

BEFORE YOU REGISTER:

Go for advisement as required by your school.

If your school requires advisor approval for registration, you will not be allowed to register until that approval is posted.

Complete your Registration Worksheet:

First, write in complete course information in the PLANNED SCHEDULE portion of the Worksheet.

- Include alternate courses in case you are not successful in getting your first choices.
- Using the Schedule of Classes, or the Course Status feature in Albert, complete all Input information related to your course request.
- The 5-digit COURSE CALL NUMBERS required for entry appear in bold next to each section of the course in the Directory of Classes.
- Make sure you obtain ACCESS CODES for courses requiring special permission.
 - ☛ These courses are listed with a ">" in front of the Course Call Number (in the print version of the NYU Directory of Classes).
 - ☛ To get an ACCESS CODE for a controlled course, go to the academic department offering the course.
- Make sure you include credit hours for courses that are set up to take a variable number of credits.
- If required by your school, have your worksheet signed and leave a copy with your advisor or department.

CLOSED COURSES:

You cannot enroll in a closed course on Albert.

If you have written permission to enter a closed course, you may bring the permission form to the University Registrar's Office located in the Student Services Center, 25 West 4th Street.

By using the Section Search or Power Search features in Albert you have the option of searching for alternate sections that fit into your schedule, and some closed courses will offer a waitlist.

WAITLISTING:

It is vitally important that you understand your responsibilities when placing your name on the WAITLIST of a closed course.

YOU ARE RESPONSIBLE FOR CHECKING ON YOUR STATUS IN A WAITLISTED CLASS BY LOGGING INTO ALBERT AND CHECKING YOUR SCHEDULE. IF YOU GAIN ENTRY TO A WAITLISTED CLASS, YOU ARE RESPONSIBLE FOR ALL CHARGES INCURRED WITH THE BURSAR, AND FOR ADJUSTING YOUR SCHEDULE TO STAY WITHIN THE RANGE OF POINTS AS APPROVED BY YOUR SCHOOL.

1. Enrollment in the waitlisted course may put you over the maximum credit load policy of your school.
2. Your department must approve enrollment above the maximum credit load for your school.
3. You will be billed for any extra charges connected with enrollment in the waitlisted course.
4. Once you are on the Class List, you are responsible for attending or officially dropping the course.

AFTER YOU REGISTER:

You may log onto Albert at anytime to check your schedule. This is especially important if you have placed your name on a WAITLIST. When you receive your Statement of Account from the Bursar, please read carefully all information concerning payment policies. Graduate students are responsible for appropriate percentages of tuition and fees for any course on their registration record whether they attend or not. Be sure to drop or withdraw before the first day of class.

**Contact the Office of the University Registrar, Registration Services:
Registration@nyu.edu**