

# Self-Service Enrollment in Albert

The Albert Student Center is a “one-stop shop” for all your self-service needs in terms of academic information.

## Student Center

The Student Center home page is grouped into sections that will guide you through various services; Academics, Holds, Enrollment Dates, To do list, Finances.

**Academics**

- [Search](#)
- [Enroll](#)
- [My Academics](#)
- [Check Registration Status](#)
- [Setup Advisor Appointment](#)

other academic... >>

**Deadlines**   **URL**

**This Week's Schedule**

Class	Schedule
ANTH-UA 1-001 LEC (8127)	TuTh 9:30AM - 10:45AM Bldg:19W4 Room:101
ANTH-UA 1-003 RCT (8129)	Tu 12:30PM - 1:45PM Bldg:25WV Room:706
ANTH-UA 3-001 LEC (8145)	TuTh 3:30PM - 4:45PM Bldg:SILV Room:207
ANTH-UA 3-006 LAB (8150)	Th 8:00AM - 9:15AM Bldg:25WV Room:204
MATH-UA 121-041 LEC (10304)	TuTh 2:00PM - 3:15PM Bldg:19W4 Room:101
MATH-UA 121-044 RCT (10307)	Fr 9:30AM - 10:45AM Bldg:WAVE Room:369
MPAME-UE 1085-001 STI (4556)	We 7:00PM - 9:00PM Bldg:239T
MPAPE-UE 56-018 STI (3969)	Room: TBA
SFIII-UF 103-015 LEC (11621)	MoWe 12:30PM - 1:45PM Bldg:WAVE Room:435

weekly schedule >

**SEARCH FOR CLASSES**

**Holds**

Advisor Approval Required  
Fall 2011- Financially Clear

[details >](#)

**To Do List**

2011-2012 FAFSA

**Enrollment Dates**

**Enrollment Appointment**  
You may begin enrolling for the Spring 2012 Regular Academic Session session on November 16, 2011.

[details >](#)

**Advisor**

**Program Advisor**  
None Assigned

**Finances**

**My Account**  
[View Bursar Account](#)

**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)

**Use the Academics section to Search and Enroll for classes**

**Click details link to view your holds**

**Click details link to view your Registration Appointment dates**

**Finances to view Bursar and Financial Aid Information**

**Academics:** The diagram below is a magnified view of the Academics links.

**Academics**

- [Search](#)
- [Enroll](#)
- [My Academics](#)
- [Check Registration Status](#)
- [Setup Advisor Appointment](#)

other academic... >>

**Click Enroll to register for classes.**

**Search will bring you to the Course Search page where you can search for classes by typing keywords.**

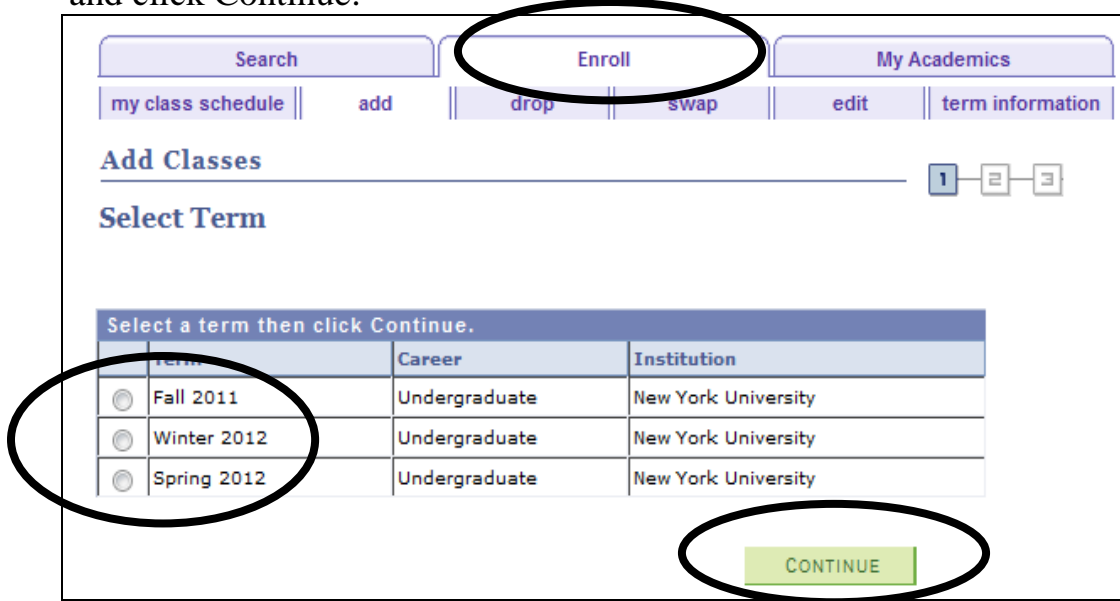
**Check Registration Status will enable you to check for any registration holds**

**Course Search:** This page enables you to find courses in a given term. You can type keywords from the course description or from the course title or instructor name.

