Registering for Summer Study Away Courses

Important notes concerning registration:

- NYU Students must get advisor clearance before registering. (There is a hold on your account until you do so.)
- All undergraduate students must register for 8 – 10 credits.
- Pay close attention to academic requirements listed on your program’s website & all Albert course notes.
- If registering for a language course, select one that matches your skill level. If you have not taken a university course in the language you will be studying while on the program, and are not an absolute beginner, please take the online language placement exam available at [https://www.nyu.edu/cas/flpexam](https://www.nyu.edu/cas/flpexam). If you are unable to register on Albert for an advanced language course but are a native speaker or feel that you have satisfied the prerequisites please write to global.academics@nyu.edu to request a permission number (after taking the placement exam or otherwise providing proof of your eligibility.)
- Final course placement is NOT guaranteed. Your course selections will be reviewed by the program director. In certain situations, such as low enrolled courses, or a re-assessment of your language level, your registration may be changed. (You will be contacted if a change is needed.)
- Please note that after initial registration you will not be able to change your schedule via Albert. If you need to make a change or require other registration assistance, please email global.academics@nyu.edu.

Albert Instructions

All students register for courses using Albert (NYU’s Student Information System). Albert can be accessed through [NYU Home](https://www.nyu.edu), or by going directly to [albert.nyu.edu](https://albert.nyu.edu). If needed, further Albert instructions are provided on the next page. When using the Albert course search – accessed via the student center on Albert or by going directly to [albert.nyu.edu/course-search](https://albert.nyu.edu/course-search) – find your program’s courses by selecting the appropriate academic year (tabs at top), term and your site from the drop down to the right under Course Location/Study Away Site. Please note that while you may see courses from other schools, only the courses listed under [College of Arts and Sciences](https://www.nyu.edu/cas) are part of the CAS Summer Abroad programs.

Study Away courses in the Albert course search:
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More Detailed Instructions for Visiting Students

To register, you need to Log In to NYU Home using your NYU NetID and password. Information about how to set up NYU Home was emailed to you back when you applied so that you could view the status of your application – please look for that email to remind you what your NetID and NYU N Number are (and mark this down somewhere so you can refer to it again!). Your NetID and NYU N Number can also be found in your acceptance email. Here’s a quick recap:

· Your NetID is used to sign in to systems at NYU. To activate your NetID and set your password, go to the NYU Information Technology Services (ITS) “Start” page (http://start.nyu.edu). Enter your NetID, click on the “Start” button and follow the online instructions. To complete the process, you will also need your date of birth and the University ID number (also known as your N number) assigned to you.

· Sign in to your NYUHome service (http://home.nyu.edu). NYUHome is a portal of entry for applicants and students to access NYU services online. Your username for your NYUHome account is your NetID, and your password is the one you have created. Please note: your NetID and password are case sensitive.

Once you have logged in to NYU Home, you will need to click on the “Academics tab” and then on “Albert Login.” From there, you will want to click on “Student Center”, and then click on Enrollment (see images on next page.)

At this point, you will need to find your courses via the Albert Course search tool (remember to click on your study abroad program as shown above using the drop down menu on the right hand side of the page.) Find the class number by clicking on the “click here to learn more” icon under the relevant course. Enter the class number in the class number field and click submit to process your enrollment request. Need more help? View the Registrar’s Albert for Students Guide.

If you forgot your net ID or N number and cannot locate the email that was sent to you with that information, please contact our offices at 212-998-4433 (remember, we are open 9am – 5pm, Monday through Friday). If you forgot your password, please follow the instructions to reset it through NYU Home (we cannot reset passwords for you here.)
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Welcome to Albert
Welcome to Albert, the gateway to access your records in NYU's Student Information System (SIS). Continue on to the Student Center to access your registration, bursar & financial aid records.

NYU Albert Mobile

Albert Mobile now has a new streamlined look with additional features, including:
- View access to student financial information and account activity
- Ability to register for classes
- Access to submit term withdrawals
- Additional access for guest users
- And lots more...

Go to Albert Mobile or click the button above to take a look at these enhancements! We also encourage you to share feedback by completing the survey.

STUDENT CENTER