

# 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, Finance

### Albert

The screenshot shows the Albert Student Center interface. At the top, there are tabs for 'STUDENT', 'APPLICANT', and 'OTHER RESOURCES', and a 'FAVORITES' button. A left sidebar contains icons for Home, Academics, Grades & Transcripts, Finances, and Personal Info. The main content area features a 'Welcome to Albert!' message, a 'To Do (0)' section, a 'Holds (2)' section with two holds (Advisor Approval Required and College Board Profile Required), and an 'Enrollment Dates' section. A 'Shopping Cart' section is also visible. Annotations with arrows point to the 'Finances' link, the 'Holds' section, the 'Enrollment Dates' section, and the 'Shopping Cart' section.

**STUDENT** APPLICANT OTHER RESOURCES FAVORITES

**Welcome to Albert!**  
NYU's Student Information System  
READ MORE

**To Do (0)**

**Holds (2)**  
⚠ Advisor Approval Required  
Fall 2018  
ℹ College Board Profile Required

**Enrollment Dates**  
Enrollment Appointment  
You may begin enrolling for the  
January 2019 term on October 15,  
2018 at 09:00 AM ET

**Shopping Cart (Potential / Pending Courses) - Fall 2018**

Spring 2019 January 2019 **Fall 2018**

Finances to view  
Bursar and  
Financial Aid  
Information

Click details link to view  
your Registration  
Appointment dates

Click links to view your Use the holds

# Course Search

Click [here](#) for the instruction on NYU website.

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.

## Step 1. Albert Login

Access the Public Course Search via the Albert landing page (albert.nyu.edu) or as a student you can access the course search via the link in the shopping cart section on the home page of your Albert Student Center

Due to required system maintenance, Albert and Albert Mobile will be unavailable from Friday, October 12th at 9:00pm ET until Saturday, October 13th at 9:00am ET. We apologize for any inconvenience this may cause.



## Shopping Cart (Potential / Pending Courses) - Fall 2018

Your Shopping Cart is empty. Visit the **Course Search** to add classes.

Course Search [Help](#)

Academic Year 2016-2017 Academic Year 2017-2018 Academic Year **2018-2019**

Search through:  
Subject, Catalog Number, Title & Instructor Names Search Course Description (may take a while to process) Search

Center for Urban Science and Progress	School
Ctr for Urban Sci and Progress (CUSP-GX)	
College of Arts and Science	
Advanced Honors Seminars (AHSEM-UA)	
American Studies - Social and Cultural Analysis (SCA-UA_2)	
Anthropology (ANTH-UA)	
Asian/Pacific/American Studies - Social and Cultural Analysis (SCA-UA_3)	
CAS Scholars Program (SCHOL-UA)	
Child/Adoles Mental Hlth Stds (CAMHS-UA)	
Classics (CLASS-UA)	
Collegiate Seminar Program (COSEM-UA)	
Computer Science (CSCI-UA)	
Cultural Foundations I (CFI-UA)	
East Asian Studies (EAST-UA)	
Engineering Pgm with Stevens (STVNS-UA)	
Environmental Studies (ENVST-UA)	
Expository Writing (EXPOS-UA)	
First-Year Seminars (FYSEM-UA)	
Freshman Seminars (FRSEM-UA)	
German (GERM-UA)	
Hamilton Program (ALHAM-UA)	
Africana Studies - Social and Cultural Analysis (SCA-UA_1)	
Animal Studies (ANST-UA)	
Art History (ARTH-UA)	
Biology (BIOL-UA)	
Chemistry (CHEM-UA)	
Child/Adoles Mental Hlth Stds (CAMS-UA)	
College Core Curriculum (CORE-UA)	
Comparative Literature (COLIT-UA)	
Creative Writing (CRWR-UA)	
Dramatic Literature (DRLIT-UA)	
Economics (ECON-UA)	
English (ENGL-UA)	
European and Mediterranean Studies (EURO-UA)	
First-Year Cohort Meeting (COHRT-UA)	
French (FREN-UA)	
Gender & Sexuality Studies - Social	

Uncheck all boxes for all terms

Fall 2018

January 2019

Session

Class Units

Academic Career

Component

Instruction Mode

Course Location/Study Away Site

## Step 2.

Use the filters on the right to narrow your search. Once you select a term, more filters will become available. Additionally, once you select a subject, more filters will be available.