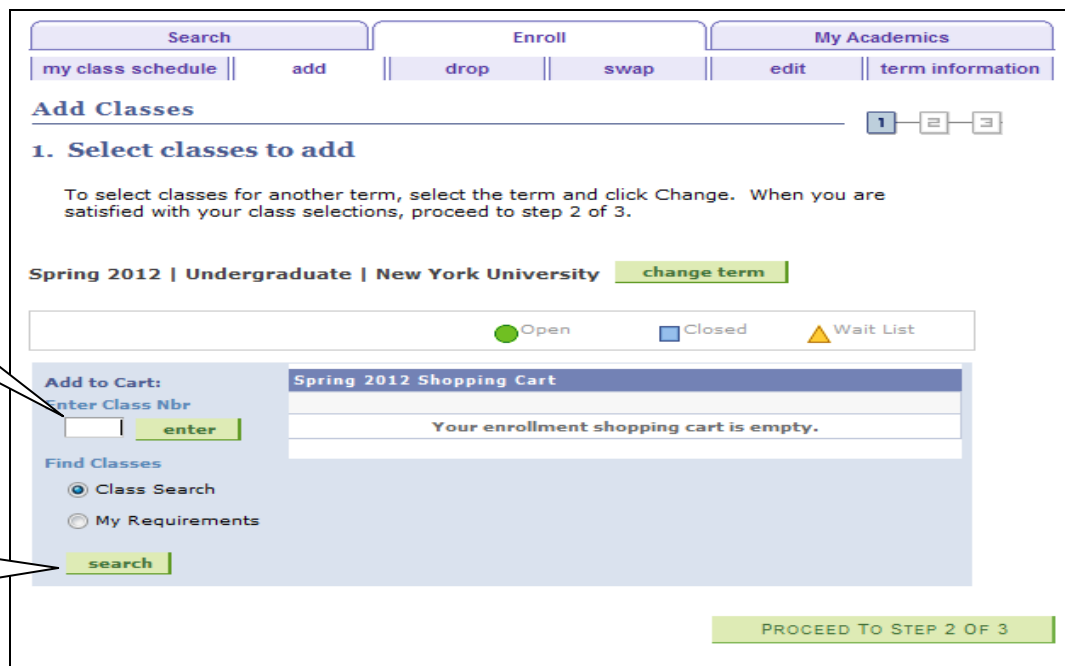
The screenshot shows the 'Course Search' interface. At the top, there are two 'Academic Year' tabs: '2010-2011' and '2011-2012'. A callout box points to the '2011-2012' tab with the text 'Click this to search for Spring 2012 courses'. Below the tabs, there are two search input fields. The first is labeled 'Search through: Subject, Catalog Number, Title & Instructor Names' and the second is 'Course Description (may take a while to process)'. Both have a 'SEARCH' button. A callout box points to the 'Course Description' search button with the text 'Use any of these search tools to narrow your criteria'. The main content area is a list of departments and their courses, organized into expandable sections. A callout box points to the 'College of Arts and Science' section with the text 'Use keywords to search for a class'. On the right side, there is a sidebar with filters: 'Enrolling for: Fall 2011', 'Session', 'Units', 'Academic Career' (with a dropdown menu set to 'Graduate'), 'Component', and 'Open/Closed Classes' (with a dropdown menu). A callout box points to the 'Academic Career' dropdown with the text 'Use keywords to search for a class'.

The **Shopping Cart** is a way for students to choose courses before an upcoming registration period. When it is time to enroll for courses, students have the ability to submit the courses in their shopping cart for enrollment.

