Visiting Students 2017-2018
Student Handbook

January Term and Summer Sessions
  Office of University Programs
  Important Dates and Deadlines
  Before Classes Begin To-Do List
  Orientation and Check-In

Academic Advising, Policies, and
Procedures

Student Services and Resources

Health and Safety

Getting Involved on Campus and in the City

Getting Around NYU and NYC

NYU Information and Policies
### January Term and Summer Sessions

**Office of University Programs Advising**  
Academic Resource Center, 18 Washington Place  
212-998-2292  
up.advising@nyu.edu  
https://nyuvisitingstudents.wordpress.com/

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

##### January Term

<table>
<thead>
<tr>
<th>January</th>
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<tbody>
<tr>
<td>1</td>
<td>New Year’s Day (University closed)</td>
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</table>
| 2        | First day of January classes  
          | Last day to add/drop on Albert online  
          | Last day to drop a course and receive a full tuition refund*  
          | Last day to drop a course and not receive a ‘W’ grade* |
| 5        | Last day to declare a course pass/fail |
| 15       | Martin Luther King, Jr. Day (University closed) |
| 19       | Last day of January classes |

##### Summer Sessions**

<table>
<thead>
<tr>
<th>May</th>
<th></th>
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<tbody>
<tr>
<td>21</td>
<td>First day of Summer Session I classes</td>
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</table>
| 24       | Last day of Summer Session I waitlists  
          | Last day to add/drop on Albert online for Summer Session I  
          | Last day to drop a Summer Session I course and receive a full tuition refund*  
          | Last day to drop a Summer Session I course and not receive a ‘W’ grade* |
| 25       | Last day to declare a Summer Session I course pass/fail |
| 28       | Memorial Day (University closed) |
| June     |   |   |
| 16       | Monday courses held, if requested by instructor |
| July     |   |   |
| 1        | Last day of Summer Session II classes |
| 2        | Independence Day (University closed) |
| 4        | Last day of Summer Session II waitlists  
          | Last day to add/drop on Albert online for Summer Session II  
          | Last day to drop a Summer Session II course and receive a full tuition refund*  
          | Last day to drop a Summer Session II course and not receive a ‘W’ grade* |
| 6        | Last day to declare a Summer Session II course pass/fail |
| 28       | Wednesday courses held, if requested by instructor |
| August   |   |   |
| 12       | Last day of Summer Session II classes |

*Courses dropped or complete term withdrawals after this date will result in a grade of W on your transcript without tuition refund.

**A majority of Summer courses take place during the six-week Summer Session I or II. For courses taking place during a three-week quarter other dates, please see the Academic Calendar (below) for related deadlines.
All registration and tuition refund deadlines are available online:
- Course & Term Withdrawal Refund Calendar (NYU Bursar)
- Academic Calendar (NYU Registrar)

Before Classes Begin

There are a few things every student needs to do before classes begin to make sure they are ready for their time at NYU. Visit your term's Admitted Students Critical Instructions webpage for detailed information.

All students are advised to read and follow the Visiting Student Blog for information and reminders to help you prepare for your time at NYU.

1. Activate your NYU NetID
Students must activate their NetID and set a password in order to accept their admission to the University and register for courses. Your NetID is your e-identification, which gives you access to electronic resources at NYU. It is a combination of your initials and a set 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 online at home.nyu.edu.

2. Read your NYU email
Under NYU policy, 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 (at least daily) to make sure you do not miss important information or notices.

If you are having difficulty activating your NYU email, please contact NYU Information Technology at askIT@nyu.edu or 212-998-3333.

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, 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 and 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/.
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. 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). Students who return to NYU in the future without having turned in their NYUCard they will be assessed a 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 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](http://www.nyu.edu/footer/map.html) or by downloading the NYU Mobile app, which features a campus map. Use the building code key to determine the locations of your classes.

