Guide to Course Registration – Spring 2017

OVERVIEW

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The following information tells you everything you need to know about the Spring 2017 Course Registration process. The Business Online Selection System (BOSS) site also contains an FAQ/Help area that includes videos, screenshots, and documents to help you familiarize yourself with the system before bidding begins.

You’ll find Spring 2017 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.

I. HOW BIDDING WORKS FOR ELECTIVES

BID POINTS: You receive 14,000 lifetime bid points* to bid on elective courses at your discretion while attending CBS. (*Duals, Bagehots, Exchange students, etc. should see the special situations section for more information about bid points.)

- These 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.

- During bidding rounds, students may bid for up to 16.5 credits of courses. Students may have less than 16.5 credits to bid on if pre-enrolled in courses (such as core or application only courses.)

- 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.)

- “Extra Credit” For Enrollment in Electives: Students will be given 200 additional bid points for each full-term, 3-credit Business School elective they have completed (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.
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**BIDDING ROUNDS:** There are three bidding rounds and you may re-allocate bid points at any time or as often as you would like within a round. Once a round is over, the lowest successful bid will become that course’s “clearance price” for that round.

<table>
<thead>
<tr>
<th>Round</th>
<th>Date and Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A</td>
<td>Thursday, November 10 @ 10AM – Monday, November 14 @ 4PM</td>
<td>Bidding for a-term, b-term and full-term electives, including January block week courses</td>
</tr>
<tr>
<td>1B</td>
<td>Thursday, November 17 @ 10AM – Monday, November 21 @ 4PM (Students may drop courses they received in Round 1A during the first 24 hours of Round 2; 10AM on Thursday 11/17- 10AM on Friday, 11/18)</td>
<td>Bidding for a-term, b-term and full-term electives, including January block week courses</td>
</tr>
<tr>
<td>2</td>
<td>Thursday, December 1 @ 10AM – Monday, December 5 @ 4PM (Students may drop courses they received in Rounds 1A and 1B during the first 24 hours of Round 2; 10AM on Thursday 12/1- 10AM on Friday, 12/2)</td>
<td>Bidding for a-term, b-term and full-term electives, including January block week courses</td>
</tr>
<tr>
<td>3</td>
<td>Thursday, December 8 @ 10AM – Monday, December 12 @ 4PM (Students may drop courses they received in Rounds 1A, 1B, or 2 during the first 24 hours of Round 3; 10AM on Thursday 12/8- 10AM on Friday, 12/9)</td>
<td>Bidding for a-term, b-term and full-term electives, including January block week courses</td>
</tr>
</tbody>
</table>

### Example of how bidding works:
Say there are 40 seats available in Managerial Negotiations in Round 1. If 30 people bid 1000 points for the course, 15 people bid 800 points, and 10 people bid 500 points, the clearance price would be 800 points. All 30 students who bid 1000 would get into the course, and receive a refund of 200 points. The system would then randomly select 10 of the 15 students who bid 800 points, and enroll them in the course. The 5 unsuccessful 800-point bidders would get all of their points refunded, as would the 10 students who bid 500 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.)*
• Please note, the clearance price for a course may change from round to round. If the clearance price is 800 in this example for Round 1 it could be higher or lower in Round 2, depending on seats available and bids placed.

• **Multiple Section Courses:** You can either bid on a specific section of a course, all sections of a course, all sections at the same time, 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 (the section on which you placed the bid); if that section is full or your bid for that section is not high enough, it will check to see if there are open seats in other sections after all bids for those sections have been processed and will randomly put you into an open section. If that does not check for time conflicts with your other courses, nor is it not able to ascertain which open section will have the lowest clearance price. You will be charged the clearance 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. You may find that you are not enrolled in a section of a course that cleared for lower than you bid. This is because all bids for each section need to be considered before BOSS looks to process unsuccessful “any section” bids.

• 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. By the end of the add/drop rounds, you need to be enrolled in courses where you can attend ALL sessions and students may not be enrolled in sections that overlap or conflict.

**AFTER THE ROUND CLOSES:**

• 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.

• **Everyone who successfully bids into the course in that round will be charged the same number of bid points.** Those who bid over the clearance price will be enrolled in the course and get refunded the excess of the clearance price for use in the next round. Unsuccessful bidders will get all their bid points refunded.

• **Viewing individual bidding results:** Students will be able to view their individual bidding results on BOSS once OSA has notified you the round has been resolved, and before the next round begins (under “My Account/Click to Bid” – the tab “My Schedule & Current Bids.”) Students 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.”)

