



HOW TO REGISTER for Communication Classes

- 1) **CHECK** your UAlbany email account for notification that pre-registration planning has been scheduled (usually sent in February for Fall registration and September for Spring registration).
- 2) **SIGN UP** for your pre-registration planning appointment on the sheets posted outside the Communication Department main office (SS 351). Sheets generally go up the third week of classes.
- 3) **PICK UP** a copy of the COM schedule of classes for next semester or download from our website under the “Forms” link.
- 4) **MEET** with your faculty advisor for advice on course selection. This is **OPTIONAL**, but advisors often have good suggestions to make about which courses relate to your interests. **Note: your faculty adviser will NOT distribute AVNs or permission numbers.**
- 5) **SELECT** four possible COM courses (except COM 203 and 265) for your schedule and bring to planning appointment. Generally, juniors and seniors can receive permission numbers for up to **TWO** courses, but have 2 back up choices in case your first choices are not available.
- 6) **ATTEND YOUR APPOINTMENT!!!** You will obtain your AVN and course permission numbers needed for registration at your planning appointment
- 7) **CHECK** MyUAlbany for your registration date/time. You cannot register for classes until your university-assigned registration time.