January Term 2017
Student Handbook

January Term

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JANUARY TERM

Office of University Programs  
Academic Resource Center, 18 Washington Place  
212-998-2292  
Admissions: university.programs@nyu.edu  
Advising: up.advising@nyu.edu

University Programs staff members are always on hand to help! Do not hesitate to contact us with any questions or concerns throughout the term.

Important Dates and Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Deadline</th>
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<tbody>
<tr>
<td>Tuesday, January 3</td>
<td>Last day to add/drop courses online via Albert/First</td>
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<td></td>
<td>day of class/Last day to drop a course and receive</td>
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<tr>
<td></td>
<td>tuition refund</td>
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<tr>
<td>Thursday, January 5</td>
<td>Last day to drop a course without “W” grade</td>
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<tr>
<td>Monday, January 16</td>
<td>Martin Luther King, Jr. Day (University closed)</td>
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<tr>
<td>Friday, January 20</td>
<td>Last day of class</td>
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The complete academic calendar is available online at  
http://www.nyu.edu/registrar/calendars/academic-calendar.html

Before Classes Begin

There are a few things every student needs to do before classes begin to make sure they are ready for January Term.

1. Activate your NYU NetID
You should have done this already in order to register for your course(s), but if you haven’t you should activate your NetID as soon as possible. Your NetID is your e-identification, which gives you access to electronic resources at NYU. It is a combination of your initials and a series of numbers. If you are a visiting or exchange student, you should have received your NetID and instructions for activation via email when you were admitted to NYU.
When you activate your NetID, you will have access to NYUHome, the central student information system where you read your email and you can log in to your Student Center to register for classes, view your course schedule, pay your bill, and request your transcript. NYUHome is available online at home.nyu.edu.

2. Read your NYU email
It is NYU policy that communications between the University and students occur over NYU email, which is available through NYUHome. You may have already received emails from NYU offices and services at your NYU address. You will also be expected to email professors, staff, and students using your NYU account. Your NYU email address is your NetID@nyu.edu. You should read your NYU email often to make sure you do not miss important information or notices. If you are having difficulty activating your NYU email, please be sure to complete the following steps
1. Clear your browser cache and cookies through your web browser’s internet options
2. Go to start.nyu.edu
3. Enter your NetID (the ID you were given via email that contains your initials followed by three or four numbers). Then click “Start.”
4. Re-enter your password and click “Continue.”
5. Select the third item, “Set an NYU Google Apps for Education password.”
6. Enter a new password and follow the instructions on the screen to complete activation of your email account.
7. Once your email account has been activated, go to home.nyu.edu and sign into NYU Home.
To access your NYU email account, click on “E-mail” under the NYU Home banner on the upper right hand corner.

3. Get your NYUCard
All students must have a NYUCard. The NYUCard is a multi-purpose identification card issued to all students. It grants you access to NYU buildings, residence halls, athletic facilities, and resources and services. You can also use it as an ID card in the city to receive student discounts at museums, shops, and other locations.

You should get your NYUCard before your first class so you can have access to the NYU building where your class will take place. You can get your NYUCard at the NYUCard Center located at 7 Washington Place at Mercer Street. You must bring a photo ID with you to get your NYUCard. Information about submitting your ID photo online is available here: https://photoid.nyu.edu/. Online photo ID submission will begin again in December.

If you are in the New York City area, we recommend you get your card before classes start, because the Card Center will likely be very busy the first day of class. The Card Center is open Monday-Friday 8:00 am – 5:00 pm. If you will not be in the NYU area before classes begin, you can get your NYUCard on the first day of class.

Note: Students are asked to turn in their NYUCard to the Card Center at the end of their time at NYU (it will be deactivated when you are no longer a student). If a student returns to NYU in the future without having turned in the NYUCard the student will be assessed a $25 replacement fee.

4. Check your course schedule and student account balance on NYUHome
It is a good idea to log in to NYUHome and your Student Center (under Academics tab) and double check your course schedule and account balance before class begins to make sure your registration and payments are set and have not changed. You can also map the location of your class by using the NYU campus map online at http://www.nyu.edu/footer/map.html or by downloading the NYU Mobile app, which features a campus map.
5. Get your textbooks
You may search for your textbooks online at the NYU Bookstore website: http://bookstores.nyu.edu. You can search for textbooks by entering your personal information or your course information. If your search does not yield results, do not worry! Some professors do not order their books through the NYU Bookstore, and you can always wait until the first day of class to get your syllabus to see which books and readings you will need. You can purchase your textbooks from the NYU Bookstore, which sells new and used books, or another provider of your choice such as Amazon.com or Barnes & Noble.