1. To use the Shopping Cart feature, click the Enroll tab, select a term, and click Continue.



2. Enter the **Class Nbr** or use the **Search** function within the Enroll tab.



3. The selected course information will appear on the shopping cart section.

Search

Enroll

My Academics

my class schedule

add

drop

swap

edit

term information

### Add Classes

1
≡
☒

#### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ PSYCH-UA 1 has been added to your Shopping Cart.

Spring 2012 | Undergraduate | New York University
change term

● Open
■ Closed
▲ Wait List

Spring 2012 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑	<a href="#">PSYCH-UA 1-001 (9065)</a>	TuTh 8:00AM - 9:15AM	Bldg:KIMM Room:SKIRB	E. Coons	4.00	●
	PSYCH-UA 1-002 (9066)	Fr 12:30PM - 1:45PM	TBA	Staff		●

**Add to Cart:**

Enter Class Nbr  enter

**Find Classes**

Class Search

My Requirements

search

**Enroll:** this tab will enable you to **ADD, DROP, SWAP, EDIT,** and **VIEW** your course schedule. After selecting the term, enrolling in classes is a 3-step procedure.

- Enter or Search Courses then put in Shopping Cart.
- Confirm that the courses in Shopping Cart are correct.
- Finish Enrolling and view the status of your enrollment.

Select the specific enrollment **Term** then click **Continue**

Search | Enroll | My Academics

my class schedule || add || drop || swap || edit || term information

### Add Classes

1 2 3

#### Select Term

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> Fall 2011	Undergraduate	New York University
<input type="radio"/> Winter 2012	Undergraduate	New York University
<input type="radio"/> Spring 2012	Undergraduate	New York University

**CONTINUE**

If you know the **Class Nbr**, enter it here.

Search | Enroll | My Academics

my class schedule || add || drop || swap || edit || term information

### Add Classes

1 2 3

#### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2012 | Undergraduate | New York University **change term**

Open  Closed  Wait List

**Spring 2012 Shopping Cart**

Your enrollment shopping cart is empty.

**Add to Cart:**  
Enter Class Nbr  
 **enter**

**Find Classes**

Class Search  
 My Requirements

**search**

**PROCEED TO STEP 2 OF 3**

Otherwise, use the **Search** function to find your courses.

1. **Course Search Results:** Your results are based on the range of criteria you have entered or selected. The broader your search criteria, the more results you will receive. The narrower the search criteria, the less results. Use the drop-down menu or search box to narrow or widen your results.

The screenshot shows the 'Course Search' page. At the top, there are filters for 'Academic Year' (2010-2011 and 2011-2012) and a search box containing 'western art'. A callout labeled 'Narrow Keyword Search' points to the search box. Below the search box, the results show '1 - 5 results for: western art'. One result is highlighted: 'ARTH-UA 1 History of Western Art I'. A callout labeled 'Course description' points to the text below the course title. Below the course title, there is a section for 'Spring 2012' with details like 'ARTH-UA 1 | 4 units | Class#: 7642 | Session: 01/23/2012 - 05/07/2012 | Section: 001'. A callout labeled 'View more information about this course' points to this section. To the right of the course details is a 'SELECT CLASS' button. A callout labeled 'Drop down menus' points to a sidebar menu with options like 'Enrolling for: Spring 2012', 'Session', 'Units', 'Academic Career', 'Component', 'Open/Closed Classes', 'Study Abroad Programs', 'Time Offered', and 'Days Offered'. Another callout labeled 'If you are interested in enrolling for this class, click Select' points to the 'SELECT CLASS' button.

2. **Selecting a Class:** More information relating to the search results can be viewed when you expand the “**Click here to learn more**” section. Information such as units, class#, session dates, class status, and notes are indicated here. Click **Select Class** to put this in your Shopping Cart.

3. If applicable, select any required related sections and click Next.

Search | Enroll | My Academics

my class schedule | add | drop | swap | edit | term information

### Add Classes

1 2 3

#### 1. Select classes to add - Related Class Sections

Spring 2012 | Undergraduate | New York University

#### ARTH-UA 1 - History of Western Art I

Lecture selected: Section 001  
MoWe 9:30AM - 10:45AM Room: TBA

Open  Closed  Wait List

Select Recitation section (Required):

