Registering for Classes
Using MyUAlbany

Advisement Services Center
University at Albany
Use the Schedule of Class search to select a number of alternative courses that will meet your needs.

www.albany.edu/myualbany
Schedule of Classes Search

Choose the appropriate semester.

Search File

You may search a semester's schedule of classes using a number of different criteria. You can restrict your search to open sections by checking the box at the bottom of the form. Note that the 'seats remaining' may have changed since the files were produced.

The search files for semesters that are open for enrollment are updated frequently, as appropriate for this time of year.

Full Schedule Print Files

If you prefer, you may have a full copy of the schedule of classes in pdf (a printable form). You must have the free Adobe Acrobat Reader installed in order to view these files. The files will not show available seats. Check the date listed on the top of the file to see when it was produced.
Click on the Subject Table link or type in the department code for the class you want.

For example:

You can type APsy or just Psy to search for classes in the Psychology department.
Schedule of Classes Search

The search returns a list of available psychology courses.

1. Class number identifies this day/time/instructor. Input into MyUAlbany during registration.

2. Course title, days and times, room and instructor

3. Seats still available in the class.

4. General education category the class fulfills.

Course Schedule Search Results - Spring 2006

Number of matches: 63

Level: Undergraduate
College or School: College of Arts and Sciences
Department or Program: Psychology
Class Number: 3205
Grading: A,E
Course Info: APSY 101 Introduction to Psychology
Meeting Info: MWF 12:35:00 PM-01:30:00 PM LC0018 Svare,Bruce B
Comments:
Credit Range: 3.0-3.0
Component is blank if lecture.
Topic if applicable:
Seats remaining as of last update: 44
Session: 1
IT Commons Course: N
General Education Course: DP-SOCSCI
Writing Intensive Course: N
Oral Discourse Course: N
Information Literacy Course: N
Special Restriction: None
Schedule of Classes Search

To search for general education classes, choose the category of interest from the dropdown menu. Search will return all classes offered this semester that will satisfy that general education category.
Schedule of Classes Search

Click this box to return only classes with open seats
Note:

- Keep track of the four digit Class Numbers for sections you want to add to your schedule.

- Use the Scheduling worksheet to plot times and days of your schedule.
On MyUAlbany, enter your Advisement Verification Number (AVN) that you receive from your academic advisor.
...type your AVN in the box next to the appropriate semester and save it.
Registering for Classes:
Click on Enroll, Add or Drop Classes

http://drbob.ubs.albany.edu:8080//ser#lets/clientser#let/portalgapd/?cmd=start&

Steps to Enroll
When can I enroll?
Enter My AVN
Enroll, Add or Drop Classes

Records Services
View My Grades
View My Advisors
View My Degree Audit
Transfer Credit Equivalents
Excellence Verification

Fall 07 Registration Continues
ALL UNDERGRADUATES: Undergraduates may now continue to register and to change their Fall 2007 schedules throughout the summer. Continuing undergraduates will no longer be blocked from using the registration options in MyUALBANY during the summer. At this time SENIORS must wait until the first day of the Fall 2007 term to enroll for 100 level courses.

UPDATE YOUR ADDRESSES NOW
Avoid delays in receiving mail by making sure your address information is correct in MyUALBANY. If we do not have a local address for this semester, correspondence will be sent to your permanent address. Select "My Address Information" on the top right of this screen. If you are living off-campus ADD a new address, and select "OFF CAMPUS" for Address Type. You are responsible for any University correspondence sent to your addresses in MyUALBANY. Make sure your addresses are accurate and up-to-date.
…enter all the class numbers, then click Submit. The word **Success** in the Add Status column means you added the classes. The phrase **Errors Found** indicates a problem. Click on **Errors Found** for more information.

![Image of my UALBANY interface](http://drbob.ubs.albany.edu:8080/servlets/clientServlet/portaljspd/?cmd=start&)

### Class Nbr | Subject / Catalog# | Section | Units | Grading Option | Add Status |
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Adding a class with a discussion section.
First, enter the class number for the discussion section.

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<th>Class Nbr</th>
<th>Subject / Catalog#</th>
<th>Section</th>
<th>Units</th>
<th>Grading Option</th>
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Add Another Class

Submit
...Press the TAB key. Another window will open. Enter the Lecture class number in the box labeled Related Component 1. (If you click the magnifying glass next to the box, it will list the lecture class number). Click on OK. This will return you to the Add Classes page, where you will click Submit.
To enter a Permission number for a class: Enter the class number and press the TAB key. Click on the blue Subject/Catalog# (APSY 101 in this example).
...enter the permission number in the box, and click on OK. This will return you to the Add Classes page, where you will click on submit.
The Advisement Services Center is open Monday-Friday, 8:30 – 5:00. Please feel free to call us at (518) 442-3960 if you need any assistance registering.