6. Watch the online orientation
The online orientation highlights information found in this January Term Student Handbook. It addresses dates and deadlines, what you need to do before classes begin to prepare for the start of your studies, and information about academic advising and resources on campus. All students are asked to watch the online orientation before the start of class. (Will be available in December).

First Week of Class: Check-In and Walk-In Hours

International Student Check-In (mandatory)
The U.S. Department of Homeland Security requires all new international students with a J-1 or F-1 visa to report their arrival at NYU to the Office of Global Services (OGS). Failure to check-in may jeopardize your ability to legally remain in the United States. Information about the online mandatory check-in is available via the OGS website: http://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration/newly-admitted/when-you-arrive/mandatory-check-in.html.

International Student Check-In (mandatory)
Check date and RSVP online: http://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration/newly-admitted/when-you-arrive/mandatory-check-in.html

January Term Walk-In Hours
Academic Resource Center,
18 Washington Place, Room G102

Monday: 10:00 am – 12:00 pm
Tuesday: 10:00 am – 12:00 pm
Wednesday: 4:00 pm – 6:00 pm
Thursday: 1:00 pm – 3:00 pm

University Programs January Term staff will be available during open walk-in hours each week to meet one-on-one with students who have questions about their courses, January Term, NYU resources, NYC, or anything else regarding their experience on campus. Students who cannot attend walk-in hours may reach January Term staff via email at up.advising@nyu.edu or phone at 212-998-2292.
ACADEMIC RESOURCES

Academic Resource Center
18 Washington Place
212-998-2272
http://www.nyu.edu/arc

The Academic Resource Center is your one-stop shop for all academic questions such as course selection and registration, adding or dropping a course, and tutoring/academic support. There are also computer stations and lounge space available for student use.

Academic Support Services

University Libraries
Bobst Library, 70 Washington Square South
212-998-2550
http://www.nyu.edu/academics/libraries.html

The NYU network of libraries is headed by Bobst Library. Bobst houses more than 3.7 million volumes, several special collections, the Avery Fisher Center for Music and Media, and over 25,000 seats for study and computing. Library hours during January Term are listed online.

The Moses Center for Students with Disabilities
726 Broadway, 2nd Floor
212-998-4980
http://www.nyu.edu/life/safety-health-wellness/students-with-disabilities.html
mosescsd@nyu.edu

The Moses Center determines qualified disability status and assists students in obtaining appropriate accommodation and services. Services provided vary depending on a student’s need but can include assistance with class note-taking and lectures, alternative exams, transportation for students with temporary injuries or physical disabilities, and special housing. Students are encouraged to contact the Moses Center at least three weeks in advance of the start of term to afford that office enough time to evaluate need and arrange for services.

Advising

NYU Students
NYU degree students with questions about courses and registration should contact their academic advisor within their school or department.

Visiting and Exchange Students
Visiting students can contact University Programs for academic advising. Our staff can assist with course registration and help connect you with academic resources on campus. Staff will hold walk-in hours throughout the term (see page 4). Students can drop by on their own accord
or schedule an appointment to speak with a University Programs staff member by emailing up.advising@nyu.edu or calling 212-998-2292.

Information about academic advisement for visiting students is available online at: https://www.nyu.edu/students/undergraduates/academic-services/undergraduate-advisement.html

**Academic Procedures**

*Course Registration*
Students may register for courses online via Albert through **Monday, January 3**. After that date, if you wish to change your registration, you must do so in person by meeting with your advisor at the ARC, 18 Washington Place.

*Course Withdrawal*
The last day to withdraw from a course and not receive a grade of “W” is **Thursday, January 5**.

Students must follow the procedures set forth by the Office of University Programs regarding add/drop of courses, requesting a course for a grade of pass/fail, and withdrawing from some or all courses during a given term. Students are also held to the withdrawal and refund schedules set by the University. Students are responsible for familiarizing themselves with these policies and procedures and are strongly encouraged to speak with their academic advisors if they have questions.

Information about academic policies is available online at: http://www.nyu.edu/arc/visitingstudents

The refund schedule for students withdrawing from one or more courses for the semester is online at http://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/registration/registration-schedules.html#wd

NYU offers tuition insurance to students in case the student suffers a serious illness or injury and needs to leave the University before the semester is complete. For information about the Tuition Insurance Refund Plan, please visit http://www.nyu.edu/bursar/refunds/insurance.refund.html.

