

## **Subject: Fall Course Registration Reminder for First Year Students**

Dear Students,

You will be registering for fall courses next Monday! Here are a few reminders.

### **1. Registration Time**

Registration opens on **Monday, September 7 at 9:00 PM China Standard Time / 9:00 AM Eastern Standard Time**. If you are in other time zones, you can use this [Time Zone Converter](#) to find your local time. Mark this time on your calendar, set an alarm, so you don't miss your registration!

Many courses have reserved seats for first-year students, which will be released to all students on September 10, so **we encourage you to complete your registration as soon as the registration time comes**.

### **2. Registration Hold**

If you have submitted your fall course plan in the [Advising Module](#) in NYU Classes and gotten approval from your advisor, your "Advisor Clearance Required" hold should have been removed by your advisor. You can verify that this hold is no longer there in your "Holds" section in your Albert Student Center. You will still have a "Registration Hold - Department" hold on your record. This will be taken off before registration. You do not need to worry about this hold. **If you still haven't completed your [advising module](#), you will need to complete it as soon as possible.**

### **3. Drop the "NYU Shanghai FT Enrollment" Course**

You need to drop your 12-credit "NYU Shanghai FT Enrollment" course at **8:50 PM China Standard Time / 8:50 AM Eastern Standard Time** before you register for courses (see [instructions for dropping a class](#)).

### **4. Check the Wait List box**

If you have course(s) that you really want to enroll in, it is best that you check the **“Waitlist if class is full”** box in your Shopping Cart (see screenshot below) which will allow the system to put on the waitlist of the course if the class becomes full after you click “Enroll.”

If a course is waitlisted, it means that the class is already fully enrolled, but has a waitlist for students who still want to join. You can still try to enroll and Albert will put you on the waitlist. Be realistic - if you end up number 9 on the wait list in a small seminar course as opposed to a large lecture course, it’s likely you will not get into that course or section, so it is best to enroll in a backup course now than waiting until later and then [set up an Edit Swap](#).

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

Fall 2019 | Undergraduate | New York University  
 CHIN-SHU 101 - Elementary Chinese I

**Class Preferences**

CHIN-SHU 101-004 Seminar ● Open

Session Shanghai

Career Undergraduate

Wait List  Wait list if class is full

Permission Nbr

Grading Ugrd Shanghai Graded

Units 4.00

### 5. Instruction Mode

The majority of instruction modes will be updated soon in [Albert](#). Faculty will email the enrolled students in their class with details of their instruction mode. Students need to wait for the email from the instructor. Students enrolled in synchronous courses are expected to be in attendance in the time listed in China standard time.

### 6. Placement Exams

If you still want to sign up for math or computer science placement exams, refer to [the website](#).

### 7. Global Perspectives on Society

To meet the needs of all first year students, the GPS lecture will be offered fully online and asynchronous. Recitation sections 2-15 (scheduled at 8:15 am China Standard Time) and recitation sections 25-30 (scheduled mid-to-late afternoon, China Standard Time) are offered online so that our international students who cannot return are able to participate. Recitations

16-24 are offered in-person for students currently in Shanghai. Please plan your schedule accordingly and register for the course that meets your geographic requirements. All class times are listed in Shanghai local time.

## 8. Chinese Course Enrollment

**Elementary and Intermediate level Chinese courses** have sections with three different instruction modes: In-person, Blended, and Online.

- **In-person:** For students who are able to arrive on campus by September 25 (after quarantine).
- **Blended:** For students who have selected the Transition Option. The class will have both synchronous and asynchronous components. The instructor will communicate with you about the details.
- **Online:** For students who have selected the Remote Semester Option. The sections are offered at different times of the day to accommodate students' time zones.

All Advanced Chinese sections have Blended options. For Post-Advanced level Chinese courses, students will receive information about instruction mode from their instructors.

Students are encouraged to take Chinese courses offered by NYU Shanghai, particularly for the Elementary and Intermediate level courses. If you prefer to take an Advanced or Post-Advanced Chinese course offered by New York based on your time zone, you should reach out to the World Languages Program ([shanghai.worldlanguages@nyu.edu](mailto:shanghai.worldlanguages@nyu.edu)) for approval.

## 9. Additional Notes

- **GPS and EAP do NOT have waitlists.** You will need to enroll in a section that is still open.
  - For the elective course, if you plan to enroll in a class offered by the NYU global network instead of an NYU Shanghai course, please email your academic advisor for approval.
- Please note that [New York courses](#) and [courses at NYU global locations](#) start on Wednesday, September 2, and [Abu Dhabi courses](#) start on Sunday, September 6.** Be aware that courses that do not appear to have a time conflict now, may have a time conflict once daylight savings time ends. Please refer to [the chart](#) for assistance. You can also use this [time zone calculator](#) to calculate times for current and future dates. Note

that it is your responsibility to make sure that you do not register for classes that actually conflict.

- You can make changes to your schedule after registration opens until the end of the second week of the fall semester for 14-week courses (see [academic calendar](#)). You will have time to adjust when needed and you can continue to monitor the enrollment status for any course which is full that you still desire to get into.

Academic advisors and the Registrar's Office will be available from 9:00am-5:30pm Monday-Friday China Time to respond to your inquiries during the registration process. Response time will be delayed during this high-volume time, but we will aim to respond to emails within 1-2 business days.

If you need any technical assistance with registering using Albert, you can email the Registrar's Office at [shanghai.registrar@nyu.edu](mailto:shanghai.registrar@nyu.edu).

We hope that you will have a smooth registration!

Best,  
Office of Academic Advising