Summer in NYC
Student Handbook
2017

Summer in NYC
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SUMMER IN NYC

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

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

Summer Dates: Highlights

<table>
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<tr>
<th>May</th>
<th>22</th>
<th>First day of classes—Summer Session I and Quarter I</th>
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<td>Memorial Day: University closed</td>
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<td>Last day of classes—Quarter III</td>
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<td>24</td>
<td>First day of classes—Quarter IV</td>
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The [complete academic calendar](#) is available online.

Before Classes Begin

There are a few things every student needs to do before classes begin to make sure they are ready for the summer sessions at NYU.

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 (ex. abc123). 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 (also known as “Albert”) to register for classes, view your course schedule, pay your bill, and request your transcript. NYUHome is online at [home.nyu.edu](http://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! Information is online at https://www.nyu.edu/its/email/

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/.

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 a.m.-5:00 p.m. 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 their NYUCard he/she 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 account 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.

5. Submit your immunization forms
New York State law and NYU policy require all students taking six credits or more during the summer to submit proof of immunity to measles, mumps, and rubella and acknowledge receipt of information regarding immunization for meningitis. Students can submit their forms to the Student Health Center Immunization Office. Students who do not submit forms are at risk of being dropped from all courses without a refund after summer courses begin. Information about immunization is online.

6. 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 own 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 and Check-In

_Summer in NYC Online Orientation_ (recommended)
Available online

The online orientation will be online for all students to view prior to the start of summer. The orientation will highlight the important information found in this handbook and more. It is recommended that all summer students view the orientation and read this handbook before summer courses begin.

_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. Officially reporting your arrival in the country involves two steps:

1. Complete the online electronic arrival form
2. Attend a check-in session hosted by the Office of Global Services

Information about both these steps is online at the [Global Services](#) website. International students with any questions about their visa should contact the Office of Global Services at newinternationalstudents@nyu.edu or 212-998-4720.

ACADEMIC ADVISING, RESOURCES, and PROCEDURES

Advising

**NYU Degree Students**
NYU degree students with questions about courses and registration should contact their academic advisor within their school or department. New NYU students beginning their studies in the fall but taking summer courses should contact their NYU school or department for advisement.

**Visiting Students**
Academic Resource Center (ARC)
18 Washington Place
212-998-2272
up.advising@nyu.edu

Walk-in hours: Monday 2:00-4:00 pm
Tuesday 10:00 am-12:00 pm
Wednesday 4:00-6:00 pm
Thursday 10:00 am-12:00 pm
Visiting student academic advisors can be found in the ARC. They can assist you with course registration, add/drop, withdrawals, and help connect you with academic resources on campus. If you wish to see an academic advisor outside of walk-in hours, please send an email to up.advising@nyu.edu to make an appointment. Information about academic advisement for visiting students is available online.

NYUClasses

NYU Classes is the online blackboard system used for many, but not all, courses at NYU. It is used by professors to post the course syllabus, readings, online discussions, and other course information online. To access NYUClasses, log-in to NYUHome and click the Academics tab. Please remember that not all courses at NYU use this system. If you do not see your course(s) listed in NYUClasses, it does not mean you are not registered for the course. If you know a course is using NYUClasses and it does not appear in NYUHome, you can contact NYU IT for assistance at 212-998-3333. It is often helpful to ask your professor on the first day of class if NYUClasses will be used.

Academic Support Services

Academic Resource Center
18 Washington Place
212-998-2272
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 and 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

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. Summer hours for Bobst are listed online.

University Learning Center (ULC)
Academic Resource Center, 18 Washington Place
University Hall Commons, 110 E. 14th Street
http://learning.cas.nyu.edu/page/home
university.learning.center@nyu.edu

The University Learning Center provides free tutoring for certain courses during the summer. The ULC also has information on how to build your academic study skills and offers space for study groups and class reviews.
The Writing Center
411 Lafayette Street, 4th Floor
212-998-8866
http://www.nyu.edu/cas/ewp/html/writing_center.html
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 for Students with Disabilities (CSD) assists students in obtaining appropriate and reasonable accommodations and services. Accommodations are determined on a case-by-case basis; however, examples include extended time on exams, a smaller proctored testing environment, supplemental class notes, and housing accommodations.

Students are strongly encouraged to contact CSD well in advance (a minimum of one month) of the beginning of their summer courses to allow necessary time to review disability requests and implement accommodations. Please contact CSD with any questions you may have about their services.

Academic Procedures

Visiting 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 the summer. NYU degree students must follow the procedures of their own school. All students, visiting and NYU, are 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 advisor if they have questions. Information about academic policies for visiting students is available online at: http://nyu.edu/arc/visitingstudents.

Course Registration

Students may register for courses online via Albert before the start date of the session or quarter in which their course takes place. After the session or quarter begins, if you wish to change your registration, you must do so by meeting with your academic advisor in person.

Course Withdrawal

Each summer session or quarter has its own deadline by which students must withdraw. If students withdraw after that deadline, they will receive a grade of W for their summer course(s). Withdraw deadlines are listed online.
If a student withdraws from a course or withdraws from the University for the summer, he/she may be eligible for a tuition refund depending on the date of withdrawal. The refund calendars are set by the NYU Bursar. The refund schedule is available online.

HOUSING and DINING

Housing Services
212-998-4600
http://www.nyu.edu/summer/housing/
summer.housing@nyu.edu

All residence halls are staffed with a qualified team of professionals that manage each aspect of the building. Each hall is led by a Residence Hall Director, and most halls also have an Assistance Residence Hall Director, Residence Hall Resource Manager, and Summer Assistants. All residence hall staff members are available to you as a resource, so don’t hesitate to ask them any questions you have about your hall, NYU, or New York City!

