continue to bid on open courses in successive rounds until their schedule is filled.

In the first 24 hours of each bidding round after round 1, students will be able to drop courses they got in the previous rounds and will have their bid points refunded. As you make adjustments to your schedule, you may wish to drop courses. You can only drop courses during bidding rounds at the time specified above. Once the “drop period” of Round 3 is over, you cannot drop courses you’re enrolled in until the Add/Drop period.

Note: If you drop courses during the “drop period” of Rounds 2 and 3 your bid points will be refunded. Points are ONLY refunded for courses dropped DURING BIDDING ROUND. If you drop later, during the add/drop period, points are not refunded.

It is possible that a closed course may open up again during the 24-hour drop period of a bidding round. During drop periods, BOSS runs in real-time so that you can see seats become available as they are dropped, but it is only after the round’s 24-hour drop period ends that you will know the total number available for that round – helpful information when considering your bidding strategy. Students may place (and change) their bids on open courses throughout the round, and they’re processed when the round is over.

Students enrolled in one section of a course have the ability to bid on other sections of that same course during subsequent bidding rounds. Students can either bid on one specific alternate section, or on all alternate sections of the course. If the bid is successful, BOSS will enroll you in the new section and drop you from the old section. The bid points paid for the initial section will be refunded, and students will only have to pay for the section in which they’re ultimately enrolled. The advantage is that you get to hang onto your seat in the old section in case your bid on the new section(s) is unsuccessful. Of course, students continue to have the option of dropping the unwanted section during the "drop period" at the beginning of a bidding round. And it makes sense to do that if you definitely don’t want the old section, even if you’re unable to get into the new section.

Keep in mind that the clearing price for a course may change from round to round. Going back to the previous example of Capital Markets: if in Round 2 there were 30 students who bid 100 points on the 30 remaining seats in Capital Markets, they would all get into the course. But they would be charged 100 points, which was the clearing price for that course in Round 2. They would not be charged the Round 1 clearing price of 1 point.
Be sure to check course descriptions for pre- or co-requisites. If you have not taken the pre-requisite for a course, it is not recommended that you bid for the course. BOSS will not block you from bidding, but the Student Affairs Office does check for pre-requisites, and removes students who have not fulfilled them. If you successfully bid on a course that has a co-requisite, you must successfully enroll in the co-req by the end of add/drop. Students who are not enrolled in the co-requisite by that time will be dropped from the course that requires it.

If you successfully bid on a course with a pre-requisite for which you are taking the exemption exam, you may remain in the course until your exam results are in. Students who have not taken and passed an exemption exam for the pre-requisite by the end of add/drop will be removed from the course that requires it.

The only way to remain in a course for which you do not have the pre- or co-requisite is to appeal to the division chair for a waiver under the division which the course is housed in. Please plan accordingly in case your appeal is denied. Additionally, waivers may take a few weeks to process.

It is important to remember that most finance electives require B8306 Capital Markets as a pre- or co-requisite.

II. WAITLIST

We will be running two waitlist rounds for the Summer of 2016. The first is for all courses, including most block weeks, which are full at the end of the final bidding round, and will take place Tuesday, May 10 at 4 pm – Wednesday, May 11 at 4pm. The second waitlist will take place Wednesday, May 25 at 10 am through Thursday, May 26 at 10 am for any additional courses that fill in the first few days of add/drop. Please check BOSS for specific courses that may have exceptions. The waitlist rounds will include applicable EMBA classes as well (such as those we did not receive biddable seats in, or those for which our biddable seats filled.)

Waitlist bids made in the first waitlist round can only be changed during the first waitlist round. Students will not be able to make changes to a waitlist bid from the first round during the second waitlist round. You may only drop a waitlist bid during the waitlist round you made the bid in or during one of the add/drop rounds. Please note that the waitlist is an AGGRAGATE of bids. If you have bid in waitlist round 1, and choose to keep your bid through waitlist round 2, it is possible that the order will change on the waitlist as new bids come in throughout waitlist round 2.

