Global Liberal Studies

Class of 2021
Student Registration Guide

Guide to Fall Semester 2017 Registration
(New York)
Welcome

Congratulations on your acceptance to the NYU Class of 2021! This handbook will serve as your guide for Fall 2017 registration, and a useful reference for the future. It includes important registration information, curriculum guidelines, advisor contacts and other details about the first-year experience in Global Liberal Studies.

Please be sure to thoroughly review this guide prior to registration on Tuesday, June 6th. You will also find more information and updates on the Liberal Studies Advising Website.

We are very excited to welcome you into the Liberal Studies community!

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What Should I Do Now?

Registration Checklist

Registration for first-year students in Global Liberal Studies opens on **Tuesday, June 6th**. Your registration eligibility will not be activated before that date, but you will need to check for your specific registration appointment time in the Albert Student Center, accessed through your NYUHome portal. Please complete the following checklist well before the registration date so you are prepared for registration:

- **Step 1: Activate your Net ID by May 24th**
  - [ ] Activate your NYU Net ID online at [http://start.nyu.edu](http://start.nyu.edu)
  - [ ] If you encounter problems, please contact ITS Client Services at (212) 998-3333 or by email at AskIT@nyu.edu.

- **Step 2: Review the Albert Registration Guide before June 1st**
  - [ ] Albert is the student information system at NYU, accessed through your NYUHome portal. To learn more about registration procedures through Albert, either review the visual guide offered here, or watch the brief video tutorial here at [www.nyu.edu/registrar/sis/student-center-training/](http://www.nyu.edu/registrar/sis/student-center-training/)

- **Step 3: Mark your calendar for the Global Liberal Studies Registration Webinar**
  These sessions will review the important details in registering for classes at NYU, and answer some common questions for new students. You will have the opportunity to submit questions live for academic advisors!

  Global Liberal Studies Registration Webinar
  Thursday, June 1st from 6:30-7:30pm EST
  [Register here](http://example.com/register)

- **Step 4: Before June 6th, using Albert Course Search, draft a schedule of the four classes you plan to take in the fall semester.**
  The NYU Albert Course Search provides the most comprehensive scheduling information for classes, including the specific Class # needed in order to register online for a particular section of a course. For further description though, refer to the [Global Liberal Studies Advising website](http://example.com/advising). As a reminder, most students register in 4 total courses (including 3 requirements from Liberal Studies). The fourth course should fulfill a general education requirement (such as natural science, foreign language or Global Cultures); or a general elective. As you search, note the 3 GLS requirements mentioned below will be listed under Liberal Studies.

  ___ Global Writing Seminar, GWS-UF 101 (Required)
  ___ Cultural Foundations I, CFI-UF 101 (Required)*
  ___ Social Foundations I, SFI-UF 101 (Required)*
  ___ AND a fourth class; for assistance, consult with your academic advisor and refer to the appropriate section in this registration guide

  *The 3 GLS required classes are found under **Liberal Studies** in the Albert Course Search. Please note you will need to register for the GLS-specific sections of Cultural and Social Foundations. This will be indicated in the course notes as “**GLS Only**.” You will not be able to enroll in an LS Core Program section.

**Some Special Notes & Reminders**

- [ ] We encourage you to balance your schedule by arranging two classes on Mondays & Wednesdays, and the other two classes on Tuesdays & Thursdays, if possible.
- [ ] First-year students are expected to register in four 4-credit classes in the fall semester. Note full-time status at NYU is defined as enrollment in 12-18 credits, and students on average take 16 credits.
- [ ] Some lectures in the College of Arts and Science may have a weekly recitation (RCT) associated with it. If so, you are required to register for both the lecture and a corresponding recitation, entering class numbers for both.
Step 5: On June 6th, register in your four classes for Fall 2017 at your designated time or soon afterward
- Registration is through NYUHome. Log into your account at www.home.nyu.edu, and click on the Albert Student Center link in the Academics tab. Once connected to the Student Center, click on the “Enroll” link to register for your courses.
- Follow the instructions provided in the online Albert Guide to search for class listings, and ultimately register for classes when activated on June 6th (or as soon as possible thereafter).

Step 6: Confirm your selections by viewing your class schedule in Albert
- After registering for the fall semester, click on the “My Class Schedule” link under the “Enroll” tab in order to view your detailed schedule.
- Your classes will display in a list format, but you can also click on “Weekly Calendar View” to see your classes in chronological order for the week.