Note that at the top you can also select the academic year.

### Step 3.

To go back, click the  
Return to browse by  
subject link

Search through:  
Subject, Catalog Number, Title  
& Instructor Names  
Search

Course Description  
(may take a while to process)  
Search

Return to browse by subject

1 - 7 results for: BIOL-SHU | Total Class Count: 9

#### BIOL-SHU 22 Foundations of Biology II

Prerequisites: MATH-SHU 121 Calculus or MATH-SHU 201 Honors Calculus AND BIOL-SHU 21 Foundations of Biology I

NYU Shanghai

Click here to learn more: | Term/s Filter: Fall 2018

#### Fall 2018

BIOL-SHU 22 | 3 units | **Class#:** 18676 | **Session:** SH 09/03/2018 - 12/14/2018 | **Section:** 001  
**Class Status:** Open | **Grading:** Ugrd Shanghai Graded | **Instruction Mode:** In-Person  
**Course Location:** Shanghai | **Component:** Lecture  
09/03/2018 - 12/14/2018 Tue,Thu 9.45 AM - 11.00 AM at PDNG 211 with Kang, Jungseog  
**Notes:** This course satisfies the following: Core Curriculum: ED; FoS for Science & Math & Honor Math Majors; DS concentration in Genomics.  
Visit the [Bookstore](#)

BIOL-SHU 22 | **Class#:** 18728 | **Session:** SH 09/03/2018 - 12/14/2018 | **Section:** 002  
**Class Status:** Cancelled | **Grading:** Ugrd Shanghai Graded | **Instruction Mode:** In-Person  
**Course Location:** Shanghai | **Component:** Recitation  
09/03/2018 - 12/14/2018

Visit the [Bookstore](#)

BIOL-SHU 22 | **Class#:** 21016 | **Session:** SH 09/03/2018 - 12/14/2018 | **Section:** 003  
**Class Status:** Wait List (0) | **Grading:** Ugrd Shanghai Graded | **Instruction Mode:** In-Person  
**Course Location:** Shanghai | **Component:** Recitation  
09/03/2018 - 12/14/2018 Fri 11.15 AM - 12.30 PM at PDNG 309 with Lu, Xiaoi

Visit the [Bookstore](#)

Once you have  
selected a subject,  
click the arrow icon to  
expand a course to  
view the details and  
when it is typically  
offered

School  
NYU Shanghai

Terms Offered  
Uncheck all boxes for all terms  
 Fall 2018  
 January 2019

Session

Class Units

Academic Career

Component

Instruction Mode

Open/Closed/Wait List Classes

Course Location/Study Away Site

Time Offered

Days Offered

# The Shopping Cart

It 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.

## Shopping Cart (Potential / Pending Courses) - Fall 2018

Your Shopping Cart is empty. Visit the [Course Search](#) to add classes.

### Step 1.

Click course search

### Step 2.

If you know the class number enter it here

The screenshot shows the 'Shopping Cart (Potential / Pending Courses) - Fall 2018' interface. At the top, a message states 'Your Shopping Cart is empty. Visit the [Course Search](#) to add classes.' An orange circle highlights the 'Course Search' link, with an arrow pointing to the 'Step 1' instruction 'Click course search'. Below this, the 'Add to Cart' section has a text input field labeled 'Enter Class Nbr' and a green 'ENTER' button. An orange arrow points from the 'Step 2' instruction 'If you know the class number enter it here' to this input field. To the right, the text 'Otherwise, click here to search' has an orange arrow pointing to the 'SEARCH' button. Below the 'Add to Cart' section, the 'Find Classes' section has three radio buttons: 'Class Search' (selected), 'My Requirements', and 'My Planner'. The 'SEARCH' button is highlighted with an orange box and an orange arrow from the 'Step 2' instruction. At the bottom right, there is a green button labeled 'PROCEED TO STEP 2 OF 3'. The shopping cart itself is empty, with a message 'Your enrollment shopping cart is empty.'