- Waitlist bids will be organized by bid amount, highest to lowest, just like the bidding rounds.
• Waitlist bids will be made using your lifetime points – the same points you use during the bidding rounds.
• You may place waitlist bids on as many credits as you would like. However, should you be enrolled off the waitlist and go over your credit capacity for the semester, it is your responsibility to drop a course to get yourself at the correct number of credits before add/drop is over.
• Unlike bidding rounds, you can only bid on the waitlist of one section of a course. There is no option to place an “any section” bid.
• You’ll be able to see your position on a waitlist during the add/drop rounds. You should also be able to see the size of the waitlist, so if your position is 2 and the waitlist size is 5, you are the second person out of five on the waitlist.
• If you have a waitlist bid on a course, you should plan on attending the first course meeting. The instructor may have additional requirements that you must meet, including attendance in all classes before the seat becomes available. If such requirements exist, they will be listed on the MBA Course Schedule beneath the course title. As seats become available in the class, the instructor will be using the waitlist to determine who will get the seat.
• If there are no additional requirements, BOSS will automatically enroll students from the waitlist as seats become available, and notify them by email.
• If the student decides they no longer want the course, they must drop it in BOSS and reply to the notification email within 24 hours to have their waitlist bid points refunded.
• For the purpose of determining a clearing price, the waitlist will be treated as an additional round:
  o If you get into a class from the waitlist you will initially be charged your bid amount for the seat (and as waitlist seats will be few, bid what you are willing to pay)
  o Waitlists will remain active through b-term add/drop. Should a seat become available for a b-term class that has a waitlist, BOSS will automatically enroll students from the waitlist
  o At the end of add/drop, we will refund points so all seats filled from the waitlist are charged the course’s waitlist “clearing price"
  o All students on the waitlist who do not get a seat will have their points refunded after b-term add/drop.

III. ADD/DROP

While we hope that students will satisfactorily fill their schedule before the end of bidding, the add/drop round enables you to fill your schedule by adding a course that has an available seat or to drop a course you no longer want.

There will be three add/drop periods:  type of courses that can be added/dropped:
First add/drop period (May 12-24)  Full-term, A-term, and B-term courses (please note Block
Week courses can only be dropped until May 13 at 4 pm; Full-term, A-term, and B-term courses
B-term add/drop period (July 5-12) B-term courses only

At the beginning of add/drop, all students will have their credits increased to 18 credits.

If you need to make changes during an add/drop round, bid points are not involved. During the
add/drop round students may add open courses without payment of bid points. Similarly,
students who drop courses during add/drop will not receive a refund of points.

Courses that have students on a waitlist will have open seats filled from the top of the waitlist
until there are no more students on the list. At that point any additional seats that become
available can be added directly through BOSS in add/drop.

During an add/drop period, students can simultaneously add and drop different sections of the
same course. When you select the “change section” link on BOSS, the system will automatically
drop your currently enrolled section and enroll you in the new section.

Students may add an open elective that conflicts with a core course. Students should contact
Student Affairs to ask for a switch after they’ve succeeded in getting the elective. If there are
seats available, Student Affairs will move them into another section of the core course.

IV. SWAPS

Swaps can be placed at any time throughout the process all the way to the close of add/drop.
Swaps will be managed by the Office of Student Affairs. To request a swap, please use the swap
request form available in Uris 105 or email us at osa@gsb.columbia.edu.

Note: swaps take place between students who are already enrolled in courses; you give up your
seat in one course in exchange for another student’s seat in a different course. You cannot
swap your enrolled seat in one course in exchange for an open seat in a different course. Please
note that not all classes are eligible for swaps. You cannot swap into a class you have already
taken.

V. HOW BID POINTS ARE ALLOCATED

Students receive bid points in two ways:
• An initial “lifetime” allocation
• Credit for taking Business School electives
Guide to Course Registration - Summer 2016

Initial Lifetime Allocation
The number of bid points allocated is based upon the number of electives that a student is required to take throughout the MBA program. **All students are allocated 1,000 points per required elective.** (In this calculation, an elective is assumed to be a full-term, 3-credit course.)

MBA students are required to bid on the equivalent of fourteen electives (at 3 credits each) and are therefore given 14,000 bid points. Dual degree students will be given 9,000 bid points.

Incoming exchange students, who enroll for one semester (five electives) at Columbia, are given 5,000 bid points. Similarly, Knight-Bagehot fellows, who bid on courses for one semester (five courses), are also given 5,000 bid points.

“Extra Credit” For Enrollment in Electives
Students will be given 200 additional bid points for each full-term, 3-credit Business School elective they’re enrolled in (beginning in their second term); and 100 bid points for each half-term, 1.5-credit course. “Extra credit” is only given for B-School electives, and not for core courses. Students are not given additional bid points for electives taken in their first term.

