

# STUDENT SERVICES

## Graduate Registration Checklist

The Graduate Registration Checklists outlines steps students should take to properly plan for registration. Students are encouraged to review this checklist a month prior to registration as soon as courses are viewable in Albert. The Graduate Registration Checklist is included on the first tab of each Planning Checklist.

**1. Read all emails from GPH Registration:** We send out important emails about registration, how to get the advisor hold lifted, course updates, etc. from GPH Registration. Students should read them carefully.

**2. Clearing holds:** Look in the Student Center in Albert under "Check Enrollment Status" to see there are any holds. Students may click on any hold to see a description of it. Common holds which will prevent students from registering include:

**Bursar's hold** – there is a balance on the student account which needs to be resolved. Questions about Bursar holds may be directed to [bursar.studentaccounts@nyu.edu](mailto:bursar.studentaccounts@nyu.edu).

**Missing credentials hold** – this will appear when a student has not submitted their final official undergraduate college e-transcript by the time the registration for the second semester arrives. Students should submit a request to their undergraduate institution to send it to [gph.admissions@nyu.edu](mailto:gph.admissions@nyu.edu) and follow up with them soon after to make sure it was received.

**Advisor hold** – all MPH and MS students have this –see below for further information.

**3. Use the planning checklist and schedule to plan:** Review the relevant concentration course schedule and planning checklist (<https://publichealth.nyu.edu/programs/courses/registration/>) to see which courses to register for in any particular semester. Students should make sure to look at the correct tab within the checklist (full-time, part-time, online, etc). Note that certain courses are not offered every semester and some have pre-requisites. On the schedule, students should review the Prerequisites and Notes section of the course schedule for important information.

**4. MPH and MS Students must get cleared to register:** This step is for continuing students only (*incoming students may disregard*). To do so, carefully read through and complete the Registration Clearance form that is sent out when courses are viewable in Albert. Students may check the Graduate Advising page (<https://publichealth.nyu.edu/students/current/academic-services/#advising>) to see who advises which student population. MPH and MS students will not be able to register until they are cleared by their program advisor. **MA students** are encouraged to meet with their faculty advisor each semester, and are required to do so if registering for Bioethics Practicum, a Philosophy course, a Law School course, or an unapproved GPH elective. **Public Health Nutrition students who are pursuing the DPD** (Didactic Program in Dietetics) may reach out to Lauren Berube ([lt1169@nyu.edu](mailto:lt1169@nyu.edu)) for DPD advisement.

**5. Check the Enrollment Appointment:** All graduate students register on the first day of registration. The Enrollment Appointment time depends on the number of *credits earned* and then they are spread out across several time periods. Students should check their appointment on the main page when logging into Albert. If no appointment is listed, students can email [registration@nyu.edu](mailto:registration@nyu.edu).

**6. Course numbers vs. class numbers:** Course numbers are the prefix of a course (ex: GPH-GU 2106 is the course number for Epidemiology). Class numbers are the numbers *used to enroll in a course* in Albert. They are noted in blue in column "J" on the schedules (<https://publichealth.nyu.edu/programs/courses/registration/>).

**7. Review how to register:** We encourage all students to review how to register. Please check the "Registration Quick Links" (<https://publichealth.nyu.edu/programs/courses/registration-schedules/>) to view brief instructional videos and text below it. **TIP:** the easiest way to find a course on Albert is go to the relevant concentration or program schedule on the same page of our website (<https://publichealth.nyu.edu/programs/courses/registration/>), scroll to column "J" in the schedule where there is the relevant class number (indicated in blue) and enter it into the box in Albert where it says "Enter Class nbr". Review the schedule carefully, as it has information about pre-requisites, restrictions, etc.

