

REGISTRATION ABROAD: WHAT'S DIFFERENT?

We know you're experts at registering for classes through Albert. That said, registering for courses abroad is a little bit different, so here's what you need to know:

1. Sign in to Albert as you always do.
2. From the "Home" screen, select the "Course Status" feature from the Registration options.
3. In the top-left portion of the "Course Status" page, you will see a link titled "Study Abroad Courses"—**this is what's different**—make sure you click here!
4. Once you've clicked on "Study Abroad Courses," be sure to select the appropriate site (For example, if you're going to Prague, click "Prague." London students should select "London", etc.)
5. Now you've found the screen that lists the courses available to you. This is where you need to go (and *only* here) to find the call numbers (these are the 5-digit numbers listed just below the course numbers on the screen) and meeting times of the various courses (Hint: If the course meeting time still says TBA, don't worry! Go ahead and register for the course anyway and if there's a time conflict with another class, we'll help you make any necessary changes later).
6. Write down the call numbers for all of the courses you want to register for (and a few extras just in case)—you'll need to manually enter them on Albert's registration page. Remember that pre-requisite requirements do apply for some study abroad courses (information available on our Web site – www.nyu.edu/studyabroad) so double check to make sure that you are eligible to register for the classes that you're hoping to take. Once you've figured everything out, you're ready to go to step #7.
7. Now you're ready to return to Albert and officially register for study abroad (yea!). Log-in, select "Registration" and enter the five-digit call numbers in the spaces provided (one call number per block).
8. Once you've entered your call numbers, you should press submit—voilà, you're enrolled! Keep in mind that there may be waitlists so if a class you're interested in is full, definitely include your name on the waitlist...you never know when space might become available.

A few notes:

- ★ If you're planning on taking a class at a local university, don't worry about registering for it now. Please go ahead and register for a full course load (12-18 points). When you get to your site abroad you'll be able to work with the staff there to enroll in the local university classes.
- ★ Don't forget to register for any classes that your site abroad might require. This means at least one language class if you're going to Buenos Aires, Florence, Madrid, Paris or Shanghai, the "Issues in Contemporary Politics and Culture" class in London, and any other site-specific requirements (as posted on our Web site).
- ★ Just as in New York, there will be an Add/Drop time period where you can make adjustments to your schedule, even after you have arrived abroad. You will receive more detailed instructions about this process at a later date.