If you encounter difficulties during the registration process, or you have questions related to your requirements for fall semester, please refer to the “Academic Advisor Contacts” on page 3. Identify the academic advisor designated by your last name, and reach out by email or telephone.
Who Can I Contact?

All Global Liberal Studies students are assigned an academic advisor and a faculty mentor. One of the benefits of the GLS degree is that it allows students to take responsibility for their individual academic path and select courses that connect with their interests and objectives. We want you to make informed decisions by establishing relationships with both your academic advisor and with your faculty mentor where you ask questions, listen to advice and thoughtfully consider your options.

Academic Advisor

Academic advisors are professional staff members at NYU who are available to address the full range of your advising-related questions and needs. They have a comprehensive understanding of the university and the resources available to you, and maintain your complete advising record in order to inform appropriate academic decisions. Your academic advisor is available to you by email or telephone throughout the summer to assist with any advising or registration issues. Please refer to the chart below in order to find your assigned academic advisor.

You remain with your academic advisor for your duration in Global Liberal Studies. The academic advisors are located in the Liberal Studies Advising Center, 726 Broadway, 6th Floor, available either by scheduled appointment 9am - 5pm or during designated walk-in hours.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Academic Advisor</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - G</td>
<td>Stephanie Santiago</td>
<td><a href="mailto:stephanie.santiago@nyu.edu">stephanie.santiago@nyu.edu</a></td>
<td>(212) 998-7269</td>
</tr>
<tr>
<td>H - M</td>
<td>Jon White</td>
<td><a href="mailto:jonathon.white@nyu.edu">jonathon.white@nyu.edu</a></td>
<td>(212) 998-7038</td>
</tr>
<tr>
<td>N - Z</td>
<td>Candace Sumner Robinson</td>
<td><a href="mailto:csrobinson@nyu.edu">csrobinson@nyu.edu</a></td>
<td>(212) 998-3615</td>
</tr>
</tbody>
</table>

Faculty Mentor

Each GLS student is assigned a member of the full-time faculty as their faculty mentor. Since the transition during first year is so important, all entering students work specifically with the Director of Academic Engagement for GLS. Your faculty mentor will help you make informed decisions related to your academic goals, and help you make the most of the opportunities encountered during your first year. He will discuss transition to the academic context and the life of the mind, and work with you to integrate classroom experience with community-based, study abroad, and co-curricular life experiences. Finally, your faculty mentor will encourage conversations that help you achieve new perspectives.

<table>
<thead>
<tr>
<th>Faculty Mentor</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Philip Kain Director of Academic Engagement GLS First-Year Faculty Mentor</td>
<td><a href="mailto:philip.kain@nyu.edu">philip.kain@nyu.edu</a></td>
</tr>
</tbody>
</table>

Page 3
Advising Groups

Global Liberal Studies Advising Groups offer first-year students the opportunity to establish a small community during orientation and throughout the first semester. The advising groups provide a welcoming and supportive environment through which to build relationships with your peers, your Academic Advisor, and your Student Leaders, in addition to learning important information about advisement and registration. In particular, Advising Groups will help connect students in the following ways:

**Summer Registration**  
Introduction Message May 18th, Registration Opens June 6th  
First-year students in Global Liberal Studies will be introduced to their Advising Groups by their assigned Academic Advisor through email correspondence on May 18, 2017. Registration for the Fall 2017 semester then opens for new students on Tuesday, June 6.

**Global Liberal Studies Orientation**  
August 28th through September 1st  
Orientation for Liberal Studies is scheduled from August 28 – September 1, 2017. Throughout orientation, there will be a variety of events and activities, academic sessions and workshops, and services designed to help students acclimate to Global Liberal Studies and New York City! For information about orientation, as well as other important dates and checklists this summer, visit NYU NextStop.

**Student Leaders**  
The Global Liberal Studies Student Leader program is designed to assist students new to the Washington Square campus with their academic, social, and personal transition by designating helpful upper-level peer mentors to each Advising Group.

**Summer Reading**  
All first-year students in Global Liberal Studies assigned a special reading for the summer months, which will be discussed through the Global Commons (an online GLS forum) during the summer, as well as a group session during orientation week. The selection and more detailed information will be provided in an email message sent in June.
4th Class Options
Global Liberal Studies

This section helps identify some possible options in selecting your fourth course for the fall semester.