Class Nbr	Section	Schedule	Room	Instructor	Status
<input checked="" type="radio"/> 7645	<a href="#">004</a>	Tu 4:55PM - 6:10PM	TBA	Staff	<input checked="" type="checkbox"/>
<input type="radio"/> 7646	<a href="#">005</a>	We 12:30PM - 1:45PM	TBA	Staff	<input checked="" type="checkbox"/>
<input type="radio"/> 7647	<a href="#">006</a>	Th 11:00AM - 12:15PM	TBA	Staff	<input checked="" type="checkbox"/>
<input type="radio"/> 7648	<a href="#">007</a>	Fr 11:00AM - 12:15PM	TBA	Staff	<input checked="" type="checkbox"/>

View 5 | First 1-4-5 Last

CANCEL NEXT

4. Click Next to verify enrollment selections.

Search	Enroll	My Academics
my class schedule	add	drop
	swap	edit
		term information

**Add Classes** 1 2 3

**1. Select classes to add - Enrollment Preferences**

Spring 2012 | Undergraduate | New York University

**ARTH-UA 1 - History of Western Art I**

Class Preferences	
ARTH-UA 1-001 Lecture <span style="color: green;">●</span> Open ARTH-UA 1-004 Recitation <span style="color: green;">●</span> Open	Wait List <input type="checkbox"/> Wait list if class is full Permission Nbr <input style="width: 50px;" type="text"/> Grading CAS Graded Units 4.00
Session Regular Academic Session Career Undergraduate	

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoWe 9:30AM - 10:45AM	TBA	Carol H Krinsky	01/23/2012 - 05/07/2012
004	Recitation	Tu 4:55PM - 6:10PM	TBA	Staff	01/23/2012 - 05/07/2012

**NOTES**

**Class Notes** STUDENTS WHO HAVE TAKEN V43.0100/V43.0003 OR V43.0200/V43.0004 WILL NOT RECEIVE CREDIT FOR THIS COURSE.

THIS SECTION OPEN TO CAS STUDENTS ONLY. SAME AS V65.0001-001. STUDENTS MUST ALSO REGISTER FOR RCT SEC 004 - 007.

**Course Offering Notes** SAME AS V65.0001.

**5. Confirm Classes:** Click **Finish Enrolling** to process your request.

**Shopping Cart** 1 2 3

**2. Confirm classes**

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

| Undergraduate | New York University

● Open    ■ Closed    ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ARTH-UA 1-001	History of Western Art I (Lecture)		Bldg:SILV Room:712 Bldg:SILV Room:701	M. Hutterer	4.00	<span style="color: green;">●</span>

CANCEL
PREVIOUS
FINISH ENROLLING

**6. View Results:** This section will indicate if you have been successfully enrolled in your selection(s). Error messages will indicate reasons why the transaction was unsuccessful. You can also **Add Another Class** or view your **Class Schedule**.

**Shopping Cart** 1 2 3

**3. View results**

View the following status report for enrollment confirmations and errors:

Summer 2011 | Undergraduate | New York University

✔ Success: enrolled    ✘ Error: unable to add class

Class	Message	Status
ARTH-UA 1	<b>Success:</b> This class has been added to your schedule.	<span style="color: green;">✔</span>

MY CLASS SCHEDULE
ADD ANOTHER CLASS

## SWAP

If you have previously registered using the older version of Albert you would have been familiar with the ‘conditional drop add’ feature. In the new Albert, the SWAP replaces the conditional drop add. When you want to replace one class in your schedule with another, the **SWAP is a way for you to insure that the class that you want to remove from your schedule is not dropped until you are successfully enrolled into the class that you want to add to your schedule.**

**IMPORTANT:** You will no longer be able to enroll for more units than your credit load limit. This would include the addition of classes that are pending due to the fact that you are on a waitlist. Once you are on a waitlist, if a position in the class opens up allowing you to be enrolled, you will be prevented from enrolling into that class if the total number of units in which you will be enrolled will take you above your credit load limit. You will therefore remain on the waitlist. That is why it is important that you consider using, when applicable, the SWAP function when placing yourself on a waitlist for a closed class. By using the SWAP function, the system will enroll you into your waitlisted class without resulting in an over-enrollment situation because you will also be automatically dropped from the class that you had previously specified. To view your current credit load limit, click on the **term information** tab(see Term Information pg. 21)

To use the SWAP function:

1. Enroll for open classes.
2. Click SWAP tab.
3. Select the course from your schedule that can be dropped.
4. Enter the Class Nbr of the preferred class.
5. In some cases, Waitlist for the preferred class and Finish swapping.