**8. Validate your courses prior to registration:** Albert allows students to select and add courses to the cart prior to registration to make sure there are no conflicts or any other issues. To do so, add courses to the cart and click "Validate/Enroll/Edit". Then follow the rest of these instructions (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/albert-help/training/students/registration/validate.html>). **NOTE:** *putting a course into your cart does not guarantee a spot –you must click "Finish Enrolling" to complete the registration process.*

**9. Register on Day 1:** To avoid being closed out of a specific course or section, students should register at their Enrollment Appointment or soon after (we strongly recommend registering the first day of registration), as to avoid being closed out of courses.

**10. Enrollment Mismatch alert:** After registering, an enrollment mismatch may occur if the number of credits that a student is currently registered for is not equal to or greater than the number of credits the student's financial aid award is based on. Students can follow the instructions outlined on this website ([https://nyu.service-now.com/sp/?id=kb\\_article&sysparm\\_article=KB0016606&sys\\_kb\\_id=6e7b04b1db1c9b041213](https://nyu.service-now.com/sp/?id=kb_article&sysparm_article=KB0016606&sys_kb_id=6e7b04b1db1c9b041213)) to clear the enrollment mismatch.

## Planning Checklists

MPH, MS, DrPH, and PhD students all have planning checklists to plan and track courses throughout their time at GPH. Planning checklists are organized on the Registration & Schedules (<https://publichealth.nyu.edu/programs/courses/registration-schedules/>) page by concentration/program and matriculation date. Students should make sure they are using the correct checklist to plan for registration.

## Getting Cleared to Register

Continuing MPH and MS students must be cleared to register. Incoming students will automatically be cleared prior to registration. Students will be sent information about registration which will include a link to the Registration Clearance Form. In order to have the advisor hold lifted, students must complete their Planning Checklist and do one of the following:

- **OPTION 1:** You **do not have any questions** and know what you need to take next semester. Your advisor will review your checklist and will lift your advisor hold before registration begins or reach out to you if changes to your class schedule needs to be made.

- **OPTION 2:** You have a quick question that you want to ask your program advisor. You will be prompted to input your question in the form for your advisor to review and get back to you via email or you can attend your **advisor's drop-in hours** to ask the question!
- **OPTION 3:** You have a complex question and want to schedule a meeting with our advisor. We highly encourage you to still attend drop-in hours for the purpose of getting clearance for registration. If you need to speak with your advisor about other questions, you can still schedule a meeting with them via NYU Connect.

## Registration Quick Links

Incoming and current students should review the following registration quick links prior to registering. On each page, there are brief instructional videos as well as images and text to walk students through every aspect of the registration process including how to:

- Use the Course search (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/albert-help/training/students/registration/course-search.html>)
- Add and Validate Classes (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/albert-help/training/students/registration/add.html>)
- Enroll in Classes (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/albert-help/training/students/registration/Enroll.html>)
- Use Waitlists (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/albert-help/training/students/registration/waitlists.html>)
- Drop Classes (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/albert-help/training/students/registration/drop.html>)
- Swap Classes (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/albert-help/training/students/registration/swap.html>)
- Edit Swap (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/albert-help/training/students/registration/edit-swap.html>)
- Edit Enrollment (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/albert-help/training/students/registration/edit-enrollment.html>)
- Class Withdrawal (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/albert-help/training/students/registration/request-class-withdrawal.html>)

## Add/Drop Deadlines

Each semester, there is an add/drop period where students can adjust their schedules without penalty. In the Fall and Spring, this period is 2 weeks long. In January and Summer terms, the period is shorter. Specific semester add/drop deadlines may be found on the NYU Academic Calendar. (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/academic-calendar.html>)

## Refunds and Withdrawal Schedules

After the add/drop period in each semester, students may still withdraw from a course, but there are financial and academic penalties. After the close of the add/drop period, no refund is granted unless a student is

completely withdrawing from all courses. The refund and withdrawal schedule may be found by going to the Dropping Classes/Semester Withdrawal Page (<https://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds/refunds-and-withdrawals/dropping-classes.html>) --> click on the relevant semester --> click on "graduate".