Options for the Global Cultures Requirement
- African Cultures, AFGC-UF 101
- Caribbean Cultures, CAGC-UF 101
- East Asian Cultures, EAGC-UF 101
- Latin American Cultures, LAGC-UF 101
- Middle Eastern Cultures, MEGC-UF 101
- South Asian Cultures, SAGC-UF 101

Options for Foreign Languages
If you are interested in registering for a language class, please refer to the foreign language section of this guide on page 9. Contact your advisor with any questions about foreign language requirements.

Options for the Natural Science Requirement
- History of the Universe, HOU-UF 101* (Physical Science)
- Science of Technology, SCTEC-UF 101* (Physical Science)
- Life Science, LISCI-UF 101* (Life Science)
- Environmental Studies, ENSTU-UF 101* (Life Science)

Options for Economics Electives
- Principles of Macroeconomics, ECI-UF 101* (equivalent to CAS Introduction to Macroeconomics, ECON-UA 1)
- Principles of Microeconomics, ECII-UF 102* (equivalent to CAS Introduction to Microeconomics, ECON-UA 2)

Sample Options for Other Electives
- Mathematics
  - Algebra and Calculus, MATH-UA 9
    This class is a prerequisite to Calculus I or Math for Economics I, if you do not place directly into calculus.
  - Calculus I, MATH-UA 121*
  - Mathematics for Economics I, Math UA 211
    In order to register for either Calculus I or Math for Economics I, students must be considered “calculus ready”

A full year of international study is required for all GLS juniors at one of the GLS sites.

GLS has a language study requirement as well as a language proficiency requirement.

Liberal Studies offers four science courses. If you are undecided about the fourth course selection, we encourage you to consider registering for a science class in Liberal Studies. GLS requires two sciences prior to graduation (Physical Science and Life Science), which are generally not offered at the junior year away sites.

If you have AP science credit, you should refer to the Advanced Placement information page 8 in this guide.

Principles of Macroeconomics and Principles of Microeconomics in Liberal Studies are equivalent to Intro Macroeconomics and Intro Microeconomics in CAS. The difference is the smaller class size in Liberal Studies and an additional weekly recitation for CAS.

There is no mathematics requirement in GLS, but some minors require a specific math course. Please consult with your advisor.
4th Class Options (Continued)

Sample Options for Other Electives

- **Human Evolution**, ANTH-UA 2  
  Applicable toward the Life Science requirement

- **Introduction to Macroeconomics**, ECON-UA 1*  
  Equivalent to GLS Principles of Macroeconomics, ECI-UF 101

- **Introduction to Microeconomics**, ECON-UA 2*  
  Equivalent to GLS Principles of Microeconomics, ECII-UF 102

- **Power and Politics in America**, POL-UA 300  
  Applicable toward Politics minor

- **Comparative Politics**, POL-UA 500  
  Applicable toward Politics minor

- **International Politics**, POL-UA 700  
  Applicable toward Politics minor

- **Introduction to Psychology**, PSYCH-UA 1*  
  Applicable toward Psychology minor

And Many More! Consult Listings through the [Albert Course Search](#)!  

GLS students may take electives in other NYU schools open to students across the university. Students should contact their academic advisor for questions related to introductory courses outside of Liberal Studies and CAS.

*AP Credit

Students with AP credit in classes marked with an asterisk (*) should refer to the [Advanced Placement Information for Class Selection](#) on the following page of this guide before registering. And please meet with your advisor at the beginning of the semester to have any eligible AP credits applied toward your degree.
Advanced Placement (AP) Credit Information

In most cases, an AP exam score of 4 or 5 will award advanced standing credits, and may exempt you from specific courses at NYU. Some of the common exemptions are listed below. For a complete list though, refer to the CAS Bulletin (under Advanced Placement Equivalencies), which describes the equivalencies followed by GLS. For other advanced standing examinations, contact your academic advisor.

There are two steps necessary to have AP credits applied to your NYU academic records. First, you must have the scores sent from the College Board to NYU (school code: 2562). After the scores have been sent, schedule an appointment with your advisor to have the AP credits posted to your transcript beginning the third week of the fall semester.