**Dining Services**
212-995-3030
http://nyu.campusdish.com/
dining.services@nyu.edu

During January Term, a limited number of on-campus dining options will be in operation, however all students are welcome to take advantage of these dining halls whether they live on campus or off. Check the January Term blog for updates on which facilities will be open.

Please note: There are no meal plans available during January Term. Students may use campus cash, dining dollars (if you have a spring term meal plan), cash, or credit card to pay for meals and other items.
HEALTH AND SAFETY

Public Safety
7 Washington Place at Mercer Street
212-998-2222

Public Safety provides emergency help and information 24 hours a day. If you need assistance, call 212-998-2222 or ask a guard. Public safety guards are posted in most NYU buildings and patrol the campus area. University buildings with green lights outside the main entrance have guards on duty 24 hours a day, and emergency call boxes are located throughout Washington Square.

Safe Havens are local businesses where you can seek assistance in case of an emergency. They are located in the Soho, Greenwich Village, Union Square, and Gramercy Park neighborhoods and have Safe Haven stickers in their front windows. A list of Safe Havens and recommended safety in the city tips are online at http://www.nyu.edu/life/safety-health-wellness/be-safe/public-safety/campus-safety-tips.html. New York City police and fire stations are also available for assistance in emergencies. All students are encouraged to review and follow the tips listed online to stay safe on and off campus.

In addition, Public Safety manages the University’s Lost and Found. If you lose or find an item in a NYU building, please visit 7 Washington Place.

Student Health Center
726 Broadway, 3rd and 4th Floors
212-443-1000
http://www.nyu.edu/shc/
health.center@nyu.edu

The Student Health Center (SHC) provides students with medical, psychological, pharmaceutical, educational, crisis response, and support services. Whether your needs are routine or urgent, you require counseling, or you have questions about health services, the SHC staff can assist you.

Note: Only international students are covered by NYU Student Health Insurance. All other visiting and exchange students are not. Please check with your own health insurance to determine if you are covered for services provided by the Student Health Center before you make an appointment.

Wellness Exchange
212-443-9999
http://www.nyu.edu/999/wellness.exchange@nyu.edu
The Wellness Exchange is available to all students and connects you to services at NYU that support your overall health and mental health needs. The Wellness Exchange is available 24 hours a day, seven days a week by calling 212-443-9999. Responders put you in touch with professionals who can help you address day-to-day challenges and questions, as well as any crises you may encounter including depression, sexual assault, anxiety, and drug and alcohol abuse.

STUDENT SERVICES AND RESOURCES

There are many resources available on campus for January Term students. The term, however, does take place during NYU’s traditional winter break and some offices may be closed or operating on a reduced schedule. Most offices will be open Monday-Friday from 9:00 a.m. to 5:00 p.m., but it is a good idea to contact an office in advance or browse the office website online to check operating hours before visiting or making an appointment.

**Athletics**

Palladium Athletic Facility: 140 East 14th Street
212-998-2020

404 Fitness: 404 Lafayette Street
212-998-2021

NYU students enrolled in at least 3 credits have access to the gyms for free. Facilities include cardio and weight equipment, pools, squash courts, rock climbing walls, and group classes. Hours of operation vary and are listed on the website.

**Center for Spiritual Life**

238 Thompson Street, Suite 491
212-998-4959
spiritual.life@nyu.edu

The Center for Spiritual Life is a multi-faith initiative to enhance the educational experience by fostering a community of scholars who support religious expression, leadership, integrity, mutual respect and open dialogue. It seeks to provide a safe environment for all students to grow, explore and deepen their own beliefs and values. For more information about spiritual life on campus and the various centers that comprise the multi-faith initiative—The Bronfman Center for Jewish Student Life, the Catholic Center at NYU, the Islamic Center at NYU, and the Protestant Ministries at NYU—visit the [website](http://www.nyu.edu/life/student-life/diversity-at-nyu/spiritual-life.html).
Commuter and Off-Campus Student Services
Student Resource Center
Kimmel Center for University Life, Suite 210
212-998-4411
http://www.nyu.edu/students/undergraduates/student-communities/commutersoff-campus.html
ask.src@nyu.edu

All students who do not live in NYU Housing are a part of the commuter and off-campus student community. Commuter and Off-Campus Student Services offer resources and guidance to enhance wellness, academic success, and student connections within NYU.

Information Technology Services (ITS)

IT Service Desk
212-998-3333
24 hours a day, 7 days a week

In-Person Help:
10 Astor Place, 4th Floor

www.nyu.edu/its/students
AskITS@nyu.edu

IT Services is NYU’s central organization for technology services such as computer services, Internet resources, email, and telephone services.