Each residence hall also has a security guard on duty 24 hours a day, 7 days a week. You can only enter your residence hall using your NYUCard and guests must be signed in.

Moving In
Check-in begins at 9:00 a.m. on the Sunday of the week your reservation begins. Earlier check-in times are not available. When you move-in, you will need to present a valid photo ID to receive your keys. You can also check-out a rolling cart if you need help with your belongings.

Students should remember that they may be moving into rooms or apartments already occupied by other students. You will be sharing your room with another summer student or resident who may be staying on campus for the entire summer or may come and go during the course of the summer months.

Rooms come equipped with an extra-long twin bed and mattress, desk and chair, and dresser. You may wish to bring your own linens, bedding, and cookware if you are living in an apartment-style hall. Further information about check-in is online.

Prior to moving in, students are also encouraged to review housing policies available online.

Moving Out
All students must check-out of their rooms by 12:00 p.m. on their scheduled check-out date. Further information about check-out is online.
**Dining Services**  
212-995-3030  
[https://www.nyu.edu/summer/housing/dining.html](https://www.nyu.edu/summer/housing/dining.html)  
dining.services@nyu.edu

Meal plans and Dining Dollars are required for students living in traditional-style residence halls 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 [locations and hours](https://www.nyu.edu/summer/housing/dining.html) are online.  
Information about meal plans and Dining Dollar is [online here](https://www.nyu.edu/summer/housing/dining.html).

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**HEALTH and SAFETY**

**Public Safety**  
7 Washington Place  
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 is online. New York City police and fire stations are also available for assistance in emergencies.

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/](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 urgent, you require counseling, or have questions about health services, the SHC staff can assist you.
Health Insurance for Visiting Students
Only international students are covered by NYU Student Health Insurance. All other visiting 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.

More information about Health and Wellness at NYU is available online.

NYU SERVICES and RESOURCES

There are many resources available on campus for students during the summer. The University and all offices will be open during the summer, but some may be operating on a more limited schedule compared to the regular academic year. 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
404 Fitness: 404 Lafayette Street
Palladium Athletic Facility: 140 East 14th Street
212-998-2020
http://www.gonyuathletics.com/

The Palladium Athletic Facility and 404 Fitness are available to all students and all residents during the summer. The facilities include cardio and weight equipment, pools, squash courts, and rock climbing walls.

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. The various centers that comprise the multi-faith initiative include the Bronfman Center for Jewish Student Life, the Catholic Center at NYU, the Islamic Center at NYU, and the Protestant Ministries at NYU.

**Commuter and Off-Campus Student Services**
Student Resource Center, Kimmel Center for University Life, 7th Floor
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 assists commuter students during the summer with resources to help you address any question you have about living off campus and commuting to the University.

**Information Technology (IT)**
*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
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. Information about wireless access on campus is online.

**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.

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, resources, and services. Your NYUCard can also be used as a debit card with Campus Cash and Dining Dollars at participating locations. In addition, your NYUCard can be used at city retailers, museums, and attractions to grant you student discounts.

Information on how to get your NYUCard is listed under Before Classes Begin on page 3.

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 LGBTQ 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.

Office of Global Services
561 LaGuardia Place
212-998-4720
http://www.nyu.edu/ogs
ogs@nyu.edu

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

Student Resource Center
Kimmel Center for University Life, 2nd Floor
212-998-4411
www.nyu.edu/src
ask.src@nyu.edu

The Student Resource Center is your headquarters for navigating NYU and the City. Have questions about anything you come across as a student? Ask the SRC!
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.

EVENTS and ACTIVITIES on CAMPUS and in the CITY

Even though you will be busy with class, it is good to take a break from the books every once in a while and take advantage of events and resources on campus and in New York!

On Campus

Summer City Guide
During the summer, students will receive the Summer City Guide via NYU email. The Summer City Guide is produced by the Student Resource Center and contains announcements about important information, happenings, and resources around campus and in the city. Stay in-the-know and read your Guide each week!

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/.

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/
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!
As an NYU student this summer, 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!) for free.

Time Out New York
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 week or weekend.

The Village Voice
http://www.villagevoice.com/

This local newspaper is also a fantastic reference for events, activities, and random excitement 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.

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 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.

Getting Around NYU

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

Limited bus service traveling between the various areas of the NYU campus will be available from Monday-Friday. You must show your NYUCard to use the bus, and rides are free. Please check the transportation website for service routes and schedules.
**Campus Map and Tour**
Interactive and downloadable campus maps are online. 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
Manhattan Bus Map

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. MetroCards cost $1.00, and a single ride on a bus or subway is $3.00. 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. 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.

**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.

**NEW YORK CITY RESOURCES**

There are many other resources online with information about New York and student life in the city!

**NYU Neighborhood Resources**
This website includes information about services and amenities in the Washington Square campus area from bakeries to cell phone stores, and pharmacies to grocery stores.

**New York City Resources**
This website includes links to online New York City guides, information about tourist attractions, sports and activities in the city, and other resources to help you get out and about on the town.
Banking and Money Management
New York City is expensive, but students can take advantage of much of what it has to offer on a budget! This website contains information about local banks and banking in the city, personal money management tips, and budgeting tools.

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
Undergraduate Student Information
Academic Services
Student Affairs Policies