

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 course selection process.

Step 1: Login

- Log into Course Match using this link:

<https://coursematch.gsb.columbia.edu/>

You will need to review the Columbia University Financial Responsibility Statement before accessing Course Match.

If you have already done so, you will be directed to Course Match automatically.

Having Trouble? Contact the Course Match team at CourseMatch@gsb.columbia.edu

Step 2: Find Classes

- Search for classes you are interested in taking

Tip: Course Match will do its best to give you a schedule with your top choices. However, in order for this to occur, you are **required to select twice as many classes** as you need credits for.

Selection Tips:

1. Select any class that you might even be remotely interested in taking (even if it is not your top choice).

2. Do not select a class that you have no interest in taking.

Step 3: Rank Classes

● To rank your classes and indicate preferences click on the class name, then drag and drop them in the respective buckets (Favorite, Great, Good, and Acceptable). You may leverage the order within a respective bucket to distinguish your preference.

Please Note: You may only mark one class as your "Favorite."

● You can also create a Rule to enroll in only one of a group of classes. A rule is a list of classes that says how many of those classes you would like to take – as few as one and as many as three.

Please Note: You will receive system generated emails from support@cognomos.com throughout selection. However, please reach out to CourseMatch@gsb.columbia.edu if you have any questions or experience any issues.

Step 4: Review Schedule

● Course Match automatically handles timing and curricular conflicts, so every schedule is valid.

● If you are not pleased with all of your potential schedules, you can toggle back and forth between your preferences and the schedules that are generated to make changes. To do this, click on "Rank Classes" and "Find Classes" to make additional adjustments.

● Once you are satisfied with your schedule options, click on the "Next: Confirm" button to submit your rankings to the system.

Please keep in mind that if there is a greater demand than available seats for your top pick classes, you may receive a schedule not in your top eight

Please Note: If you are an EMBA student taking night or weekend classes, you will have to scroll to the bottom where it says "Other Classes". Course Match is only able to show a schedule of classes between Monday and Friday at this time. Anything that extends past this view will appear in the Other Classes section. You will also be able to hover over the classes to view the meeting times.