5. **Submit your immunization forms**

New York State law and NYU policy require all students taking six credits/points or more during the term to submit proof of immunity to measles, mumps, and rubella and acknowledge receipt of information regarding immunization for meningitis. All students taking at least six credits must submit their forms to the Student Health Center online. *Students who do not submit forms are at risk of being dropped from all courses without a refund after the term begins.* Information about immunization is online at [http://www.nyu.edu/shc/about/health.requirements.html](http://www.nyu.edu/shc/about/health.requirements.html).

6. **Get your textbooks**

You may search for your textbooks online at the NYU Bookstore website: [http://bookstores.nyu.edu/](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.

**Orientation**

**January Term and Summer Sessions Online Orientation**

Available on the program’s Admitted Students website.

The online orientation will be available for all students to view prior to the start of classes. The orientation highlights the important information found in this handbook. It is recommended that all students view the orientation and read this handbook before their term begins.

**International Student Arrival Form (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. **All international students must report their arrival and submit immigration forms to OGS online.** Failure to report may
jeopardize your ability to remain legally in the United States. Information about arrival is available on the Office of Global Services website.

International students with any questions about their student status or experience at NYU prior to or during the term should contact the Office of Global Services at newinternationalstudents@nyu.edu or 212-998-4720.
ACADEMIC ADVISING, POLICIES, and PROCEDURES

Advising
Academic Resource Center
18 Washington Place, Room G102
212-998-2272
Walk-in advising hours: https://nyuvisitingstudents.wordpress.com/walk-in-hours/

All visiting students should contact University Programs with academic questions or needs. If you have any questions about course selection, prerequisites, registration, academic support services, or your general experience on campus, feel free to contact University Programs by emailing up.advising@nyu.edu or visiting staff during walk-in hours.

More information about academic advising for visiting students is also available on the Visiting Student Blog.

Full-time vs. Part-time
Students are welcome to attend part-time or full-time. *International students receiving their visas from NYU must attend full-time.*

January Term
- Full-time is defined as 3 units (credits) total
- Part-time is any amount less than 3 units (credits)

Summer Sessions
- Full-time is defined as at least 6 units (credits) each six-week session, 3 units (credits) each three-week session, or 12 units (credits) for the twelve-week session.
- Full-time for students taking non-credit courses is defined as at least 18 hours of class time per week.
- Part-time is any amount less than full-time credits listed above.

Academic Support Services

NYU Classes
NYU Classes is the online content management system ("blackboard") used for many, but not all, courses at NYU. Classes is used by many professors to post the course syllabus, readings, online discussions, and other course information online. To access Classes, log into NYUHome and visit the Academics section. *Please remember that not all courses at NYU use Classes. If you do not see one of your courses listed in Classes, it does not mean you are not registered for the course.* To see all of the courses you are registered for, you can view your complete schedule in your Albert Student Center. If you know a course is using Classes and it does not appear in NYUHome, ask your professor to add you to the platform.
**Academic Resource Center**  
18 Washington Place  
212-998-2272  
[www.nyu.edu/arc](http://www.nyu.edu/arc)

The Academic Resource Center (ARC) 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.

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

The NYU network of libraries is headed by Bobst Library. Bobst houses more than 5 million volumes, several special collections, the Avery Fisher Center for Music and Media, and over 25,000 seats for study and computing.

**University Learning Center (ULC)**  
Academic Resource Center, 18 Washington Place  
https://www.nyu.edu/students/academic-services/undergraduate-advisement/academic-resource-center/tutoring-and-learning.html  
university.learning.center@nyu.edu

The University Learning Center provides free tutoring for select NYU courses as well as academic study skills workshops and group review sessions for specific introductory-level courses.

**The Writing Center**  
411 Lafayette Street, 4th Floor  
212-998-8866  
[http://ewp.cas.nyu.edu/page/writing.center](http://ewp.cas.nyu.edu/page/writing.center)  
writingcenter@nyu.edu

The Writing Center provides writing support and guidance for any student enrolled at NYU. To schedule an appointment to meet with a writing consultant, please contact the Center.

