Fall 2015
Introduction to Academic Affairs
• What (and who) is Academic Affairs?
• What do we do?
• Academic Requirements
• What is BOSS?
• Adding and Dropping courses
• BOSS demo
• Time for questions
## Academic Affairs Team

<table>
<thead>
<tr>
<th>Uris 105</th>
<th>Uris 113</th>
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<tbody>
<tr>
<td>[Image] Rebecca Madson</td>
<td>[Image] Phil Mendoza</td>
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<tr>
<td>Associate Director, Academic</td>
<td>Senior Associate Director,</td>
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<td>Affairs</td>
<td>Enrollment Services</td>
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<td>Associate Director, Academic</td>
<td>Assistant Director, Academic</td>
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<td>Affairs</td>
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<td>[Image] Priti Ravani</td>
<td>[Image] Kate Strzalkowski</td>
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<td>Program Coordinator</td>
<td>Student Affairs Coordinator</td>
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Academic Affairs Team:

- Primary resource for academic related questions and answers
- Partner with Dean’s Office, Samberg Institute, and Academic Divisions to manage course schedule
- Offer academic programming and workshops
- Administer exemption exams, core finals, and some elective finals
- Conduct bidding and student course registration
- Connect you to academic support (tutoring, advisement, Office of Disability Services, etc.)
- Assist with enrollment in independent studies, cross-cultural seminar, and cross-registration
- Consult in student changes in status (voluntary and medical withdrawals, leave of absence)
- Review student academic standing and graduation requirements
Academic Requirements:

- 60 credits required for graduation
  (as well as a 5.5 GPA, successful completion of core)
  If you are a dual degree student, 45 credits required
- 54 credits must be business school courses
- 6 credits can be Independent Study, Cross Registration, Global Business Project, or Cross-Cultural Seminar
- You can take up to 18 credits each term
  (more in second year)
Business Online Selection System (BOSS)

boss.gsb.columbia.edu
• Use BOSS for:
  – Adding and dropping courses
  – Course Registration (aka “Bidding”) Schedule
  – FAQ, videos, and guides to course registration
  – Core and Elective schedules
  – Review session schedules
  – Make-up class day schedules (i.e. Sept. 11)
  – Detailed course information
  – A/B-Term and Final Exam Schedules
  – Academic Calendar
  – EMBA course schedules
  – Bidding on classes (not until November)
Add/Drop Information

• Add/Drop rounds are real-time and point free
• Capacities are set, and are not changed once the first round opens
• Once a round is closed, no further action can be taken
• Pay attention to pre- and co-requisites (in course descriptions)
• You will not participate in the waitlist round this term – you won’t use points until you choose spring courses (November)

• Students who exempt out of the 2nd semester core class (Operations Management) will get 500 additional bid points. No additional bid points are distributed for exempting out of 1st semester core classes.
Add/Drop Information

• Students may not have conflicting classes on their schedule (no matter how slight the conflict)

• For a conflict between a core and elective, please contact OSA for assistance in moving the core class

• Contact OSA and ITG if you have a technical issue. Do not wait until the last minute!
Schedule:

Add/Drop Round 1: Thurs. August 20 (8 am) - Tues. Sept 1 (4 pm)

Add/Drop Round 2: Friday, Sept 4 (8 pm) - Tues. Sept 8 (4 pm)

Withdrawal deadline: Tuesday, September 22 at 6 pm

A-term and full-term courses

B-Term Add/Drop: Wed. October 21 (8 am) - Wed. Oct. 28 (4 pm)

Withdrawal deadline: Wednesday, November 11 at 6 pm

B-term courses
Stop by Uris 105/113 anytime
or e-mail us at osa@gsb.columbia.edu