<table>
<thead>
<tr>
<th>AP Test</th>
<th>Score</th>
<th>Class Exempt from</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>4 or 5</td>
<td>Physical and Life Science</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4 or 5</td>
<td>Physical and Life Science</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>4 or 5</td>
<td>Physical Science</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>4 or 5</td>
<td>Economics Principles I/ Intro to Macroeconomics</td>
</tr>
<tr>
<td>Mathematics AB</td>
<td>4 or 5</td>
<td>Calculus I</td>
</tr>
<tr>
<td>Mathematics BC</td>
<td>4</td>
<td>Calculus I</td>
</tr>
<tr>
<td>Mathematics BC</td>
<td>5</td>
<td>Calculus I and II</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>4 or 5</td>
<td>Economics Principles II/ Intro to Microeconomics</td>
</tr>
<tr>
<td>Physics 1 or Physics 2</td>
<td>4 or 5</td>
<td>Physical Science</td>
</tr>
<tr>
<td>Physics 1 AND Physics 2</td>
<td>4 or 5</td>
<td>Physical and Life Science</td>
</tr>
<tr>
<td>Physics B</td>
<td>4 or 5</td>
<td>Physical and Life Science</td>
</tr>
<tr>
<td>Physics C-Mech AND Physics C-E&amp;M</td>
<td>4 or 5</td>
<td>Physical and Life Science</td>
</tr>
<tr>
<td>Physics C-Mech</td>
<td>4 or 5</td>
<td>Physical Science</td>
</tr>
<tr>
<td>Physics C-E&amp;M</td>
<td>4 or 5</td>
<td>Physical Science</td>
</tr>
<tr>
<td>Psychology</td>
<td>4 or 5</td>
<td>Intro to Psychology</td>
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</table>

Advanced Standing Credits: To receive NYU credit for a college course taken at another college, you must receive a grade of B or better. Please note: Not all advanced standing credits replace a course requirement or major requirement, and all grades and scores must be evaluated by the LS Advising Center. To apply advanced standing credits, you must send official copies of your AP scores and/or college transcripts. You can have AP scores sent electronically to NYU by contacting the College Board's AP services at (888) 225-5427 or apexams@info.collegeboard.org. PLEASE DO NOT SEND TRANSCRIPTS OR SCORES TO THE LIBERAL STUDIES OFFICE.
Foreign Language

For any language in which you have no prior background, you should register for the Beginners/Elementary I level. If you have prior language experience, and wish to register for a class higher than the elementary level, you should either:

- Complete the placement exam for that language, or
- Have qualifying scores on AP or IB examinations in that subject, or
- Have a qualifying score on the SAT II exam in that subject

Please note, some common languages where we have large numbers of heritage speakers enrolled at NYU (eg. Chinese) may still require permission or a placement exam to register for Elementary I; please read the specific description of the course for more details. Refer to the guidelines linked below for particular languages in order to determine your next step.

If you wish to enroll in a language class other than those listed, contact your academic advisor for further guidance. And if needed, you can also refer to the administrative directory of departments in CAS, including the foreign language departments.

Arabic
Spanish
French
Mandarin
Hebrew

Italian
Advanced Placement (AP) Note: Students that have scored either 4 or 5 on the Italian Language & Culture exam and wish to continue Italian can enroll in ITAL-UA 30 Advanced Review of Modern Italian.

German
Advanced Placement (AP) Note: If you scored a 4 or 5 on the German Language exam, and you want to enroll in an advanced German class, please contact the Director of Language Programs, andrea.dortmann@nyu.edu, for guidance.

Foreign Language Placement Examination Information

Online exams cannot be used for purposes of exemption, only for placement. Students who score above a minimum level on placement exams will be invited to an in-person exam in order to determine exemption. For a complete list of Foreign Language placement exams, visit http://cas.nyu.edu/page/placementexams.

Many placement examinations are only offered online and can only be taken one time. For placement exams, please visit this page. You will need to have an activated Net ID and password (as noted in Step 1 on page 1).
# GLS Advising Record 2017 – 2018

Note: This worksheet reflects program requirements for students entering Fall 2017. It represents an informal advising record only. Students should consult with an academic advisor about all requirements.

