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

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.

Click **details** link to view your holds

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

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

Finances to view Bursar and Financial Aid Information.
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.

Use keywords to search for a class

Click this to search for Spring 2012 courses

Use any of these search tools to narrow your criteria

Use keywords to search for a class
The **Shopping Cart** is a way for students to choose courses before an upcoming registration period. This feature will give you the ability to select classes and store them in an enrollment ‘shopping cart”; when the time and date of your registration comes, you will then be able to submit the courses in your shopping cart for enrollment.

**However, there are some important points to keep in mind:**

- Until you complete all three steps in the enrollment procedure you are **not** enrolled into the classes in your shopping cart.
- The registration edits are not invoked when using the plan option.
- Placing a class into your shopping cart does not reserve a place for you in the class, so it is important for you to select alternative classes as substitutions that you might want to enroll into should you not successfully enroll into all of the classes that you initially placed into your shopping cart.

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.
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.

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

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.
4. Click Next to verify enrollment selections.
5. **Confirm Classes:** Click **Finish Enrolling** to process your request.

![](image1)

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**.

![](image2)
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.**

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.
Select a course you are currently enrolled in.

Enter the desired Class Nbr or search for the desired class.

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.

### 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)
Confirm the class you are wait listing and click Finish Enrolling.
IMPORTANT: It is possible to place yourself on to a waitlist, but not become enrolled if a position in the class opens up – effectively being skipped over.

The requirements to be moved off of a waitlist are the same as the standard enrollment edits and you will not be enrolled if:

1. The enrollment results in an attempt to enroll for more units than permitted in the term (enrollment above your unit load limit),
2. You have not met the class requisites,
3. You have any registration holds on your record,
4. The enrollment results in a meeting pattern conflict with another class in which you are currently enrolled.

Note: for items 1 and 4, use the SWAP functionality as described in this document.

ALWAYS use the SWAP function
If you do not use the swap functionality, but rather individually enroll and waitlist yourself into the different classes, then there is a possibility that you may not be enrolled from the waitlist due to time conflicts, disallowing multiple enrollment in a term, attempting to enroll for more credits than your load limit, etc.

- For Example – PHIL-UA 70 - 001 meets MoWeTh from 2:00pm to 3:15pm and POL-UA 100 – 001 meets Mo from 12:30pm to 2:30pm.

- If you enrolled in PHIL-UA 70 - 001 and then in a separate enrollment request waitlisted for POL-UA 100 – 001, even if space became available in POL-UA 100 – 001, you will not be moved from the waitlist because the enrollment would cause a time conflict.

Enroll into your alternative selection first
If your primary enrollment selection is closed with a waitlist option you should first enroll for your alternate selection. Then be sure to use the SWAP functionality to place yourself onto the waitlist for your primary enrollment selection.

- For example – You want to enroll in POL-UA 100 - 001 but it is closed and there is an active waitlist for the class. Before placing yourself on the waitlist you should enroll into your alternate choice (PHIL-UA 70 – 001 for example).

- Use the SWAP function to place yourself on the waitlist for POL-UA 100 – 001 making sure to specify PHIL-UA 70 – 001 as the class to drop if you are enrolled from the waitlist into the politics class.
**Waitlisting for different sections of the same course.**

If you are trying to enroll and waitlist in different sections of the same course without using the SWAP functionality then the system will automatically drop you from your waitlisted section when you enroll yourself into the available alternate section.

- For Example – You want to enroll into POL-UA 100 – 001, but it is closed and there is an active waitlist for the class. However, POL-UA 100 – 002, your alternative choice, is open. If you individually waitlist for POL-UA 100 - 001 and then in a separate enrollment request enroll yourself into POL-UA 100 – 002, without warning the system will remove you from the waitlist for POL-UA 100 – 001.

- Be sure to first enroll yourself into POL-UA 100 - 002 and then use the SWAP functionality in order to waitlist for POL-UA 100 – 001.

- Also note that it is very important that you specify your alternative enrollment (POL-UA 100 – 002) as the class that will be dropped in the event that you roll-in from the waitlist. In this example when you submit your swap request, the system will drop section 002 when you are enrolled into POL-UA 100 – 001 from the waitlist.

**Remember:** Not all classes will be set up with an active waitlist. The department offering the class will determine if and when a waitlist is activated for a class.

Placing yourself on a waitlist does not guarantee enrollment into the class.
Sample Error Messages

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

Example of an error **Department Consent Required**
Unable to add this class message provides more information on error
Viewing Your Class Schedule

Use filters to view Enrolled, Dropped and Waitlisted classes.

Class details
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

3. Click on Drop Selected Classes
Classes are not dropped until you click the Finish Dropping pushbutton.

Final result and message will appear when drop is completed:
Edit Enrollments

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

1. Use drop down to select an enrolled class to edit

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.

2. Use drop down to select unit

3. Click on Next
Class is not changed until you click on the **Finish Editing** pushbutton.

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

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

<table>
<thead>
<tr>
<th>Session</th>
<th>Begins On</th>
<th>Last Date to Enroll</th>
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</thead>
<tbody>
<tr>
<td>Regular Academic Session</td>
<td>February 1, 2011</td>
<td>August 31, 2011</td>
</tr>
<tr>
<td>First Quarter</td>
<td>February 1, 2011</td>
<td>August 31, 2011</td>
</tr>
<tr>
<td>Second Quarter</td>
<td>February 1, 2011</td>
<td>August 31, 2011</td>
</tr>
<tr>
<td>Third Quarter</td>
<td>February 1, 2011</td>
<td>August 31, 2011</td>
</tr>
<tr>
<td>Fourth Quarter</td>
<td>February 1, 2011</td>
<td>August 31, 2011</td>
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<tr>
<td>Six Week - First</td>
<td>February 1, 2011</td>
<td>August 31, 2011</td>
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<tr>
<td>Six Week - Second</td>
<td>February 1, 2011</td>
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<tr>
<td>Special</td>
<td>February 1, 2011</td>
<td>August 31, 2011</td>
</tr>
</tbody>
</table>

Term Enrollment Limits

<table>
<thead>
<tr>
<th>Max Total Units</th>
<th>Max No. GPA Units</th>
<th>Max Audit Units</th>
<th>Max Wait List Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.00</td>
<td>16.00</td>
<td>15.00</td>
<td>16.00</td>
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