**SUBSEQUENT BIDDING ROUNDS (AFTER ROUND 1):**

• **All elective courses, including Block Week courses, can be dropped in the first 24 hours of Rounds 1B, 2 and 3, and bid points will be refunded.** Once the “drop period” of Round 3 is over, you cannot drop courses you’re enrolled in until the Add/Drop period. Points are **ONLY** refunded for courses dropped DURING BIDDING ROUNDS, and can only be dropped during the first 24 hours
of the round. If you drop during the add/drop period, points are not refunded. **Be aware: If you successfully bid into a course during Round 3, you will not have an opportunity to drop the course and get a refund.**

- **It is possible that a closed course may open up again during the 24-hour drop period of a bidding round.** During the 24 hour drop periods, BOSS reflects open seats in real-time so that you can see seats become available as they are dropped. 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) bids on open courses throughout the round, and those bids will be processed when the round is over.

- **At the beginning of a round (after Round 1), 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.

- **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 pay the clearing price 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. It makes sense to do that if you don’t want the old section, even if you’re unable to get into the new section.

- **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 rounds are over. Bidding on a full class can tie up your bid points and available credits for bidding. Please note that in Rounds 1A, 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. The only situation in which we do recommend bidding on a full course is either a) if you can only bid during the first 24 hours of the round, and you hope someone will drop during that timeframe or b) you are bidding on a class with multiple sections.
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PRE- AND CO- REQUISITES:

• Be sure to check course descriptions, located on the course catalogue, 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 Office of Student Affairs does check for pre-and co-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.
  o It is important to remember that most finance electives require B8306 Capital Markets as a pre- or co- requisite. If you took Capital Markets with EMBA (B7306) that will also satisfy the requirement.
  o For classes in the finance division (such as Capital Markets) please see their website and contact them at MBAfinancewaivers@gsb.columbia.edu. Individual faculty may not waive a pre- or co-requisite for a course.

II. WAITLIST

We will be running two waitlist rounds for the Spring of 2017. 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 for any additional courses that fill in the first few days of add/drop as follows:

<table>
<thead>
<tr>
<th>Waitlist Round 1</th>
<th>Wednesday, January 4 at 10am – Friday, January 6 at 10am</th>
<th>Bidding on the waitlist of any classes that were full after Round 3 of bidding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waitlist Round 2</td>
<td>Wednesday, January 25 at 10am – Thursday, January 26 at 4pm</td>
<td>Bidding on the waitlist of any classes that were full after Round 1 of Add/Drop</td>
</tr>
</tbody>
</table>
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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 after the second waitlist round, the waitlist is an AGGREGATE 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 after getting in off the waitlist, 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 clearance price, the waitlist will be treated as an additional round:
  - If you get into a class from the waitlist you will initially be charged your bid amount for the seat (and as waitlist promotions may be few, bid what you are willing to pay)
  - 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
  - At the end of add/drop, we will refund points so all students promoted from the waitlist that remain enrolled in the course are charged the course’s waitlist “clearance price"
  - The clearance price will be determined by the last person enrolled off the waitlist, regardless of whether or not they stayed in the course.
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- All students on the waitlist who do not get a seat will have their bid 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:

<table>
<thead>
<tr>
<th>Add/Drop Round 1</th>
<th>Friday, January 6 at 4PM – Tuesday, January 24 at 4PM</th>
<th>Full-term, A-term, and B-term courses (please note Half Block Week courses and Full Block Week courses have earlier deadlines; see below)</th>
</tr>
</thead>
</table>
| *Half Block Week | Friday, January 6 at 4PM – Tuesday, January 17 at 1:30 pm (Just Capitalism)  
Friday, January 6 at 4PM – Wed., January 18 at 1:30 pm (Seed Stage Investing)  
Friday, January 6 at 4PM – Thursday, January 19 at 7:30 pm (Media Marketing) | Full block week courses can be dropped until 9:00 am on the second day of the course |
| *Full Block Week (January 9 start) | Friday, January 6 at 4PM– Tuesday, January 10 at 9AM | Full block week courses can be dropped until 9:00 am on the second day of the course |
| *Full Block Week (January 17 start) | Friday, January 6 at 4PM– Wednesday, January 18 at 9AM | Full block week courses can be dropped until 9:00 am on the second day of the course |
| Add/Drop Round 2 | Friday, January 27 at 8AM – Tuesday, January 31 at 4PM | Full-term, A-term, and B-term courses |
| B-term Add/Drop | Monday, March 20 at 8AM – Friday, March 24 at 4PM | B-term courses only |
| *Off-menu Courses | 1:30 pm on the first day of the course (1.5 credit classes)  
11:59 pm on the first day of the course (3 credit classes) | Any course that begins AFTER its respective add/drop round ends will use the block week add/drop deadlines as a guide; 1:30 pm on the first day for 1.5 credit courses and 11:59 pm on the first day for 3 credit courses |

- At the beginning of add/drop, all students will have their credits increased to 18 credits. Those third and fourth semester students who qualify academically by earning a cumulative GPA of 7.01 or higher may petition the Office of Student Affairs to take up to 21 credits. (Please email osa@gsb.columbia.edu to request 21 credits.) Additionally, any third or fourth semester students enrolled in a 3 credit block week course (or two 1.5 credit block week courses) may also request up to 21 credits.

