

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.

The screenshot shows the NYU Albert Student Center interface. It is divided into several main sections:

- Academics:** Contains links for Search, Enroll, My Academics, Check Registration Status, and Setup Advisor Appointment. A search box is present with a dropdown menu showing "other academic...".
- Deadlines:** A section with a "URL" icon.
- This Week's Schedule:** A table listing classes and their schedules.

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
MPAPE-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
- Search for Classes:** A green button labeled "SEARCH FOR CLASSES".
- Holds:** A section titled "Holds" with a sub-section "Advisor Approval Required Fall 2011- Financially Clear" and a "details" link.
- To Do List:** A section titled "To Do List" with a sub-section "2011-2012 FAFSA" and a "details" link.
- Enrollment Dates:** A section titled "Enrollment Dates" with a sub-section "Enrollment Appointment" and a "details" link.
- Advisor:** A section titled "Advisor" with a sub-section "Program Advisor" and the text "None Assigned".
- Finances:** A section titled "Finances" with sub-sections "My Account" (View Bursar Account) and "Financial Aid" (View Financial Aid, Accept/Decline Awards).

Callouts provide the following instructions:

- "Use the Academics section to Search and Enroll for classes" (points to the Academics section).
- "Click details link to view your holds" (points to the details link in the Holds section).
- "Click details link to view your Registration Appointment dates" (points to the details link in the To Do List section).
- "Finances to view Bursar and Financial Aid Information" (points to the Finances section).

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

The magnified view shows the Academics section with the following links and callouts:

- Enroll:** Callout: "Click Enroll to register for classes."
- Search:** Callout: "Search will bring you to the Course Search page where you can search for classes by typing keywords."
- Check Registration Status:** Callout: "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 with the following elements:

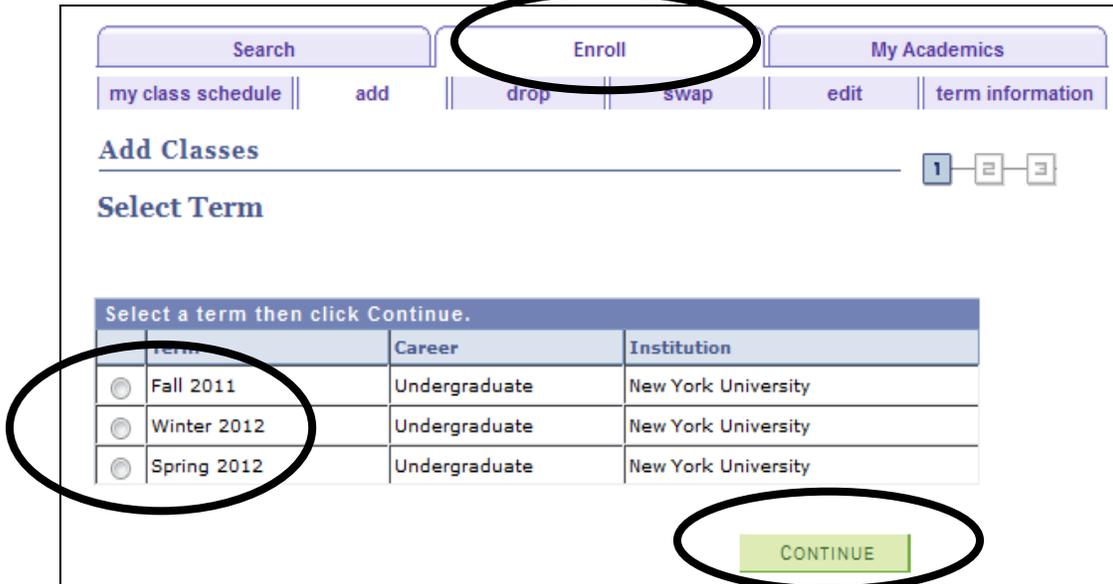
- Top Navigation:** "Course Search" link, "Help" button, and "Return to Add" link.
- Academic Year Selection:** Two tabs for "Academic Year 2010-2011" and "Academic Year 2011-2012". A callout box points to the 2011-2012 tab with the text: "Click this to search for Spring 2012 courses".
- Search Fields:** Two search boxes. 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 "SEARCH" buttons. A callout box points to the second search box with the text: "Use any of these search tools to narrow your criteria".
- Course Lists:** A list of departments and their courses, including:
 - College of Arts and Science: Religious Studies (RELST-GA)
 - College of Nursing: Nursing - Graduate (NURSE-GII)
 - Gallatin School of Individualized Study: Core (CORE-GG), Electives (ELEC-GG), Individualized Projects (INDIV-GG)
 - Graduate School of Arts and Science: A list of 20 departments such as Africana Studies (AFRS-GA), Anthropology (ANTH-GA), Bioethics (BIOE-GA), etc.
- Filtering Panel:** A sidebar on the right with expandable sections: "Enrolling for: Fall 2011", "Session", "Units", "Academic Career" (with a dropdown menu set to "Graduate"), "Component", and "Open/Closed Classes" (with a dropdown menu).
- Callout Boxes:**
 - One points to the search fields with the text: "Use keywords to search for a class".
 - Another points to the filtering panel 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. 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.