PROCEED TO STEP 2 OF 3

# Course Search

Help

[Return to Add Classes](#)

Academic Year    Academic Year    Academic Year

2016-2017    2017-2018    2018-2019

Search through:

Subject, Catalog Number, Title  
& Instructor Names

Course Description  
(may take a while to process)

SEARCH

SEARCH

College of Arts and Science

- Advanced Honors Seminars (AHSEM-UA)
- African Studies - Social and Cultural Analysis (SCA-UA\_1)
- American Studies - Social and Cultural Analysis (SCA-UA\_2)
- Animal Studies (ANST-UA)
- Anthropology (ANTH-UA)
- Art History (ARTH-UA)
- Asian/Pacific/American Studies - Social and Cultural Analysis (SCA-UA\_3)
- Biology (BIOL-UA)
- CAS Scholars Program (SCHOL-UA)
- Chemistry (CHEM-UA)
- Child/Adoles Mental Hlth Stds (CAMS-UA)
- Classics (CLASS-UA)
- College Core Curriculum (CORE-UA)
- Comparative Literature (COLIT-UA)
- Computer Science (CSCI-UA)
- Creative Writing (CRWRI-UA)
- Dramatic Literature (DRLIT-UA)
- East Asian Studies (EAST-UA)
- Economics (ECON-UA)
- English (ENGL-UA)
- Environmental Studies (ENVST-UA)
- European and Mediterranean Studies (EURO-UA)
- Expository Writing (EXPOS-UA)
- First-Year Seminars (FYSEM-UA)
- First-Year Cohort Meeting (COHRT-UA)
- Gender & Sexuality Studies - Social and Cultural Analysis (SCA-UA\_4)
- French (FREN-UA)
- Hebrew & Judaic Studies (HBRJD-UA)
- German (GERM-UA)
- History (HIST-UA)
- Hellenic Studies (HEL-UA)
- Irish Studies (IRISH-UA)
- International Relations (INTRL-UA)
- Italian (ITAL-UA)
- Journalism (JOUR-UA)
- Latino Studies - Social and Cultural Analysis (SCA-UA\_5)

- ▼ School
- Enrolling for: Fall 2018
- ▶ Session
- ▶ Class Units
- ▼ Academic Career
  - Undergraduate
- ▶ Component
- ▶ Instruction Mode
- ▼ Open/Closed/Wait List Classes
- ▶ Course Location/Study Away Site

## Step 3.

The same way you do on the public course search.

# Validate Class

Click [here](#) for the instruction on NYU website.

MATH-SHU 142-001 Lecture ● Open  
 MATH-SHU 142-002 Recitation ● Open  
 Session Shanghai  
 Career Undergraduate

## Enrollment Information

- Prereq for MATH-SHU 142 IS MATH-SHU 141

Wait List  Wait list if class is full

Permission Nbr

Grading Ugrd Shanghai Graded

Units 4.00

CANCEL

NEXT

For the class requiring the permission of instructor, you need to get a permission Nbr from Registrar first and validate the class

## Note.

Check the waitlist when you add a class. If you are not able to enroll in the class, you will be added into waitlist spontaneously.

### Step 1.

Click Validate/ Enroll/ Edit button

## Shopping Cart (Potential / Pending Courses) - Fall 2018

Course (Units)	Instructor	Location	Time	Day	Messages	Permission
EXLI-SHU 9301 (4/UIG)	Ro	SH 1555 Century Ave, Rm 303 Loc:	5:30 PM - 8:30 PM	Tu		

Course Search

Validate / Enroll / Edit

WRIT-SHU 101-15 (23514) TuTh 1:45PM - 3:00PM TBA Loc: Shanghai Staff 4.00 ●

for selected

### Step 2.

Click validate button

### Step 3.

Click finish enrolling to finish enrolling and review the message.

✔ OK to Add

✘ Potential Problem

Description	Message	Status
WRIT-SHU 101	Hold on record, Add not processed. There is a hold on this record, preventing the add from being processed. The hold must be removed to process the add transaction.	<span style="color: green;">✔</span>

SHOPPING CART

# SWAP

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 await list. 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. Current credit load limit in NYU shanghai is 18. If you want to overload, you can contact your academic advisor.

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.

Click [here](#) for the instruction on NYU website.

