Graduate Student Advisement and Registration

Advisement
Each semester, prior to registering for courses, you are required to meet with your Faculty Advisor to discuss which courses you might take. After you have spoken with your Faculty Advisor, you will be given an AVN number to be used during Registration.

Your Faculty Advisor will assist you in establishing a degree audit or plan of study for your degree. This would include the courses, exams, field work/internship placements, and thesis/dissertation requirements you will need to complete your degree. This plan is used to guide you in course selection, and should be updated each semester during advisement.

Advisors are assigned by the academic department at the time of admission. Your advisor’s information can be found on your online admission letter. As a new graduate student, you should contact your department and/or advisor for advisement prior to coming to UAlbany.

More academic resources for graduate students can be found on the web page for Graduate Education: http://www.albany.edu/graduate/student-resources.php

Course Registration
Before you can enroll in classes you must contact your departmental advisor to obtain an Advisement Verification Number (AVN). Once you have the AVN, you can login to MyUAlbany, enter your AVN and enroll in classes. Instructions for completing the registration process are available within the Academics tab of MyUAlbany.

Registration is completed online using MyUAlbany. Use the Student Schedule Planner to help you see what your times your courses will be throughout the week, then log into your MyUAlbany account to register for the classes you have chosen.

All course registration directions and guidelines can be found in the Schedule of Classes which is available at the beginning of each term (fall, spring & summer). The deadlines related to course registration and withdrawal (add/drop) are published every term in the Schedule of Classes, http://www.albany.edu/registrar/schedule_of_classes.html

Students can consult the current Graduate Bulletin for the full, official descriptions of the University's Admission and Graduate requirements, regulations, degree requirements, thesis and dissertation regulations, and all graduate programs and courses. The Graduate Bulletin can be obtained at http://www.albany.edu/graduatebulletin/.

MyUAlbany
Approximately 3 business days after you confirm your acceptance, the University will send important information to the email address you provided during the application process. Follow the instructions in the message containing your PIN to set your
password and obtain your NetID for the login to MyUAlbany. If you do not receive a PIN email within 3 days of confirming your acceptance or you have forgotten your MyUAlbany login information, contact the ITS Helpdesk at 518-442-3700 or http://www.albany.edu/its/help-request.html.