Search Enroll My Academics

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

Add Classes

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

Add to Cart:
 Enter Class Nbr: [enter](#)

Find Classes
 Class Search
 My Requirements
[search](#)

Spring 2012 Shopping Cart
 Your enrollment shopping cart is empty.

[PROCEED TO STEP 2 OF 3](#)

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. 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

Add to Cart:
 Enter Class Nbr: [enter](#)

Find Classes
 Class Search
 My Requirements
[search](#)

Spring 2012 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	PSYCH-UA 1-001 (9065)	TuTh 8:00AM - 9:15AM	Bldg:KIMM Room:SHIRB	E. Coons	4.00	<input checked="" type="radio"/>
	PSYCH-UA 1-002 (9066)	Fr 12:30PM - 1:45PM	TBA	Staff		<input checked="" type="radio"/>

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.

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

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

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

Add to Cart:

Enter Class Nbr

 enter

Find Classes

Class Search

My Requirements

search

Spring 2012 Shopping Cart

Your enrollment shopping cart is empty.

PROCEED TO STEP 2 OF 3

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

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 through:' section with two search boxes: 'Subject, Catalog Number, Title & Instructor Names' (containing 'western art') and 'Course Description (may take a while to process)'. A 'SEARCH' button is next to each. A 'RETURN TO ADD CLASSES' button is also visible. Below the search results, a callout points to the text '1 - 5 results for: western art'. The first result is 'ARTH-UA 1 History of Western Art I'. A callout points to the course description text. Below the description, there is a section for 'Spring 2012' with details: 'ARTH-UA 1 | 4 units | Class#: 7642 | Session: 01/23/2012 - 05/07/2012 | Section: 001 | Class Status: Open | Grading: CAS Graded | Course Location Code: WS | Component: Lecture | 01/23/2012 - 05/07/2012 Mon, Wed 9.30 AM - 10.45 AM with Krinsky, Carol | Notes: SAME AS V65.0001. 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.' A 'SELECT CLASS' button is at the bottom right of this section. On the right side of the page, there is a vertical navigation menu with a 'Drop down menu' callout pointing to the 'Enrolling for: Spring 2012' dropdown. Other menu items include Session, Units, Academic Career, Component, Open/Closed Classes, Study Abroad Programs, Time Offered, and Days Offered. A callout points to the 'SELECT CLASS' button with the text: 'If you are interested in enrolling for this class, click **Select**'.

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	004	Tu 4:55PM - 6:10PM	TBA	Staff	<input checked="" type="checkbox"/>
<input type="radio"/> 7646	005	We 12:30PM - 1:45PM	TBA	Staff	<input checked="" type="checkbox"/>
<input type="radio"/> 7647	006	Th 11:00AM - 12:15PM	TBA	Staff	<input checked="" type="checkbox"/>
<input type="radio"/> 7648	007	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 ● Open ARTH-UA 1-004 Recitation ● Open	Wait List <input type="checkbox"/> Wait list if class is full Permission Nbr <input type="text"/> Grading CAS Graded Units 4.00
Session Regular Academic Session Career Undergraduate	

CANCEL
NEXT

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.