## **Step 1.**

Click Swap button

ENGL-SHU 100Q 1 (4)	Daniels	SH 1555 Century Ave, Rm 602 Loc:Shanghai	11:15 AM - 12:30 PM	TuTh	9/3/2018		
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Edit

Edit Swap

Drop

Swap

Swap This Class

With This Class

### Step 2.

Swap this class with that class.  
Choose the class you want

Select from your schedule

Search for Class

SEARCH

----- OR -----

Select from Shopping Cart

SELECT

----- OR -----

Enter Class Nbr

ENTER

▶ [My Fall 2018 Class Schedule](#)

FINISH SWAPPING

### Step 3.

Click on the finfish button.  
Review it.

✔ Success: Classes were swapped    ✘ Error: Unable to swap class

Class	Message	Status
Swap ARTH-UA 1 with JOUR-UA 101	Success: This class has been replaced.	✔

# Edit Swap

If you are waitlisted for a course that you want to enroll in, then you can use the Edit Swap function to move from an already-enrolled course into the waitlisted course should a space open up for you.

For instance: You are waitlisted in PSYC-SHU 101 and you really want to enroll in this course, but you also want to make sure you have a full course load so you enroll in another alternative course, SOCS-SHU 170. Then you can set up the Edit Swap which would automatically drop you from SOCS-SHU 170 in the event that a space opened for you in PSYC-SHU 101.

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.

Click [here](#) for the instruction on NYU website.

ENGL-SHU 100Q 1 (4)	Daniels	SH 1555 Century Ave, Rm 602 Loc:Shanghai	11:15 AM - 12:30 PM	TuTh	9/3/2018		
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[Edit](#) [Edit Swap](#) [Drop](#) [Swap](#)

## ***Step 1.***

Click Edit Swap button

# Drop Class

Click [here](#) for the instruction on NYU website.

## Step 1.

Click Drop button

ENGL-SHU 100Q 1 (4)	Daniels	SH 1555 Century Ave, Rm 602 Loc:Shanghai	11:15 AM - 12:30 PM	TuTh	9/3/2018		
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## Step 2.

Click Finish Drop button after pick the class

Click the Finish Dropping button

Class	Description	Days/Times	Room	Instructor	Units	Status
INVST-UA 323-001 (18439)	Introduction to Marine Ecology (Lecture)	TuTh 2:00PM - 3:15PM	TBA		4.00	✓

## Step 3.

Review the message

✓ Success: dropped

✗ Error: unable to drop class

Class	Message	Status
INVST-UA 323	Success: This class has been removed from your schedule.	✓

# Waitlist

Click [here](#) for the instruction on NYU website.

Spring 2018
Summer 2018

## Shopping Cart (Potential / Pending Courses) - Spring 2018

Course (Units)	Instructor	Location	Time	Day	Messages	Permission
CORE-UA 9722 (4/UAG)	Powers	Bldg: 6 Bedford Sq Room: G04 Loc:	1:00 PM - 5:00 PM	Mo		

🔍 Course Search

Validate / Enroll / Edit

## Enrolled Courses - Spring 2018

Course (Units)	Instructor	Location	Time	Day	Start Date	Eval
POL-UA 9540 L01 (4)	Segal	Bldg: 6 Bedford Sq Room: 303 Loc:NYU London (Global)	1:00 PM - 4:00 PM	We	1/29/2018	🗨️
POL-UA 9741 L01 (4)	Newman	Bldg: 6 Bedford Sq Room: 105 Loc:NYU London (Global)	9:00 AM - 12:00 PM	Th	1/29/2018	🗨️
L. Laboratory L03	Whitehead	TBA	10:00 AM - 12:00 PM	We	1/29/2018	🗨️
PHYS-UA 9012 L01 (5)	Whitehead	Bldg: 6 Bedford Sq Room: 101 Loc:NYU London (Global)	9:00 AM - 12:00 PM	Tu	1/29/2018	🗨️
L. Recitation L06	Zochowski	Bldg: 6 Bedford Sq Room: 305 Loc:NYU London (Global)	4:00 PM - 5:00 PM	Th	1/29/2018	🗨️

Edit

Edit Swap

Drop

Swap

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## Waitlist Courses

Course (Units)	Status	Position	Instructor	Location	Time	Day	Start Date
POL-UA 9514 L01 (4)	Waiting	2	Kelly	Bldg: 6 Bedford Sq Room: 105 Loc:NYU London (Global)	1:00 PM - 4:00 PM	Tu	1/29/2018

📖 Legend
📅 Weekly Schedule
📖 Bookstore
📄 Download Schedule