VI. SPECIAL SITUATIONS

Some circumstances that fall outside the usual MBA student experience may affect bid point allocations:

- **Exchange programs:** Students who wish to spend a semester abroad as an exchange student will have to “pay” 4,000 bid points. The points will be deducted from their allotment just prior to Round 1 of bidding for the term in which they’ll be on exchange. Students will need to plan ahead to ensure they have the requisite points to participate.

- **Application courses:** Some courses are only available by application. The amount charged can vary by course, but most are 1,000 points. In a very few cases, a course may admit some students through application and others through bidding. Biddable seats are treated just like any other course - students will be charged the clearing price from the bidding round.

- **Value Investing Program:** Students accepted into the Value Investing sequence need to have 9,000 bid points available.

- **Cross-registration:** Students do not have to use bid points for courses taken at other schools in the University. They also do not receive “extra credit” bid points for enrollment in such courses.

- **Independent Study and Cross-Cultural Seminar:** These courses do not require bid points, and do not gain “extra credit” for students.
• **Core course exemptions:** Students who exempt out of the *second-term core course* (*B6102 Operations Management*) will be given additional points with which to bid on electives during online course bidding: 500 points for the 1.5-credit core course exempted. (Additional bid points are not given for exempting out of *B8306 Capital Markets & Investments*, or *B8331 Real Estate Finance*, which are electives.)

**Please note:** Students who exempt out of *first-term core courses* add available electives during the add/drop period, when no bid points are charged. They do not receive additional bid points because they do not need to bid for these electives in BOSS.

**VII. THINGS TO KEEP IN MIND**

*When looking at courses:*
Beyond looking at the pre- or co-requisites of a course, what time it meets, and who teaches it, you may want to consider how the course is graded (i.e. what percentage of the course is class participation? Exams? Papers? Take-homes?) Some courses have OSA administered exams. That means they are listed on the exam schedules posted on BOSS and occur during the exam period. Other courses may have an in-class exam, take home, or final assignment. Check the syllabus for more information.

Additionally, you may want to consider how many **credits** you want to take for the term. 12 credits is considered full-time enrollment. If you are considering taking less than 12 credits, you should consult with the Office of Financial Aid and the Office of Student Affairs, as there may be limitations based on your particular situation that preclude you from taking less than 12. In the first semester, students are automatically enrolled in 16.5 credits of core, but may take additional electives or exempt from some courses. 60 credits in total is needed for the degree, but you can decide how you want to portion that out over the four semesters.
COURSE BIDDING FAQ

Round 1 of online course bidding begins Thursday, April 7. Please note only j-term students will participate in bidding.

You’ll find Summer 2016 course information listed on the MBA Course Schedule on BOSS. Please note that courses may be cancelled at the discretion of the Dean’s Office.

We have created the following FAQ to help you, but if you have questions that are not addressed here, please stop by the Office of Student Affairs in 105 Uris, or contact us at 212-854-5563 or BOSS@gsb.columbia.edu.

Keep in mind: you must be logged onto BOSS to ensure that you’re seeing all the available information.

Will you provide the bidding history from prior terms?
Yes, you will find these in the “MBA Students” area of BOSS – under “MBA Historic Bidding Statistics”. Be aware, however, that the past does not necessarily provide a good guide to the present. A course that went for few points last term may have been up against lots of competition in that time slot. A course taught early in the morning may cost more if it is taught mid-day, etc. so use the information at your own risk.

How can I tell whether a course is being offered for 3 credits or 1.5 credits?
On the Course Catalogue, the credit hours are listed directly under the course title. Also, under the “Day & Time” column, you’ll see that a course is either “full term” (3 credits), “A term” (1.5 credits), or “B term” (1.5 credits). Please note that not all classes adhere to the half-term = 1.5 credit standard.

How can I tell when a course meets?
Under day & time on the Course Catalogue, there should be information about what days of the week the course meets as well as the time and duration. Please note that Thursday is represented by an “R”. Anything that says MENU is an EMBA class. More information about EMBA courses can be found under “EMBA Students” – either Fri/Sat or Saturday schedules.

What do “A term” and “B term” mean, and what are the dates of these terms?
A term courses meet only in the first half of the semester (May 23 – June 24), and B term courses meet only in the second half of the semester (July 5 – August 8).