Information about computer labs is online at http://www.nyu.edu/its/labs/. Information about wireless access on campus is online at http://www.nyu.edu/its/wireless/.

NYU Bookstore/Computer Store

726 Broadway
212-998-4678/212-998-4672
http://www.bookstores.nyu.edu

Students may search for their course book lists and purchase new and used books at the Bookstore. The Bookstore is also a great place to stock up on NYU gear, souvenirs, and pleasure reading.
The book search is online at http://www.bookstores.nyu.edu/main.store/booksearch.html

The Computer Store sells hardware and software at discounted education rates. They also sell computer books, accessories, and ITP parts and operate an authorized Apple, Dell, and Lenovo repair center.

NYU Card Center

7 Washington Place
212-443-CARD
http://www.nyu.edu/nyucard
Campus Cash: [http://www.nyu.edu/nyucard/campus.cash/](http://www.nyu.edu/nyucard/campus.cash/)

All students must have a NYUCard. It allows you access to NYU buildings, buses and transportation, resources, and services. Your NYUCard can also be used as a debit card with Campus Cash and Dining Dollars at participating locations. If you have not obtained your NYUCard, please visit the NYU Card Center as soon as possible.

**Office of Global Services**

561 LaGuardia Place
212-998-4720
[http://www.nyu.edu/global/international-immigration-services.html](http://www.nyu.edu/global/international-immigration-services.html)
ogs@nyu.edu

The Office of Global Services (OGS) provides specialized support to NYU’s international students including immigration advising and guidance, programs and events, cultural adjustment resources and more. International students with questions about anything to do with their time at NYU should contact OGS.

*Note:* The U.S. Department of Homeland Security requires all international students to report their arrival to the University. To help international students meet this requirement, OGS is offering online check-in workshops (listed online). For more information about mandatory check-in, please see “First Week of Class” at the beginning of the Handbook.

**Student Resource Center**

Kimmel Center, Suite 210
212-998-4411
[www.nyu.edu/src](http://www.nyu.edu/src)
ask.src@nyu.edu

The Student Resource Center (SRC) is your headquarters for navigating NYU and the City. Have questions about anything you come across as a student? Ask the SRC! The SRC also has a small computer lab and printer for student use and a student lounge.

**NYU Lesbian, Gay, Bisexual, Transgender, and Queer Student Center**

Kimmel Center for University Life, Suite 602
212-998-4424
lgbtq.student.center@nyu.edu

The NYU Lesbian, Gay, Bisexual, Transgender and Queer Student Center creates a welcoming environment for all University students interested in developing their understanding of LGBTQ issues. Support services, resources, programs, advocacy, training, education and consultation are provided to members of the NYU community. With its services, programs and resources, the NYU LGBTQ Student Center exists to create campus environments that are inclusive and supportive of student diversity in the areas of sexual orientation and gender identity and expression.
The Wasserman Center is available to all students and can provide you with services, resources, and counseling to help you explore career options, find an internship, or hone your job hunting skills such as writing a cover letter and perfecting the interview process.

*Note: International students with F-1 or J-1 visas are not permitted to work off-campus but may participate in limited unpaid internships, volunteer opportunities, or on-campus work. Students should consult with the Office of Global Services or the Wasserman Center for more information about working in the U.S. as an international student.*

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**GETTING INVOLVED on CAMPUS and in the CITY**

**On Campus**

**Winter Guide**
During the course of winter break and January Term, students will receive the Winter Guide via NYU email. The Winter Guide is produced by the Student Resource Center and contains announcements about important term information, happenings, and resources around campus and in the city. Stay in the know and read your Winter Guide each week!

A link to the Winter Guide will be made available via the January Term blog when it becomes available.

**University Events**
There are countless events on campus free to students. Be sure to keep an eye on the university events calendar online at [http://events.nyu.edu/](http://events.nyu.edu/).

**In the City**

**Ticket Central**
Located at the Skirball Center for the Performing Arts
566 LaGuardia Place (side entrance to the Kimmel Center)
212-998-4941
[http://www.nyu.edu/ticketcentral/](http://www.nyu.edu/ticketcentral/)
ticket.central@nyu.edu

Ticket Central is the University’s clearinghouse for tickets to movies, Broadway and Off-Broadway shows, sporting events, concerts, and more at a discounted price. Visit the website
and join the listserv to receive regular emails about deals and specials. Take advantage of this resource to explore all NYU and New York City has to offer!

**Freeseums**
As an NYU student this winter, you get free admission to some of New York City’s best museums. Just show your NYUCard, and you can visit the Brooklyn Museum, The Frick Collection, the Museum of Modern Art, and the New-York Historical Society (and more!) free of charge.