- If students 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 will be processed after the bidding rounds are complete, all the way to the close of add/drop. Swaps will be managed by the Office of Student Affairs. To request a swap, please wait until bidding has concluded, then please email us at osa@gsb.columbia.edu and copy the student you will be swapping courses with.

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, such as application only courses and overbooked courses. Additionally, you cannot swap into a class you have already taken.

V. SPECIAL SITUATIONS

Some circumstances that spring 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.

- 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. Dual degree students receive 9,000 points.

- 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 clearance 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.

### VI. WITHDRAWAL

<table>
<thead>
<tr>
<th>Withdrawal for:</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Block Week courses</td>
<td>Tuesday, January 17 at 11:59 pm (Just Capitalism)</td>
</tr>
<tr>
<td></td>
<td>Wednesday, January 18 at 11:59 pm (Seed Stage Investing)</td>
</tr>
<tr>
<td></td>
<td>Friday, January 20 at 1:30 pm (Media Marketing)</td>
</tr>
<tr>
<td>Full Block Week courses (1/9 start)</td>
<td>Tuesday, January 10 at 1:30 pm</td>
</tr>
<tr>
<td>Full Block Week courses (1/17 start)</td>
<td>Wednesday, January 18 at 1:30 pm</td>
</tr>
<tr>
<td>A-term and Full-term courses</td>
<td>Tuesday, February 14 at 6 pm</td>
</tr>
<tr>
<td>B-term courses</td>
<td>Friday, April 7 at 6 pm</td>
</tr>
<tr>
<td>Off-menu courses (Any course that begins AFTER its respective add/drop round ends)</td>
<td>11:59 pm on the first class day for 1.5 credits courses</td>
</tr>
<tr>
<td></td>
<td>1:30 pm of the second class day for 3 credit courses</td>
</tr>
</tbody>
</table>

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. Withdrawn courses remain on the transcript with a grade of “W.” This is not factored into your GPA, nor are credits earned for the course. Please note that withdrawals can impact satisfactory academic progress for students receiving financial aid. For more information, see financial aid’s page.

To withdraw from a course, email osa@gsb.columbia.edu requesting to be withdrawn.
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.

VII. EMBA Classes

EMBA Elective Courses:
MBA students have the opportunity to bid for seats in certain EMBA courses during bidding. These courses are noted in the MBA Future Planning section of BOSS under “MBA and MBA-Biddable EMBA Electives” and are identifiable as courses that start with B7. These are the only EMBA classes open for bidding to MBA students.

Please note that the EMBA classes can have different start and end dates, and may have different add/drop and withdrawal deadlines. EMBA deadlines are listed on the BOSS homepage under the MBA dates. Should you have any questions regarding EMBA classes and the timing of these classes (understanding the “Menu” schedule) please do not hesitate to ask. EMBA schedules are located on BOSS under EMBA Students – EMBA New York Fri/Sat or EMBA New York Saturday.

Regarding Seats in EMBA Courses:
There are three separate processes through which an MBA student may obtain a seat in an EMBA course:

1. Seats available during bidding: For some EMBA menu courses (i.e., courses with a “menu X” listed under “day & time”) and weekday evening courses, the MBA program obtains a number of seats that are available to students during the bidding process. You will see these courses on BOSS, and can bid for these seats as you would any other elective. Note that all EMBA course numbers begin with a B7XXX prefix.

2. Seats available during the waitlist round: For EMBA Menu and evening courses that are not biddable for MBAs, seats may become available later in the course registration process. Students interested in courses not available for bidding can use the waitlist round to express interest. Should seats be obtained from EMBA, we will use the waitlist to promote students into the class.
3. **Seats available on an ad hoc basis:** EMBA off-menu courses (noted as “global electives” under “day & time”) are not available through bidding or the waitlist round. Instead, seats are requested from EMBA on an ad hoc basis. To request a seat in an off-menu course, students should send a message to OSA (osa@gsb.columbia.edu) once EMBA bidding has concluded (see BOSS homepage for the schedule). We will then reach out to EMBA to see if any seats in the requested course are available. Bid points will not be charged for EMBA off-menu courses added in this way. Please note, though, that off-menu courses frequently conflict with MBA course times—students cannot have conflicts on their schedules, and must resolve all conflicts by the end of the add/drop period.