## First Year Fall
- Cultural Foundations I
- Social Foundations I
- Global Writing Seminar
- Elective/Other Degree Requirement

## First Year Spring
- Cultural Foundations II
- Social Foundations II
- Elective/Other Degree Requirement
- Elective/Other Degree Requirement

## Sophomore Year Fall
- Advanced GLS Elective
- Language
- Elective/Other Degree Requirement
- Elective/Other Degree Requirement

## Sophomore Year Spring
- Sophomore Seminar: Approaches
- Sophomore Seminar: Global Topics*
- Language
- Elective/Other Degree Requirement

* May be taken in the spring of first year, or the fall or spring of sophomore year

## Junior Year Fall (Study Away)
- Language
- Advanced Global Topics**
- Experiential Learning
- Elective

## Junior Year Spring (Study Away)
- Language
- Experiential Learning***
- Elective
- Elective

** One semester, taken either term

*** Divided into two components: On Site Experience (2 credits) and Independent Research Seminar (2 credits)

## Senior Year Fall
- Senior Colloquium
- Senior Seminar
- Elective
- Elective

## Senior Year Spring
- Senior Thesis (6 credits)
- Senior Seminar
- Elective
- Elective

## Other Degree Requirements:
- **Physical Science**: History of the Universe, Science of Technology or equivalent
- **Life Science**: Life Science, Environmental Studies, Human Evolution or equivalent
- **Global Cultures**: Usually taken during the first year, options include African Cultures, East Asian Cultures, Caribbean Cultures, Latin American Cultures, Middle Eastern Cultures or South Asian Cultures
- **Language**: GLS has a language study requirement as well as a language proficiency requirement. Students must both attain proficiency through at least the intermediate level and study in the language of their junior year site during each semester abroad. In addition, students must have proficiency through the beginning level (normally courses I/II in a sequence, which may be taught in a single intensive semester) before studying away.

## Junior Year Away:
A full academic year of international study at a GLS site in the junior year is required.

## GLS Residency Requirement:
GLS students are required to spend the fall and spring semesters of both the sophomore and senior year in residence at the New York campus of NYU. Permission to spend any of these semesters in residence at any other site may only be granted by petition, under exceptional circumstances.
<table>
<thead>
<tr>
<th>Office</th>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Resource Center (ARC)</td>
<td>18 Washington Place</td>
<td>212.998.2272</td>
</tr>
<tr>
<td>Bursar</td>
<td>383 Lafayette Street</td>
<td>212.998.2806</td>
</tr>
<tr>
<td>Center for Multicultural Education and Programs (CMEP)</td>
<td>Kimmel Center, Suite 806</td>
<td>212.998.4343</td>
</tr>
<tr>
<td>Center for Spiritual Life</td>
<td>238 Thompson Street, 4th Floor</td>
<td>212.998.4959</td>
</tr>
<tr>
<td>Center for Student Activities, Leadership, and Service</td>
<td>Kimmel Center, Suite 704</td>
<td>212.998.4700</td>
</tr>
<tr>
<td>Counseling and Wellness Services</td>
<td>726 Broadway, Suite 471</td>
<td>212.998.4780</td>
</tr>
<tr>
<td>Dining Services</td>
<td>238 Thompson Street, Room 362</td>
<td>212.995.3030</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>383 Lafayette Street</td>
<td>212.998.4444</td>
</tr>
<tr>
<td>NYU Global Programs</td>
<td>110 East 14th Street, Lower Level</td>
<td>212.998.4433</td>
</tr>
<tr>
<td>Student Health Center</td>
<td>726 Broadway, 3rd and 4th Floors</td>
<td>212.443.1000</td>
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<tr>
<td>Information Technology Services (ITS)</td>
<td>10 Astor Place, 4th Floor</td>
<td>212.998.3333</td>
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<tr>
<td>LGBTQ Student Center</td>
<td>Kimmel Center, Suite 602</td>
<td>212.998.4424</td>
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<tr>
<td>Moses Center for Students with Disabilities</td>
<td>726 Broadway, 2nd Floor</td>
<td>212.998.4980</td>
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<tr>
<td>NYU Bookstore</td>
<td>726 Broadway, 1st Floor</td>
<td>212.998.4667</td>
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<tr>
<td>NYU Card Center</td>
<td>7 Washington Place (at Mercer)</td>
<td>212.993.2273</td>
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<tr>
<td>NYU Public Safety</td>
<td>7 Washington Place (at Mercer)</td>
<td>212.998.2222</td>
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<tr>
<td>Registrar</td>
<td>383 Lafayette Street</td>
<td>212.998.4800</td>
</tr>
<tr>
<td>Residential Life and Housing Services</td>
<td>726 Broadway, 7th Floor</td>
<td>212.998.4600</td>
</tr>
<tr>
<td>Wasserman Center for Career Development</td>
<td>133 East 13th Street, 2nd Floor</td>
<td>212.998.4730</td>
</tr>
<tr>
<td>Wellness Exchange 24-Hour Hotline</td>
<td>726 Broadway, 4th Floor</td>
<td>212.443.9999</td>
</tr>
<tr>
<td>Student Resource Center</td>
<td>Kimmel Center, 2nd Floor</td>
<td>212.998.4411</td>
</tr>
</tbody>
</table>
Some Useful Terminology...