A full list of museums offering free admission is online at [https://www.nyu.edu/life/student-life/getting-involved/museum-gateway.html](https://www.nyu.edu/life/student-life/getting-involved/museum-gateway.html)

**Time Out New York**
[www.timeout.com/newyork](http://www.timeout.com/newyork)

Keeping New Yorkers in the know, this magazine has a comprehensive calendar listing events in the city and countless “Best of New York” articles as well as frequent lists of the top 30 things you should do in a given weekend.

**The Village Voice**

This local newspaper is also a fantastic reference for events, activities, and random excitements in the city.

**GETTING AROUND NYU and NYC**

**Getting to NYU**
NYU is primarily located around Washington Square Park in the Greenwich Village neighborhood in downtown Manhattan. The campus is easily reached using New York City public transportation. Directions on how to get to NYU are on the NYU visitor’s website at [http://www.nyu.edu/about/visitor-information/getting-to-nyu.html](http://www.nyu.edu/about/visitor-information/getting-to-nyu.html). There is no NYU transportation service to bring you to campus from the local airports or bus/train terminals. All students are responsible for transportation to/from NYU.

There are many ways to get from the airport to campus, including buses, shuttles, and trains. The easiest way to get to campus is to use a taxi or car service. If you use a taxi, be sure to get one from the official taxi stand at the airport. DO NOT accept a ride from an unauthorized taxi driver.

If you are flying, it is a good idea to register your trip with NYU Traveler at [http://www.nyu.edu/life/travel-and-transportation/nyu-traveler.html](http://www.nyu.edu/life/travel-and-transportation/nyu-traveler.html). NYU Traveler is the University’s web-based travel safety service.
Getting Around Campus
Interactive and downloadable campus maps are online at http://www.nyu.edu/footer/map.html. We recommend students download the NYU Mobile app which also features a campus map.

Getting Around New York City
Most of Manhattan’s streets form a grid with streets running east and west and avenues running north and south. Street numbers increase as you travel north (10th Street is north of 4th Street), and avenue numbers increase as you travel west (5th Avenue is west of 2nd Avenue). Broadway is the only street in Manhattan that travels the full length of the island and is not a part of the grid.

Areas of the city that were built prior to the grid’s creation in 1811, like the Financial District and West Village, have narrower and more crooked streets with names rather than numbers.

Public Transportation
New York City Subway Map: http://www.mta.info/nyct/maps/submap.htm

The Metropolitan Transportation Authority (MTA) operates the city’s network of subways and buses. To use public transportation in the city, students must purchase a MetroCard. There is an initial $1 cost for a new MetroCard, so make sure to refill your card instead of buying a new one! One ride on a bus or subway is $2.75, but you can receive discounts when you buy a MetroCard with multiple or unlimited rides. MetroCards may be purchased from vending machines or tellers in any subway station. The standard MetroCard costs $5.50 and allows two rides on the subway. Transfers from one subway line to another or from the subway to the bus are free.

For more information about MetroCards, please visit the MTA website at http://www.mta.info/metrocard/.

Commuter Transportation
Commuter students travelling to NYU’s campus can use the MTA, New Jersey Transit, Long Island Railroad, MetroNorth, PATH, and other transportation services. Only New Jersey Transit offers a student discount on fares.

Further commuter student information is available from Commuter and Off-Campus Student Services at http://www.nyu.edu/students/undergraduates/student-communities/commutersoff-campus.html.

Websites and Apps
Below is a list of suggested websites and apps you can use to navigate around the city.

Moovit: http://moovitapp.com/
Google Maps: https://maps.google.com
Citymapper: https://citymapper.com/nyc
Way 2 Ride: https://www.way2ride.com/user/login.form
NYU INFORMATION and POLICIES

Students should note that NYU information and policies may have changed since the publication of this handbook. Students are encouraged to check all University information online via the main NYU website at www.nyu.edu to verify or confirm information, policies, contacts, and dates.

University Guides, Policies, and Calendars
NYU keeps all information online, and students should familiarize themselves with basic university information and policies listed on the website.

Academic calendar:
https://www.nyu.edu/registrar/calendars/registration-calendar.html#1152

Undergraduate student website:
https://www.nyu.edu/admissions/undergraduate-admissions/admitted-students.html

Academic services:
http://www.nyu.edu/students/undergraduates/academic-services.html

Student information and resources:
https://www.nyu.edu/students/student-information-and-resources.html

Student life and affairs policies:
http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines.html