8

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	●

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	Success: This class has been added to your schedule.	✔

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.**

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.

Search Enroll My Academics

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

Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

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

Swap This Class

Select from your schedule

ECON-UA 1: Economics Principles I (P) **▼**

ECON-UA 1: Economics Principles I (P)

PHIL-UA 70: Logic

With This Class

Search for Class Class Search **search**

----- OR -----

Enter Class Nbr **enter**

▶ My Summer 2011 Class Schedule

Click this to view your credit limit.

Swap this class

Select a course you are currently enrolled in.

For this class

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

Search Enroll My Academics

my class schedule add drop swap edit term information

Swap a Class

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

Session Six Week - First

Career Undergraduate

Grading CAS Graded

Units 4.00

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
PHIL-UA 70-001 (3869)	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
POL-UA 100-001 (3756)	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

Permission Nbr

Session Special

Career Graduate

Enrollment Information

- Prerequisite for MSWEL-GS2053

Grading Grad Silver Graded

Units 3.00

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

Mark 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	

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

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

go to ...

2. 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 the 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**

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	Error: You have a hold on your record. The hold on your record must be removed before this transaction can be processed.	❌

[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**

go to ...

Search | **Enroll** | **My Academics**

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

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

Summer 2011 | Graduate | New York University

✓ Success: enrolled	✗ Error: unable to add class
---------------------	------------------------------

Message	Status
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.	✗

MY CLASS SCHEDULE | ADD ANOTHER CLASS

Search **Enroll** **My Academics**

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

Unable to add this class message provides more information on error

Viewing Your Class Schedule

go to ...

[Search](#) | [Enroll](#) | [My Academics](#)
[my class schedule](#) | [add](#) | [drop](#) | [swap](#) | [edit](#) | [term information](#)

My Class Schedule

Select Display Option List View Weekly Calendar View

Summer 2011 | Graduate | New York University

Class Schedule Filter Options

Show Enrolled Classes |
 Show Dropped Classes |
 Show Waitlisted Classes |
 [filter](#)

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	001	Seminar	MoWe 6:10PM - 8:10PM	TBA	Aaron S Rosenfeld	07/05/2011 - 08/12/2011

[Printer Friendly Page](#)

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

go to ...

Search Enroll My Academics

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

Drop Classes

1 2 3

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"/>	ENGL-GA 2720-001 (2161)	Modern British Novel (Seminar)	MoWe 6:10PM - 8:10PM	TBA	A. Rosenfeld	4.00	Enrolled

DROPPED SELECTED CLASSES

My Summer 2011 Class Schedule

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ENGL-GA 2720-001 (2161)	Modern British Novel (Seminar)	MoWe 6:10PM - 8:10PM	TBA	A. Rosenfeld	4.00	Enrolled

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Classes are not dropped until you click the **Finish Dropping** pushbutton.

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
ENGL-GA 2720-001 (2161)	Modern British Novel (Seminar)	MoWe 6:10PM - 8:10PM	TBA	A. Rosenfeld	4.00	<input checked="" type="checkbox"/>

CANCEL PREVIOUS **FINISH DROPPING**

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

Final result and message will appear when drop is completed:

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	Success: This class has been removed from your schedule.	<input checked="" type="checkbox"/>

MY CLASS SCHEDULE

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

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

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

Class is not changed until you click on the **Finish Editing** pushbutton

urajan

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

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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)**.

Search

Enroll

My Academics

my class schedule
add
drop
swap
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term information

Term Information

Enrollment Dates [View my enrollment dates](#)



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Search

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Enrollment Dates

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

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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 GPA Units	Max Audit Units	Max Wait List Units
16.00	16.00	16.00	16.00