**GENERAL ACADEMIC TERMS**

**Albert**

Albert is the web-based information system used by students to access registration as well as other important academic and financial records. At NYU, students and their advisors specifically use Albert to register for classes, view midterm and semester grades, request transcripts, confirm financial aid awards and account balances, and more. Albert is accessed through NYUHome. [And in case you were curious, the system is named after the first president of NYU, Albert Gallatin]

**Credits / Points / Units**

These terms are essentially interchangeable, and refer to the number of credits each class is worth. As a reminder, full-time students may register for 12-18 credits each semester, and a bachelor’s degree requires a minimum of 128 credits.

**Recitation**

A recitation is a class session (usually weekly) attached to a larger lecture that enables smaller group discussion about concepts presented during the lecture. Although all students registered in the course attend lecture together, the smaller recitations are scheduled on various days and times. If a course is structured as a lecture with recitations, you must register for both the main lecture and one of the corresponding recitations in order to be properly enrolled. Please note courses in Global Liberal Studies are taught as small seminars, and therefore recitations are not entailed. Other schools at NYU might nonetheless have lecture courses where recitations are necessary.

**Prerequisites & Co-Requisites**

A prerequisite is a specific course, placement test, or advanced standing score that is required prior to registering for another course (eg. Calculus I would be a prerequisite for Calculus II). A co-requisite is a course that must be completed in tandem with another course (eg. Principles of Biology Lab must be taken at the same time as Principles of Biology II).

**REGISTRATION TERMS**

**Course Number / Class Number / Section Number**

A sample listing from the Course Search is provided below. The Course Number (highlighted purple) indicates the department and school code, followed by the number for that particular course. The Class Number (highlighted red) is usually 4 to 5-digit code associated with a particular section of the course offered at a specific day and time. In the example below, #12007 identifies section 013 (offered Mon/Wed from 2:00-3:15pm) for the course, CFI-UF 101 Cultural Foundations I. The Class Number is what you need to enter in Albert when attempting to register.
Open & Closed Classes
When registering for classes, you will need to locate courses listed as **Open** (refer to sample image below, open/closed status is indicated there in green type). Once the maximum number of students has enrolled, the course will then display as closed, and you will need to find an alternate section with seats still open.

Waitlist
In some cases, the class you want will be closed. If a waitlist option is available, you may place yourself on the list. If you registered for another course in the meantime though, remember to use the swap function. If seats open in your desired course or section, students are accepted from the waitlist on a “first come, first served” basis. Please note not all closed classes offer a waitlist (Global Liberal Studies, for instance, does not use waitlists).

Swap Function
When you want to replace one class on your schedule with another, the SWAP function helps ensure that the class you intend to remove from your schedule is not dropped until you are successfully enrolled in the class that you intend to add. The swap function is also used with waitlists to designate the class to be swapped out if accepted into a course through the waitlist. Please refer to the [Albert Registration Guide](#) for more detailed instructions.

Shopping Cart
Albert offers a virtual “shopping cart” in which to place your intended classes until you are activated to register on your appointed date and time. The shopping cart can ease your registration process, since your most desired classes have already been identified and queued for registration. Note, however, that just because a course was placed in your shopping cart does not mean that you are guaranteed a seat in the class. Students are therefore advised to have backup courses in their cart, just in case the first choices are full once activated.

*For any other questions about terms used during registration, contact your academic advisor!*