How many credits can I take?
All students may take up to a maximum of 18 credits. During their third and fourth semester,
students may take up to 18 credits within the regular semester (this would include full-term, A-term, and B-term courses) plus one 3-credit block week course; for a total of 21 credits. Or, if they may take two 3-credit block week courses, plus 15 credits within the regular semester, for a total of 21 credits.

Third and fourth semester students who qualify academically by earning a cumulative GPA of 7.01 or higher (above HP level), and are not enrolled in a block week course, may petition the Office of Student Affairs to take up to 21 credits within the regular semester.

Note: the MBA degree requires a minimum of 60 credits taken during four semesters; you can take more than 60, if you wish. Most students choose to take 15 credits per semester, for a total of 60 credits.

**What’s the maximum number of courses I can bid on during bidding rounds?**
Since we offer both 1.5-credit and 3-credit courses, it is simplest to refer to the number of credits you may bid on, rather than the number of courses. Students can bid on 16.5 credits of class during the bidding rounds.

**What’s the maximum number of credits students can enroll in during the add/drop rounds?**
During the add/drop rounds, students will be able to add courses up to a maximum of 18 credits. Third and fourth semester students who are enrolled in a block week course may request up to 21 credits without meeting the minimum GPA requirement. Those students who would like to go up to 21 credits in the regular semester and are in their third or fourth semester, and who qualify academically by earning a cumulative GPA of 7.01 or higher (above HP level), may petition the Office of Student Affairs to take up to 21 credits.

**Is there any advantage to placing my bid as early as possible in a bidding round?**
No. Students may place (and change) their bids on courses throughout the round, and all bids will be processed when the round is over.

**Why can’t I enter a bid on BOSS? There’s no box at the right of the screen next to the course I want.**
The most common reason why students can’t enter a bid is because they’ve already reached the maximum number of credits they’re allowed to bid for (16.5). If you’ve already bid on 15 credits (the equivalent of 5 full-term courses), you won’t be able to bid on an additional 3-credit course. You’ll notice that the only courses BOSS will allow you to bid on are half-term 1.5-credit courses.

**Can I drop a course during bidding rounds? Or do I have to wait until the add/drop period?**
You do not have to wait until Add/Drop to drop courses. In the first 24 hours of Round 2 (April 14 at 10:00 am through April 15 at 10:00 am) and Round 3 (April 21 at 10:00 am through April 22 at 10:00 am), students will be able to drop elective courses from previous rounds and get their bid.
points refunded. You can only drop elective courses during rounds 2 and 3 at the times specified above. Once the “drop period” of that bidding round is over, you cannot drop courses you’re enrolled in until the Add/Drop period.

**Note:** If you drop courses during the “drop period” of Round 2 or 3 your bid points will be refunded. Points are ONLY refunded for courses dropped DURING THE BIDDING ROUND. **If you drop later, during the add/drop period, points are not refunded.**

**Will BOSS allow me to bid or add two courses that meet at the same time?**
Yes. Although it will show a warning that there’s a time conflict, the system will not prevent you from registering for courses that overlap. However, if successful in getting both courses, it’s the student’s responsibility to drop one of the courses. In other words, by the end of the add/drop period you need to be enrolled in courses you can actually attend. Students may not remain enrolled in courses that overlap, even if that overlap is small.

**Will BOSS allow me to bid on a full course?**
Yes, BOSS will allow you to bid on a full class, though it is not recommended. A course with no seats available will say “Capacity (Full)” under the course name and credits. Bidding on a full class will not put you on a waitlist; that is a separate round that happens after bidding is over. Bidding on a full class will tie up your bid points and available credits for bidding. At the end of the round, your points will be refunded. Please note that in Rounds 2 and 3 of bidding, students do have the first 24 hours of the round to drop a course they received in the previous bidding rounds for a refund. Therefore, you should check after the first 24 hours to see if the course is still full.

**Can I add an elective which conflicts with one of my core courses?**
Yes, students may add an elective even if it conflicts with a core course. Students should contact the Office of Student Affairs to ask to be switched into another section of the core course after they’ve succeeded in getting the elective. If there are seats available, we’ll accommodate your request. Students must attend the class in which they are enrolled. All enrollments are handled centrally by OSA.

**Are there any restrictions on taking Master Classes?**
You must be in your third or fourth semester and you may only take one Master Class per semester. You also need to agree to the code of conduct for Master Classes. Additionally, attendance at the first class session is MANDATORY for all master classes. If you are on a waitlist for a master class, you should attend the first class session.

