**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

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**Welcome to Albert!**

NYU’s Student Information System

- **To Do (0)**
- **Holds (2)**
  - Advisor Approval Required Fall 2018
  - College Board Profile Required
- **Enrollment Dates**
  - Enrollment Appointment
  - You may begin enrolling for the January 2019 term on October 15, 2018 at 00:00 AM ET

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

Click links to view your Use the holds

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**Finances to view**

- Bursar and Financial Aid Information

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**Click details link to view your Registration Appointment dates**
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.** 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.

**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.

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

<table>
<thead>
<tr>
<th>BIOL-SHU 22 Foundations of Biology II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisites: MATH-SHU 121 Calculus or MATH-SHU 201 Honors Calculus AND BIOL-SHU 21 Foundations of Biology I</td>
</tr>
</tbody>
</table>

NYU Shanghai

**Click here to learn more: | Terms Filter: Fall 2018**

**Fall 2018**

<table>
<thead>
<tr>
<th>BIOL-SHU 22</th>
<th>3 units</th>
<th>Class#: 18878</th>
<th>Session: SH 09/03/2018 - 12/14/2018</th>
<th>Section: 001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Status: Open</td>
<td>Grading: Ugd Shanghai Graded</td>
<td>Instruction Mode: In-Person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Location: Shanghai</td>
<td>Component: Lecture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/03/2018 - 12/14/2018 Tue. Thu. 4:45 AM - 11:00 AM at PDNG 211 with Kang, Jungseog</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes: This course satisfies the following Core Curricula: ED, FoS for Science &amp; Math &amp; Honor Math Majors, DS concentration in Genomics.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visit the Bookstore</td>
<td></td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>BIOL-SHU 22</th>
<th>3 units</th>
<th>Class#: 18728</th>
<th>Session: SH 09/03/2018 - 12/14/2018</th>
<th>Section: 002</th>
</tr>
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<tbody>
<tr>
<td>Class Status: Cancelled</td>
<td>Grading: Ugd Shanghai Graded</td>
<td>Instruction Mode: In-Person</td>
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</tr>
<tr>
<td>Course Location: Shanghai</td>
<td>Component: Retraction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/03/2018 - 12/14/2018</td>
<td></td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>BIOL-SHU 22</th>
<th>3 units</th>
<th>Class#: 21016</th>
<th>Session: SH 09/03/2018 - 12/14/2018</th>
<th>Section: 003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Status: Wait List (0)</td>
<td>Grading: Ugd Shanghai Graded</td>
<td>Instruction Mode: In-Person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Location: Shanghai</td>
<td>Component: Retraction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/03/2018 - 12/14/2018 Fri. 11.15 AM - 12.30 PM at PDNG 309 with Lu, Xiaoyi</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
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.

**Step 1.**
Click course search

**Step 2.**
If you know the class number enter it here.

Otherwise, click here to search
Step 3.

The same way you do on the public course search.
Validate Class

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

**Step 1.**
Click Validate/ Enroll/ Edit button.

**Step 2.**
Click validate button.

**Step 3.**
Click finish enrolling to finish enrolling and review the message.
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 2.
Swap this class with that class.
Choose the class you want.

Step 3.
Click on the finish button.
Review it.
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.
Drop Class

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

**Step 1.**
Click **Drop** button

**Step 2.**
Click **Finish Dropping** button after picking the class

**Step 3.**
Review the message
Waitlist

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

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

<table>
<thead>
<tr>
<th>Course (Units)</th>
<th>Instructor</th>
<th>Location</th>
<th>Time</th>
<th>Day</th>
<th>Messages</th>
<th>Permission</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE-UA 9722 (4/UA6)</td>
<td>Powers</td>
<td>Bldg: 6 Bedford Sq; G04 Loc:</td>
<td>1:00 PM - 5:00 PM</td>
<td>Mo</td>
<td></td>
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**Enrolled Courses - Spring 2018**

<table>
<thead>
<tr>
<th>Course (Units)</th>
<th>Instructor</th>
<th>Location</th>
<th>Time</th>
<th>Day</th>
<th>Start Date</th>
<th>Eval</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOL-UA 9640 L01 (4)</td>
<td>Segal</td>
<td>Bldg: 6 Bedford Sq; Room 301 LocNYU London (Global)</td>
<td>1:00 PM - 4:00 PM</td>
<td>We</td>
<td>1/29/2018</td>
<td></td>
</tr>
<tr>
<td>POL-UA 9741 L01 (4)</td>
<td>Newman</td>
<td>Bldg: 6 Bedford Sq; Room 105 LocNYU London (Global)</td>
<td>9:00 AM - 12:00 PM</td>
<td>Th</td>
<td>1/29/2018</td>
<td></td>
</tr>
<tr>
<td>L. Laboratory L03</td>
<td>Whitehead</td>
<td>TBA</td>
<td>10:00 AM - 12:00 PM</td>
<td>We</td>
<td>1/29/2018</td>
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</tr>
<tr>
<td>PHYS-UA 9012 L01 (5)</td>
<td>Whitehead</td>
<td>Bldg: 6 Bedford Sq; Room 101 LocNYU London (Global)</td>
<td>9:00 AM - 12:00 PM</td>
<td>Tu</td>
<td>1/29/2018</td>
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<tr>
<td>L. Recitation L06</td>
<td>Zochowski</td>
<td>Bldg: 6 Bedford Sq; Room 305 LocNYU London (Global)</td>
<td>4:00 PM - 5:00 PM</td>
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</table>

**Waitlist Courses**

<table>
<thead>
<tr>
<th>Course (Units)</th>
<th>Status</th>
<th>Position</th>
<th>Instructor</th>
<th>Location</th>
<th>Time</th>
<th>Day</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOL-UA 9614 L01 (4)</td>
<td>Waiting</td>
<td>2</td>
<td>Kelly</td>
<td>Bldg: 6 Bedford Sq; Room 105 LocNYU London (Global)</td>
<td>1:00 PM - 4:00 PM</td>
<td>Tu</td>
<td>1/29/2018</td>
</tr>
</tbody>
</table>

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Legend: Weekly Schedule, Bookstore, Download Schedule