

understanding SWAP and its connection to waitlists

If you add your name to a course waitlist and a space opens up, Albert **will not** enroll you if:

- There is a time conflict with one of the classes you are currently enrolled in.
- The units from the course will put you above 18 units.

You can prevent this from happening by using the SWAP function to add your name to a waitlist.

Here's How:

1. Log on to your Student Center on Albert.
2. Select the Enroll tab.
3. Click the SWAP tab
4. Select the course from your schedule that can be dropped.
5. Enter the Class Number of the preferred class.
6. In some cases, Waitlist for the preferred class.
7. Finish Swapping



If you are on Albert enrolling in classes and you need to use the SWAP feature, do not add your name to the waitlist from the add tab on the enrollment screen. Instead you should:

1. Bypass the waitlist option on the add tab (see below).
2. Enroll in all other of open classes
3. Click on the SWAP tab and follow steps 4 – 7 (listed above) to add your name to the closed course waitlist and tell Albert which class to drop if a space becomes available.

Spring 2012 | Undergraduate | New York University

ARTH-UA 1 - History of Western Art I

Class Preferences

ARTH-UA 1-001 Lecture Open Wait List Wait list if class is full

ARTH-UA 1-004 Recitation Open

Permission Nbr

Grading CAS Graded

Units 4.00

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoWe 9:30AM - 10:45AM	TBA	Carol H Krinsky	01/23/2012 - 05/07/2012
004	Recitation	Tu 4:55PM - 6:10PM	TBA	Staff	01/23/2012 - 05/07/2012

NOTES

Class Notes

STUDENTS WHO HAVE TAKEN V43.0100/V43.0003 OR V43.0200/V43.0004 WILL NOT RECEIVE CREDIT FOR THIS COURSE.

THIS SECTION OPEN TO CAS STUDENTS ONLY. SAME AS V65.0001-001. STUDENTS MUST ALSO REGISTER FOR RCT SEC 004 - 007.

Course Offering Notes

SAME AS V65.0001.

Summer 2011 | Undergraduate | New York University

POL-UA 100 - Political Theory

Class Preferences

POL-UA 100-001 Lecture Wait List Wait list if class is full

Permission Nbr

Grading CAS Graded

Units 4.00

CANCEL PREVIOUS NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoWe 2:00PM - 5:00PM	TBA	Paul Aaron Florent Ngomo	05/23/2011 - 07/01/2011