

REGISTRATION INSTRUCTIONS: VISITING STUDENTS

❶ The very first thing you need to do: Set up NYUHome

NYUHome (home.nyu.edu) is a web portal that provides access to many university services. As a student participating in NYU Study Abroad, there are three services in particular that you will use:

- 1) **NYU e-mail**, which is where we will begin to send important announcements (you can set up mail forwarding to a different address if you prefer; for instructions, visit <https://home.nyu.edu/help/mail/forward.nyu>)
- 2) **Albert**, the NYU course registration system
- 3) **Blackboard**, which is a tool that we use to post pre-departure information about your NYU Study Abroad program. You will have access to your Study Abroad Blackboard shell by late April so be sure to check it out then!

Getting Started with NYUHome

If we have received your deposit by November 9th you will be able to set up NYUHome allowing you to begin preparations for registration by Friday, November 13th. Registration for Spring 2010 begins on Wednesday, November 18th at 9:00AM. If your deposit arrives after November 9th, you will be cleared to register roughly one week after your check arrives, but no earlier than November 18th.

To set up NYUHome:

1. Activate your NetID. Go to start.nyu.edu. Click on the blue “start” button at the top of the screen. You will be asked to enter your social security or NYU ID number (see note at the end of this document), date of birth, and personal email address. Click “continue” to retrieve your Net ID, which will serve both as your NYUHome login and as the “username” of your NYU e-mail address (e.g., NetID@nyu.edu).
2. Follow the on-screen instructions to create a password. Please make sure to write down your password, as you will need it in the future to access the system. If you encounter a problem activating your NYUHome Account, please contact the Office of Global Programs at 212-998-4433.
3. Once you have set up your password, click “Go to NYUHome!” and follow the instructions for activating NYUHome services, including your new e-mail account.

❷ Registering for Classes

1. Once you’ve set up NYUHome (see above), go to home.nyu.edu, enter your Net ID and password to access your personalized homepage. Once you have entered NYU Home, click on the “Academics” tab in the upper left-hand corner.
2. Once you have clicked on “Academics,” look to the left where you’ll see a section titled “Albert for Students.” Click on “Student Login.” This will bring you to the Albert Home Page. The menu in front of you, as well as the buttons at the top of the page, will allow you to access Albert.

Under the “REGISTRATION” header, you’ll find:

Use the options of this menu to prepare for registration or review your registration status. If you are eligible to register for the desired term, select the *Register* button to begin registration for courses or to drop/add courses after your initial registration.

Registration: All students can register using Albert **except**:

- College of Dentistry (DDS, MS and Post-Graduate students)
- School of Medicine
- Stern School of Business (Graduate Students)
- Summer Session (non-degree Students)

[[Registration Schedule](#)] [[School of Law registration schedule](#)]

- **Registration Status**
Check your **Eligibility to Register Status** for the registration term. After enrollment in courses and payment of tuition/fees, check your final registration status for the term.
- **Course Status**
Check the **Availability Status** of courses prior to registration. Use this feature when registration for the term is not available or prior to your time of registration eligibility.
- **Register**
 - Begin registration for courses once you are eligible to register for the term.
 - Use the Section Search function to search for courses once registration is available to you; this function will show restriction and time conflicts with your schedule.
- **Student Schedule**
Review your current schedule of classes at any time during the term.
- **Course Evaluation Guide**
Visit the course evaluation websites for the College of Arts and Science & the Leonard N. Stern School of Business.
- **Semester Withdrawal Form**
Visit the Office of the University Registrar’s website to view the procedure for semester withdrawal and access the necessary withdrawal form..

Quick Links

- Registration Status
- Course Status
- Register
- Student Schedule
- Course Evaluation Guide
- Registration Schedule
- Law Reg. Schedule
- Academic Calendar
- Semester Withdrawal Form

REGISTRATION STATUS: This screen will tell you if you are currently eligible to register.

COURSE STATUS: Here you’ll be able to view the study abroad courses offered for this term. On the “Course Status” page you can access the course listings for each program abroad by clicking “Study Abroad Courses” (located near the top of the page). For each course, you’ll see the course name, the course number (V59.9091.001, for example), and the five digit call number. Write down each call number as you compile your list of classes—this is what you’ll actually type in to register.

REGISTER: Here you’ll sign up for your courses. Before you do, however, you need to select both the “Academic Unit” and “Term” for registration. Using the drop-down menu, choose “**Study Abroad (non-NYU students)**” as your academic unit. Next, click “SUBMIT” and you’ll be taken to a window with two boxes; the top box has your current schedule and the other is labeled “Course Request.” If this is your first time in the system, the top box will be blank and will fill up as you register for classes. In the bottom box, under the column “Course Call Number.” you can enter the 5-digit call numbers that you wrote down when you were in the “Course Status” menu. Once you’ve entered all the call numbers, be sure to click “Submit.” Voila! You’re registered! **TIP:** If you are adding and dropping a course, we suggest that you use the CONDITIONAL ADD/DROP feature (labeled “Submit with Conditional Drop/Add Rules”), which is located in the lower right-hand corner of the “Course Request” section. ALBERT will then check to see if you’ll gain entry to your new course before dropping the old one.

WAITLISTING: Some closed courses are set up with a waitlist. If you choose to put your name on the waitlist, it is vital that you understand your responsibilities regarding the following NYU tuition/credit limit policies.

(1) All students participating in an NYU Study Abroad program are required to enroll full-time. Full-time tuition is based on registration for 12-18 points; additional fees apply for all credits beyond this point range. If you are ultimately enrolled in a course that you were initially waitlisted for, you are responsible for payment of all fees caused by enrollment in the course, including points beyond the flat fee range for full-time students.

(2) Generally, NYU's maximum credit limit per semester is 18 points. If enrollment in a waitlisted course takes you above 18 points, you are responsible for adjusting your schedule to fall within the standard 12-18 points.

Waitlists are active through the first week of class, so be sure to check your schedule frequently to see if you have gained admission to a waitlisted class. Some departments set priorities for their course waitlists by giving preference to certain groups of students like graduating seniors or students with specific majors. If you place your name on a prioritized waitlist, your position may drop if your classification is outside the parameters set by the department.

STUDENT SCHEDULE: This shows your schedule by semester/term.

If you have any questions or concerns regarding ALBERT registration, please e-mail registration@nyu.edu.

A Note about your NYUID (Yes, it is different from your NetID)

Your NYU ID is nine characters long and begins with the letter "N." It is assigned to all students enrolled at NYU and should be used in your correspondence with NYU offices, such as the Bursar (e.g., when obtaining a statement of fees) or Registrar's office (e.g., when requesting a transcript).

Your University ID is located on your acceptance email, to the right of your address. In addition, you can find it on NYUHome. After logging onto NYUHome, select the "Preferences" option from the upper right-hand corner of your NYUHome page. This will display a summary of your settings and preferences. The first section of this page will give you details about your NYUHome account, including your NYU ID.