Online courses at the School of Public Health are prioritized for matriculated students in the following online programs:

- Online MPH in Public Health Practice
- Certificate in Public Health Fundamentals and Principles

These programs are conducted completely online and students in these programs receive priority when registering for online courses. Each course is clearly marked for students enrolled in these two online programs. At times, the School of Public Health offers online courses available for both online and on campus students which are not restricted. Students can identify available online courses each semester by checking the Schedule of Classes. Each course is clearly marked for students enrolled in the online programs. Courses that are not restricted to students in the online programs will also be noted.

Eligibility for Online Courses

Review the eligibility criteria and registration procedures carefully, as they differ depending upon whether the course is prioritized for the Online MPH in Public Health Practice or Certificate in Public Health Fundamentals and Principles program.

Online MPH in Public Health Practice (matriculated students)

Matriculated students in the Online MPH in Public Health Practice program must contact the Online MPH Program Director (onlinemph@albany.edu) to obtain an AVN (Advisor Verification Number) and a Course Permission Number for the online MPH courses.

If you are not enrolled in the Online MPH in program and you wish to enroll in one of the online courses prioritized for the Online MPH in Public Health Practice, you will be placed on a waitlist. In order to be considered for the waitlist, please send an email request from your albany.edu email to onlinemph@albany.edu with the following information:

- Your first and last name
- Online MPH course name and catalog (course) number you wish to take
- Your program and area of study

*If you need the class to graduate in the semester for which you are registering, please indicate it in your email request.

Email requests will be acknowledged but no further correspondence will occur until waitlists are used to fill online courses, if space is available. Generally, this means that there will not be any correspondence until close to the start of the new semester.
Permission numbers will be provided for remaining seats for students on the waitlist in the following priority order:

1. Certificate students who are closed out of one of the certificate dedicated online classes.
2. On-campus matriculated School of Public Health students. On-campus School of Public Health students may enroll in courses restricted to the Online MPH if space is available. Preference will be given to School of Public Health students who are eligible to graduate in the current semester first, then those eligible to graduate in the following semester (e.g., Fall 2014 and Spring 2015 respectively). To receive a permission number, the student’s home department must verify that the student will be able to graduate only if they take the course in question.
3. Non-degree School of Public Health students.
4. Students enrolled in other schools and programs at the University at Albany.

Certificate in Public Health Principles & Fundamentals (matriculated students)

Matriculated students in the Certificate in Public Health Principles & Fundamentals program must contact the Certificate Program Coordinator (phcertificate@albany.edu) to obtain an AVN (Advisor Verification Number) and a Course Permission Number for the online certificate courses.

If you are not enrolled in the Certificate in Public Health Principles and Fundamentals program and you wish to enroll in one of the online courses prioritized for the Certificate program, you will be placed on a waitlist. In order to be considered for the waitlist, please send an email request from your albany.edu email to phcertificate@albany.edu with the following information:

- Your first and last name
- Certificate course name and catalog (course) number you wish to take
- Your program and area of study

*If you need the class to graduate in the semester for which you are registering, please indicate it in your email request.

Email requests will be acknowledged but no further correspondence will occur until waitlists are used to fill online courses, if space is available. Generally, this means that there will not be any correspondence until close to the start of the new semester.

If you are not enrolled in the Certificate in Public Health Principles and Fundamentals program, you must contact the department offering the course directly.

Permission numbers will be provided for remaining seats for students on the waitlist in the following priority order:

1. Online MPH in Public Health Practice students who are closed out of the online MPH dedicated classes.
2. On campus matriculated School of Public Health students. On-campus School of Public Health matriculated students may enroll in courses restricted to the online certificate program if space is available. Preference will be given to students who are eligible to graduate in the current semester first, then those eligible to graduate in the following semester (e.g., Fall 2014 and Spring 2015 respectively). To receive a permission number,
the student's home department must verify that the student will be able to graduate only if they take the course in question.

3. Non-degree School of Public Health students.
4. Students enrolled in other schools and programs at the University at Albany.

Waitlist Policies & Procedures for Online Courses

On-campus students can request to be placed on the waitlist for the online courses restricted to the online MPH in Public Health Practice and Certificate in Public Health Fundamentals and Principles programs. Placement on the waiting list is determined by the priority list detailed above, and date and time that the request was received.

**Waitlist requests will only be accepted through a student's albany.edu email and should be directed to the following individuals:**

- Online MPH in Public Health Practice program courses: Email the Online MPH Program Director at onlinemph@albany.edu
- Certificate in Public Health Fundamentals program courses: Email the Certificate Program Coordinator at phcertificate@albany.edu

1) Waitlist requests will not be accepted until the first day of advance registration for that semester. If you make a request prior to the first day of advance registration, it will be returned to you and you will have to make another request.

2) It is the student’s responsibility to check that the course applies to his/her degree program, so please verify this information with your advisor.

3) Waitlist requests will ONLY be accepted from a valid University at Albany email address. Phone calls, snail mail, or emails to/from individual course instructors will not be accepted. Course permission numbers for online courses can only come from the individuals listed above.

4) Waitlist email requests will be acknowledged, but no further correspondence will occur until the waitlists are being used to fill online courses, provided the online course(s) has space available. **You will only receive an email if a spot is available for you in the course you requested.** You will not be contacted if you do not receive a spot. Correspondence will not be sent until close to the start of the new semester.

5) Please do not email to check on the status of a course and its waitlist.

6) Please do not contact the online instructors as they have neither the course permission numbers for online courses, nor the waiting lists for online courses.

7) We do not guarantee that students will be accommodated from the waitlist for an online course. The waitlist is similar to flying standby through an airline, where you are only accommodated if space is available once all seats with confirmed reservations are filled. Please be sure to register for your on-campus courses first.