**I’m planning to participate in the exchange program. Do I need to keep bid points to “pay for” the exchange program?**
Yes, you’ll need to hang onto 4,000 points for the exchange program. Students who do not have the requisite points will not be able to participate.
How can I find out whether a course has pre- or co-requisites?
If a course has pre- or co-requisites, that information should be listed at the top of the course description in the MBA Course Catalogue on BOSS. (If there is contradictory information in the course syllabus regarding pre- or co-requisites, students should contact our office. Please let OSA know if you see any such discrepancies.)

Can I bid on a class if I don’t have the pre- or co-requisite?
If you have not taken (or exempted out of) the pre-requisite for a course, it is not recommended that you bid for the course. BOSS will not block you from bidding, but the Student Affairs Office does check for pre-requisites and co-requisites after each round is processed. If you successfully bid on a course that has a co-requisite, you will be permitted to keep that course throughout the bidding rounds. However, you must successfully enroll in the co-req by the end of add/drop. Students who are not enrolled in the co-requisite by that time will be dropped from the course that requires it. The only way to remain in a course for which you do not have the pre- or co-requisite is to appeal to the division chair under the division which the course is housed in. Please plan accordingly in case your appeal is denied.

If you successfully bid on a course with a pre-requisite for which you are taking the exemption exam, you may remain in the course until your exam results are in. Students who have not taken and passed an exemption exam for the pre-requisite by the end of add/drop will be removed from the course that requires it.

After attending the first class meeting, I realized I don’t want this course. But I spent an enormous number of bid points on it! Can I get those points back?
No. Points are only refunded during the first 24 hours of BIDDING of rounds 2 and 3. If you drop a course during the add/drop period, no bid points will be returned to you.

What if I decide I want to drop a course after the add/drop period is over?
Students may not drop courses after the add/drop period ends, but they are given a limited amount of time in which they can officially withdraw from a course. The course remains on the transcript with a grade of “W.” Please note that withdrawals can impact your academic progression, depending on how many credits you are enrolled in and if you have other withdrawals or incomplete grades. Additionally, keep in mind the minimum number of credits you need to be enrolled in. The deadline for withdrawing from Summer 2016 Full-term and A-term courses is June 10. For B-term courses, the withdraw deadline is July 22.

Is there an opportunity to make changes to my B-term courses after I’ve attended the first class session?
Yes, there’s an additional add/drop period for B-term courses from July 5 – July 12, as well as a B-term withdrawal deadline of July 22.
I’d like to take a course outside the Business School. Do I bid for it in BOSS?
Only Business School courses are available for bidding in BOSS. If you’re interested in taking a course at another division in the University, click on the “Business School Students” link under “Cross-Registration” on BOSS. If you have questions, come talk with the Student Affairs staff in 105 Uris.

Be sure to look at the University calendar, under the “Academic Calendar” tab, because their term start and end dates, as well as vacation and exam dates, may be different from the Business School’s. And when choosing courses, be aware that only 6 credits of graduate-level course work outside the Business School will be counted toward the MBA degree. (Course numbers of 4000 or higher are considered graduate level. Courses with numbers below 4000 are undergraduate level, and will not count toward your degree.)

Note: Those taking B7800/B7802 Independent Study, B8813/B8810 Cross-Cultural Seminar, and/or B8753 Global Business Project at the Business School may not be eligible to cross-register, because students may only count a combined maximum of 6 credits of these courses and graduate-level courses from other Columbia schools toward the MBA degree. Dual degree students may not count any courses outside the Business School toward their 45-credit MBA requirement.

If I add a Business course during the add/drop period, will bid points be deducted from my allotment?
No, the add/drop round is a point free round.

If I pass an exemption exam, do I receive additional bid points?
Additional bid points are not given for exempting out of B8306 Capital Markets & Investments or B8331 Real Estate Finance, which are electives. Students who exempt out of second-term core courses will be given additional points with which to bid on electives during online course bidding: 500 points for each 1.5-credit core course exempted. Please note: students who exempt out of first-term core courses add available electives during the add/drop period, when no bid points are charged. They do not receive additional bid points because they do not need to bid for these electives in BOSS.

Boss doesn’t look right. It’s not allowing me to make changes to my schedule. What do I do?
If you think there may be a technical error with BOSS, TAKE A SCREENSHOT and send it to OSA (osa@gsb.columbia.edu) immediately! We can try to help diagnose this error, but having a screenshot is immensely helpful.