The screenshot shows the 'Swap a Class' interface in the NYU Albert system. At the top, there are navigation tabs: 'Search', 'Enroll', and 'My Academics'. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The 'swap' button is highlighted with a starburst callout: 'Click this to view your credit limit.' Below the navigation is the title 'Swap a Class' and a sub-heading '1. Select a class to swap'. The main instruction reads: 'Select the class you wish to swap then select the class you wish to replace it with.' Below this is a header for 'Undergraduate | New York University' with a 'change term' button. The main form is divided into two sections: 'Swap This Class' and 'With This Class'. In the 'Swap This Class' section, there is a dropdown menu labeled 'Select from your schedule' with 'ECON-UA 1: Economics Principles I (P)' selected. A callout box points to this dropdown: 'Select a course you are currently enrolled in.' In the 'With This Class' section, there is a 'Search for Class' field with a 'Class Search' dropdown and a 'search' button. Below this is an 'Enter Class Nbr' field with an 'enter' button. A callout box points to this field: 'Enter the desired Class Nbr or search for the desired class.' At the bottom of the form, there is a link for 'My Summer 2011 Class Schedule'. On the left side, a callout box points to the 'swap' button: 'Swap this class'. Another callout box on the left points to the 'With This Class' section: 'For this class'.

Search
Enroll
My Academics

my class schedule
add
drop
swap
edit
term information

## Swap a Class

1 2 3

### 1. Select a class to swap - Enrollment Preference

Summer 2011 | Undergraduate | New York University

#### POL-UA 100 - Political Theory

**Class Preferences**

POL-UA 100-001    Lecture    ▲ Wait List    **Wait List**     Wait list if class is full

Permission Nbr

Grading    CAS Graded

Units    4.00

Session    Six Week - First  
Career    Undergraduate

CANCEL
PREVIOUS
NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoWe 2:00PM - 5:00PM	TBA	Paul Aaron Florent Ngomo	05/23/2011 - 07/01/2011

In some cases, if your desired class is closed and has a waitlist available, make sure to select this and Click **NEXT**.

Confirm your selection(s) and click **FINISH SWAPPING** and view your Results.

Search
Enroll
My Academics

my class schedule
add
drop
swap
edit
term information

## Swap a Class

1 2 3

### 2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

Summer 2011 | Undergraduate | New York University

▼ You are replacing this class

✔ Enrolled
 ⊗ Dropped
 ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">PHIL-UA 70-001 [3869]</a>	Logic (Lecture)	MoTuWeTh 1:30PM - 3:05PM	Bldg:5WP Room:302	M. Glazier	4.00	✔

▼ With this class

● Open
 ■ Closed
 ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">POL-UA 100-001 [3756]</a>	Political Theory (Lecture)	MoWe 2:00PM - 5:00PM	TBA	P. Ngomo	4.00	▲

CANCEL
FINISH SWAPPING

## Waitlists

If a class is closed and has an active waitlist, you can put yourself in the waitlist by selecting the Wait List checkbox. **IMPORTANT:** the system will only enroll you for courses within your credit limit. If space is made available in your waitlisted course and you already have been registered up to your credit limit, the system will not enroll you. (see SWAP function pg. 10)

**MSWEL-GS 2053 - Cognitive & Behavioral Interve**

**Class Preferences**

MSWEL-GS 2053-001 Lecture ▲ **Wait List**  Wait list if class is full

**Session** Special **Permission Nbr**

**Career** Graduate **Grading** Grad Silver Graded

**Enrollment Information** **Units** 3.00

- Prerequisite for MSWEL-GS2053

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	TuTh 4:55PM - 6:35PM	Bldg:1WSN Room:324	Susan Dowd Stone	05/24/2011 - 07/07/2011

**NOTES**

**Course Offering** PREREQUISITE: S10.2002.  
**Notes**

Select the Waitlist check-box

Then click **NEXT**

Confirm the class you are wait listing and click Finish Enrolling.

Open     Closed    ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
MSWEL-GS 2053-001 (3457)	Cognitive & Behavioral Interve (Lecture)	TuTh 4:55PM - 6:35PM	Bldg:1WSN Room:324	S. Stone	3.00	<span style="color: orange;">▲</span>

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)  
[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...

2. Click Finish Enrolling

## Sample Error Messages

Example of an error has been given as there is a **hold on student's record**

Unable to add this class message provides more information on error and how to resolve error

go to ...

