

Course Match is a tool that utilizes an algorithm to assign students classes based on their preferences. This page provides a quick reference guide to help guide you through the add/drop period.

## Step 1: Login

- Log into Course Match using this link:  
<https://coursematch.gsb.columbia.edu/>

- You will be directed to Course Match automatically.

Having Trouble? Contact [CourseMatch@gsb.columbia.edu](mailto:CourseMatch@gsb.columbia.edu)

## Step 2: Manage Schedule

- Please review your schedule. Note that this schedule will not reflect any pre-enrolled courses (i.e. core or application-only classes).

- You may drop a class you wish to no longer take on this screen. To do so, please click on the trash can icon to drop the class. In the following screen, type in "DROP" before clicking on the DROP button. Your request will be instantly processed.

**Tip:** Clicking on the course title within the schedule will direct you to the associated courses page.

## Step 3: Find Classes

- In this screen, you will be able to view classes from different programs.

- Please note you will only be able to add classes associated to your program. Attempting to add a class you are ineligible for will result in a flagged request and will remain unprocessed. To search for classes, please type in "-" and your program suffix, i.e. MBA, EMBA, MS.

- To add a class, click on "JOIN". You will then have to type "SET" into the field before clicking on "Join Waitlist". You should see the result of your request within five minutes or so. To simply drop a class, click on "Drop" to an assigned class and follow the instructions presented on the screen.

- Situations that will NOT result in successful enrollment include:

1. Adding a course that puts you over the credit limit. Without a conditional drop, your add request will be flagged and remain unprocessed throughout the round.

2. Adding a course that results in a time conflict with your existing schedule. Without a conditional drop, your add request will be flagged and remain unprocessed throughout the round.

## Step 4: Waitlist

- Please review the "Waitlists" section and address any "Flagged" statuses. A flagged request means that there is a conflict you must resolve before that class can be added to your schedule.

**Tip:** Navigate to the "Manage Schedule" section of the page to see if the course you are trying to add conflicts with a course you are currently scheduled for. Conflicts can arise from classes not visible in your Cognomos schedule, such as core or application only classes. Please also confirm you are not trying to take a course outside of your designated program or that the class you are trying to add does not exceed your credit limit.