

# REGISTRATION

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## Registrar's Office

The NYU Shanghai Registrar's office provides academic services and information on registration throughout the year. Any student with a question or problem is invited to come to the Registrar's office at N928 for assistance or to view its website at [shanghai.nyu.edu/academics/registration](http://shanghai.nyu.edu/academics/registration) (<http://shanghai.nyu.edu/academics/registration/>). Office hours are weekdays from 9:00 a.m. to 11:30 a.m. and 1:00 p.m. to 5:30 p.m.

Students can complete their initial registration through Albert, NYU's online registration system, at [home.nyu.edu](http://home.nyu.edu) (<http://home.nyu.edu>). Students can also use Albert to make later adjustments to their schedule.

## New Students

Newly admitted students will complete an online academic advising module early in the summer to prepare for upcoming registration and course selections. A few weeks before registration, students will be assigned an academic advisor, with whom they can meet individually to discuss their class schedule, course planning, and any academic questions they may have. Additional summer advising programs will be hosted to support new students' academic transition to college.

## Continuing Students

Students currently enrolled in NYU Shanghai register in November for the spring term and in April for the fall term. Before registering, students should plan a provisional schedule and put it in the "shopping cart" function of Albert. They should also discuss their program and courses with their advisor, who then clears them for registration. Students may use the "validate" function in Albert to validate all of the courses they would like to enroll in before their appointed registration time. At the appointed time or thereafter, students access Albert to finalize the course enrollment process. Students should complete registration by paying their tuition and fees. Online tuition statements and payment options are available through the Office of the Bursar. Students are also responsible for clearing other registration holds such as library holds.