Search Enroll My Academics

[my class schedule](#) || [add](#) || [drop](#) || [swap](#) || [edit](#) || [term information](#)

### Add Classes

1 2 3

View results

the following status report for enrollment confirmations and errors:

Graduate | New York University

Class: enrolled ✘ Error: unable to add class

Class	Message	Status
RELST-GA 2962	<b>Error:</b> You have a hold on your record. The hold on your record must be removed before this transaction can be processed.	<span style="color: red;">✘</span>

[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

Search Enroll My Academics

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

## Example of an error **Department Consent Required**

The screenshot shows the NYUAlbert enrollment interface. At the top, there are navigation tabs for Search, Enroll, and My Academics. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'Add Classes' with a progress indicator showing 1, 2, and 3 steps. The current step is '3. View results'. Below this, it says 'View the following status report for enrollment confirmations and errors:'. The status report shows a success message 'Success: enrolled' and an error message 'Error: unable to add class'. A table below lists the class 'RELST-GA 2962' with a detailed error message: 'Error: Department Consent Required. You must obtain permission to take this class. If you have a permission number, click Add Another Class, click the class link, enter the number and resubmit.' Below the table are buttons for 'MY CLASS SCHEDULE' and 'ADD ANOTHER CLASS'. At the bottom, there are navigation links for Search, Enroll, My Academics, My Class Schedule, Add, Drop, Swap, Edit, and Term Information.

Unable to add this class message provides more information on error

Class	Message	Status
RELST-GA 2962	<b>Error:</b> Department Consent Required. You must obtain permission to take this class. If you have a permission number, click Add Another Class, click the class link, enter the number and resubmit.	✗

## Viewing Your Class Schedule

The screenshot shows the 'My Class Schedule' page. At the top, there is a search bar containing 'my class schedule' and buttons for 'add', 'drop', 'swap', 'edit', and 'term information'. Below this, there are options for 'List View' (selected) and 'Weekly Calendar View'. The page is for 'Summer 2011 | Graduate | New York University'. A 'Class Schedule Filter Options' section includes checkboxes for 'Show Enrolled Classes', 'Show Dropped Classes', and 'Show Waitlisted Classes', along with a 'filter' button. A callout box points to the search bar with the text 'Use filters to view Enrolled, Dropped and Waitlisted classes'. Another callout box points to a class entry with the text 'Class details'. The class entry is for 'ENGL-GA 2720 - Modern British Novel' and includes a table with details.

Use filters to view Enrolled, Dropped and Waitlisted classes

Class details

ENGL-GA 2720 - Modern British Novel						
Status	Units	Grading	Grade	Deadlines		
Enrolled	4.00	GSAS Graded				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
2161	<a href="#">001</a>	Seminar	MoWe 6:10PM - 8:10PM	TBA	Aaron S Rosenfeld	07/05/2011 - 08/12/2011

[Printer Friendly Page](#)

## How do I drop a class?

Select **drop** tab to drop a class

1. Select the Drop tab

2. Select the class you want to drop by checking this box

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Summer 2011 | Graduate | New York University

Enrolled Dropped Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	<a href="#">ENGL-GA 2720-001 (2161)</a>	Modern British Novel (Seminar)	MoWe 6:10PM - 8:10PM	TBA	A. Rosenfeld	4.00	

**DROP SELECTED CLASSES**

My Summer 2011 Class Schedule

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">ENGL-GA 2720-001 (2161)</a>	Modern British Novel (Seminar)	MoWe 6:10PM - 8:10PM	TBA	A. Rosenfeld	4.00	✓

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

3. Click on Drop Selected Classes

Classes are not dropped until clicking the **Finish Dropping** pushbutton.

Anita An go to ...

Search      Enroll      My Academics

my class schedule   add   drop   swap   edit   term information

### Drop Classes

1 2 3

#### 2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Summer 2011 | Graduate | New York University

Enrolled  
  Dropped  
  Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">ENGL-GA 2720-001 (2161)</a>	Modern British Novel (Seminar)	MoWe 6:10PM - 8:10PM	TBA	A. Rosenfeld	4.00	<input checked="" type="checkbox"/>

[CANCEL](#)  
 [PREVIOUS](#)  
 [FINISH DROPPING](#)

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[Search](#)  
 [Enroll](#)  
 [My Academics](#)  
[My Class Schedule](#)  
 [Add](#)  
 [Drop](#)  
 [Swap](#)  
 [Edit](#)  
 [Term Information](#)

4. Click on **Finish Dropping**

Final result and message when drop is completed:

Anita A go to ...