**The Moses Center for Students with Disabilities**  
726 Broadway, 2nd Floor  
212-998-4980  
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.
Academic Policies and Procedures

Visiting students must follow the policies set forth by the Office of University Programs and NYU. Students are responsible for familiarizing themselves with these policies and procedures and are strongly encouraged to speak with their academic advisor if they have questions.

Registering for Restricted Courses
Because visiting students have no academic history at the University, students cannot register themselves in courses with prerequisites. They need a unique permission number in order to add a class to their schedule. Prerequisites and other course requirements should be listed in the course notes and details in the Albert course search.

Students who feel they meet the prerequisites of a course and/or there is a registration block on a course need to submit a course Enrollment Request Form to University Programs Advising. To submit a request, students must complete the online form and email up.advising@nyu.edu with supporting documentation as proof of your academic background (ex. course syllabus, test scores). NOTE: Students must be logged into their NYU email to access the online form.

Advising shares your request with the academic department of the class for review. If approved, students receive an email with a permission number they can use to register. It can take several business days for requests to be reviewed, so students are encouraged to submit their requests early to register for a prerequisite course.

Late Registration
Students who wish to add a course to their schedule after the add/drop deadline must do so through their advisor. Written permission from the course professor must be received by your advisor. Students may submit their request with instructor permission to up.advising@nyu.edu or in person during walk-in hours at the Academic Resource Center, 18 Washington Place.

Course Withdrawals
Students may drop courses online until the add/drop deadline. After the deadline, students must submit a class withdrawal request via their Albert Student Center. Information and instructions are available on the NYU Registrar website. As NYU students, visiting students are held to the University's withdrawal and refund calendars and may receive a final grade of W (withdrawn) for a dropped course and no tuition refund depending on the date of course withdrawal. See Important Dates and Deadlines above for links to refund and registration calendars.

Term Withdrawals
Students who wish to drop ALL of their courses and withdraw from the University in full must submit a term withdrawal request via their Albert Student Center. Information about term withdrawal is available on the NYU Registrar website. As NYU students, visiting students are held to the University's withdrawal and refund calendars and may receive a final grade of W (withdrawn) for course(s) and no tuition refund depending on the date of term withdrawal. See Important Dates and Deadlines above for links to refund and registration calendars.
Pass/Fail Grades
Visiting students are permitted to take one course per term pass/fail. Taking a course pass/fail means that letter grades A-D are converted to P on academic record. Students who fail a course receive a final grade of F. Credit is awarded for students who earn a P, but the grade is not included in GPA. Students should consult with their home institution to determine if a pass/fail course is eligible for transfer credit.

To request a course for pass/fail, students must submit a Pass/Fail Request Form by the pass/fail deadline. See Important Dates and Deadlines above.

Incomplete Grades
If unforeseen circumstances keep a student from being able to complete a course in full, they may speak with their course professor to receive a grade of I (incomplete) and make arrangements to submit outstanding work. It is the professor’s decision whether an incomplete grade is possible or not. Incomplete grades are placeholders, giving students one term to submit all coursework and receive a final letter grade. Students must complete an incomplete course within one term; courses not completed by the deadline receive a final grade of F.

Petitions
Visiting students who wish to receive a tuition refund as an exception to the University’s refund calendar, to retroactively drop a course, or make other changes to their student record outside of University Programs and NYU policy must submit an official petition and have their request reviewed by a campus committee. To receive a petition form or for more information, please email up.advising@nyu.edu.
STUDENT SERVICES AND RESOURCES

Athletics
Palladium Athletic Facility: 140 East 14th Street
212-998-2020
http://www.gonyuathletics.com/

The Palladium Athletic Facility is available to all students. The facility includes cardio and weight equipment, pools, squash courts, rock climbing walls, and group classes.

404 Fitness Center: 404 Lafayette Street
212-998-2021
http://www.gonyuathletics.com/

404 Fitness includes multi-floor cardio and aerobic fitness and strength areas. Most machines come with personal TV consoles with audio and video connections. The facility includes a dance and spin room, yoga room, and stretch areas.

