

Registration Policies

School of Public Health Online Courses

Online courses at the School of Public Health are prioritized for matriculated students in the [Online MPH in Public Health Practice](#) and the [Certificate in Public Health Fundamentals and Principles](#).

Eligibility for registering for Online Courses

These programs are conducted completely online and students matriculated in these programs receive priority when registering for online courses. 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 on the main university page](#). 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.

Online MPH in Public Health Practice: *matriculated* students

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

Certificate in Public Health Fundamentals & Principles: *matriculated* students

Matriculated students in the Certificate in Public Health Principles & Fundamentals program must obtain advisement from the Faculty Advisor, and then contact the Certificate Program Coordinator (phcertificate@albany.edu) to receive an AVN (Advisor Verification Number) and Course Permission Number (s) for the online courses.

NOTE: The Certificate Program Coordinator distributes course permission numbers for **online courses ONLY**. On-campus course permission numbers are obtained from the departments.

Waitlist Eligibility for Online Courses

On-campus students can request to be placed on a waitlist for the online courses restricted to matriculated students in the Online MPH and Certificate in Public Health Fundamentals and Principles.

Once all online students are accommodated in the online courses and if space is available, permission numbers will be distributed for remaining seats for students on the waitlist based on the priority order listed below, and the date in which the request was received:

1. School of Public Health MPH on-campus matriculated students who are *eligible* to graduate in the current semester and *need* the course to graduate. **The student's home department must verify the student's eligibility to graduate by taking the course needed.**
2. School of Public Health MPH on-campus, matriculated students enrolled in another concentration (Biomedical Sciences, Environmental Health, Epidemiology/Biostatistics, Health Policy Management & Behavior or Social Behavioral & Community Health)
3. School of Public Health DrPH students;
4. School of Public Health non-degree students;
5. Graduate students enrolled in other schools and programs at the University at Albany.
6. Undergraduate students enrolled in other schools and programs at the University at Albany.

Waitlist Policies & Procedures for Online Courses

- 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.
- It is the student's responsibility to check that the course applies to his/her degree program. This information must be verified by the student's faculty advisor.
- Waitlist requests will ONLY be accepted from a **valid University at Albany email**. Phone calls, snail mail, or emails to/from individual course instructors will not be accepted.
- 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.
- We are not able to determine the "likelihood" of your ability to register for the course, so please do not send emails to check on the status of a waitlist.
- Do not contact the online instructors as they have neither the course permission numbers for online courses, nor the waiting lists for online courses.
- Students are not guaranteed that they 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. Be sure to register for your on-campus courses first, and have an alternate plan.

How to Get On a Waitlist for an Online Course

A) Students who wish to take one of the FOLLOWING ONLINE COURSES:

<u>Course #</u>	<u>Course Name</u>
EPI 500	Basic Principles and Methods of Epidemiology
EPI 503	Principles of Public Health
EPI 551	Basic Principles of Statistical Inference or
HPM 500	Health Care Organization, Delivery and Financing
HPM 525	Social and Behavioral Aspects of Public Health
EHS 590	Introduction to Environmental Health

A waitlist request needs to be sent through a student's albany.edu email and should be directed to the Certificate Program Coordinator at phcertificate@albany.edu with the following information:

- Your first and last name
- Your program/concentration area and type of student (ie MPH, DrPH, non-degree, etc)
- Course number, course name, class number and semester you wish to take the course

****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

B) Students who wish to take an online course designated for the ONLINE MPH (students in this program have priority enrollment)

A waitlist request needs to be sent through a student's albany.edu email and should be directed to the Online MPH Program Director at onlinemph@albany.edu with the following information:

- Your first and last name
- Your program/concentration area and type of student (ie MPH, DrPH, undergraduate)
- Course number, course name, class number and semester you wish to take the course

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

C) Students who wish to take an online course OPEN TO ALL STUDENTS:

A waitlist request needs to be sent through a student's albany.edu email and should be directed to the department offering the course with the following information:

- Your first and last name
- Your program/concentration area and type of student (ie MPH, DrPH, non-degree, etc.)
- Course number, course name, class number and semester you wish to take the course

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

DEPARTMENTS

<u>Course #</u>	<u>Department</u>	<u>Email</u>
HEPI(###)	Epidemiology/Biostats	Judy Pelton, jpelton@albany.edu
HSPH (###)	Online MPH	Online MPH Director, onlinemph@albany.edu
HHPM(###)	Health Policy, Management & Behavior	Liz Brannigan, lbrannigan@albany.edu