Search      Enroll      My Academics

my class schedule   add   drop   swap   edit   term information

### Drop Classes

1 2 3

#### 3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

Summer 2011 | Graduate | New York University

Success: dropped  
  Error: unable to drop class

Class	Message	Status
ENGL-GA 2720	<b>Success:</b> This class has been removed from your schedule.	<input checked="" type="checkbox"/>

[MY CLASS SCHEDULE](#)

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[Search](#)  
 [Enroll](#)  
 [My Academics](#)

5. Verify successful drop

## Edit Enrollments

Use the Edit feature to change unit totals. Select the **edit** tab:

The screenshot shows the 'Edit Class Enrollment Options' page for user Anita Ai. At the top, there are navigation tabs for 'Search', 'Enroll', and 'My Academics'. Below these are sub-tabs: 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The 'edit' tab is selected. The page title is 'Edit Class Enrollment Options' with a progress indicator showing 1 of 3 steps. The main heading is '1. Select a class to edit'. Below this is a text instruction: 'Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.' The page is for 'Summer 2011 | Graduate | New York University'. A section titled 'Classes you are allowed to edit' contains a dropdown menu labeled 'Select from your schedule' with 'MPADE-GE 2077: Advanced Dance Practicum' selected. A green button labeled 'PROCEED TO STEP 2 OF 3' is positioned below the dropdown. At the bottom, there is a link to 'My Summer 2011 Class Schedule' and a footer with navigation links: Search, Enroll, My Academics, My Class Schedule, Add, Drop, Swap, Edit, Term Information. Two callout boxes are present: one pointing to the dropdown menu with the text '1. Use drop down to select an enrolled class to edit', and another pointing to the 'PROCEED TO STEP 2 OF 3' button with the text 'Click Proceed to Step 2 of 3'.

Use drop down to change credit amount then click on **NEXT**. This function can only be used for classes with **variable credit**.

**Edit Class Enrollment Options**

1. Select a class to edit - Enrollment Preference

Summer 2011 | Graduate | New York University

**MPADE-GE 2077 - Advanced Dance Practicum**

**Class Preferences**

MPADE-GE 2077-001Studio ● Open

Permission Nbr

Grading Grad Steinhardt Graded

Session Third Quarter

Career Graduate

Units    
1.00  
2.00  
3.00  
4.00  
5.00  
6.00

Section	Component	Days & Times	Room		Start/End Date
001	Studio	MoTuWeThFr 3:00PM - 5:00PM	TBA	Frederick Curry	07/05/2011 - 07/22/2011

2. Use drop down to select unit

3. Click on Next

Class is not changed until clicking on the **Finish Editing** pushbutton

go to ...

Search      Enroll      My Academics

my class schedule    add    drop    swap    edit    term information

### Edit Class Enrollment Options

1 2 3

#### 2. Confirm your selections

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

Summer 2011 | Graduate | New York University

Class Attribute	Original Value	New Value
Units	1.00	3.00

CANCEL    FINISH EDITING

4. Click on **Finish Editing**

[Search](#)   [Enroll](#)   [My Academics](#)

## View Term Information

Select the **term information** tab and click on **View my enrollment dates and Term Enrollment Limits (credit load limit)**.

Search

Enroll


My Academics

my class schedule
add
drop
swap
edit
term information

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### Term Information

Enrollment Dates    [View my enrollment dates](#)



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Search

Enroll

My Academics

my class schedule
add
drop
swap
edit
term information

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### Enrollment Dates

To view appointments and enrollment dates for another term, select the term and click Change.

**Summer 2011 | Graduate | New York University**

Open Enrollment Dates by Session		
Session	Begins On	Last Date to Enroll
Regular Academic Session	February 1, 2011	August 31, 2011
First Quarter	February 1, 2011	August 31, 2011
Second Quarter	February 1, 2011	August 31, 2011
Third Quarter	February 1, 2011	August 31, 2011
Fourth Quarter	February 1, 2011	August 31, 2011
Six Week - First	February 1, 2011	August 31, 2011
Six Week - Second	February 1, 2011	August 31, 2011
Special	February 1, 2011	August 31, 2011

Term Enrollment Limits			
Max Total Units	Max No CPA Units	Max Audit Units	Max Wait List Units
16.00	16.00	16.00	16.00