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

Meal plans and Dining Dollars are required for students living in residence halls without kitchens and optional for all other students. A variety of meal plans are available, and students with meal plans or Dining Dollars—an account like a debit card—can eat at any of the campus dining locations. Dining location and meal plan information is available online.

Information Technology (IT)
IT Service Desk
1-212-998-3333
24 hours a day, 7 days a week

Helpdesk
10 Astor Place, 4th floor
Hours: Monday-Friday 9:00 a.m.-6:00 p.m.
http://www.nyu.edu/its/students
AskIT@nyu.edu

IT 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 mass market books. The book search is online.

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/

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
383 Lafayette Street
212-998-4720
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.

Wasserman Center for Career Development
133 East 13th Street, 2nd Floor (located between 3rd and 4th Avenues)
212-998-4730
http://www.nyu.edu/careerdevelopment/
career.development@nyu.edu

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.

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 information about working in the U.S. as an international student.
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. All students are encouraged to review and follow these tips to stay safe on and off campus. New York City police and fire stations are also available for assistance in emergencies.

Additionally, Public Safety manages NYU'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
726 Broadway, 3rd Floor
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. 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.
GETTING INVOLVED on CAMPUS and in the CITY

There are many resources available for student life. January Term and Summer Sessions, however, take place during NYU’s traditional winter and summer breaks and some offices may not be offering events and activities during this time. All offices are available for information and support resources.

January Term and Summer Sessions Events
Office of University Programs
Academic Resource Center, 18 Washington Place
212-998-2292
up.advising@nyu.edu

All visiting students on campus are welcome to participate in University Programs events! You will receive newsletters at your NYU email address with information about events, dates and deadlines, and other information. Information will also be posted on the Visiting Student Blog throughout the term. Be sure to check the blog often and also join the private Facebook group; it will be a great way to stay connected!

Center for Student Life
Kimmel Center for University Life, 7th Floor
212-998-4411
www.nyu.edu/student-life
student-life@nyu.edu

The Center for Student Life is the headquarters for getting involved on campus and navigating the University. It also offers specialized support for commuter students, international students, veteran students, and others.

Center for Multicultural Education and Programs
Kimmel Center for University Life, Suite 806
212-998-4343
http://www.nyu.edu/cmep
cmep@nyu.edu

The Center for Multicultural Education and Programs (CMEP) produces intentional and sustained educational initiatives and campus-wide programs in the area of diversity and social justice. Through collaborations with a broad range of students, faculty, administrators and community partners, CMEP’s efforts are designed to make an impact enhancing intercultural awareness and offer compelling ways to explore the complex intersection of race, gender, religion, socioeconomic class, ethnicity, sexual orientation, national origin and many other aspects of identity in our daily lives.
The New York University 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.

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

The Center for Spiritual Life is a multifaith 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 multifaith 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.

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/
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!

Museum Gateway

Museum Gateway provides students with access to dozens of NYC’s museums free using your NYUCard! A list of museums is online.
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. 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.

Also, if you are flying, it is a good idea to register your trip with NYU Traveler. NYU Traveler is the University’s web-based travel safety service.

Getting Around NYU

NYU Transportation
http://www.nyu.edu/public.safety/transportation/

Limited bus service is available to students in the winter and summer. Safe Ride is also available, a shared, on-demand van service available during late night hours. All campus transportation services are free with your NYUCard.

Campus Map
Interactive and downloadable campus maps are online at http://www.nyu.edu/footer/map.html. We also recommend students download the NYU Mobile app, which also features a campus map, shuttle tracking, and safe ride features.

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://web.mta.info/maps/submap.html

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.

For more information about MetroCards, please visit the [MTA website](https://www.mta.info).

**Commuter Transportation**

Commuter students travelling to NYU’s campus can use the MTA, New Jersey Transit, Long Island Railroad (LIRR), 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](https://www.commuter.nyu.edu).
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 to verify or confirm information, policies, contacts, and dates.

Academic Calendar: http://www.nyu.edu/registrar/calendars/university-academic-calendar.html

Student Life and Affairs Policies: http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-services.html