



NEW YORK UNIVERSITY
Gallatin School *of* Individualized Study

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REGISTRATION & FINANCIAL MATTERS

Fall 2009

Gallatin Graduate Students

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WELCOME FROM THE GALLATIN OFFICE OF STUDENT SERVICES

Welcome to Gallatin! Gallatin's Office of Student Services has prepared this information on registration and financial matters for you. We are located in the Gallatin building at 715 Broadway on the 8th floor and we consist of a five-person team (our contact information is below). Throughout your career at Gallatin we will provide the following type of services:

- ❖ Registration assistance
- ❖ Grading assistance
- ❖ Resolution of administrative problems
- ❖ Referrals to appropriate university offices

We look forward to meeting you personally and assisting you with registration at NYU.

Gallatin Office of Student Services

715 Broadway, 8th Floor

(212) 998-7378

studentservices.gallatin@nyu.edu

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Registration Calendar - Graduate - Fall 2009

September		
9/7 Mon.		<i>Holiday-University closed</i> Albert available 24 hours
9/8	Tue.	Fall classes begin; Last day to drop and receive 100% refund for both tuition and fees.
9/14 Mon.		Last day of active waitlist: drop all unwanted waitlisted courses by 5:00pm Last day to submit Fall 2009 Independent Study and Review of Literature Proposals (715 Broadway 8th Floor) <hr/> Last day of 100% tuition refund for dropped fall classes (registration fees are not refundable)
9/15	Tues.	\$25 late fee assessed for initial fall registration
9/21 Mon.		Last day to submit Fall 2009 Internship and Private Lesson Proposals (715 Broadway, 8th Floor) Last day of Fall 2009 registration via Albert Last day of 70% tuition refund for all dropped fall classes
9/22	Tues.	To add a class, instructor's written permission required (on "Permission to Register" form or departmental letterhead)
9/25 Fri.		Last day to defend thesis for September 2009 graduation All requirements for September 2009 degrees must be completed by this day
9/28 Mon.		Last day to drop/add for Fall 2009 (even exchange of tuition) Last day to drop a fall course without getting a "W" on transcript Last day of 55% tuition refund for dropped classes
9/30	Wed.	Fall 2009 tuition payment due (after this date all initial fall registration requires payment within 6 business days)
October		
10/2	Fri.	Last day to apply for January 2010 graduation
10/5	Mon.	Last Day of 25% tuition refund for withdrawal from fall classes
10/6	Tues.	\$50 late fee assessed for initial fall registration
November		
11/9 Mon.		Last day to withdraw from a fall course (a "W" appears on transcript)
11/16	Mon.	Registration appointments begin for Spring 2010
11/26 -11/28	Thur. - Sat.	<i>Thanksgiving Recess</i>
December		
12/1	Tues.	Last day to submit Spring 2010 Tutorial Proposal (715 Broadway 8th Floor).
12/15 Tues.		Legislative Day: Classes meet on a Monday schedule Last day for students to submit materials to instructors for Spring or Summer 2009 incomplete grades Last day of fall classes
12/17 - 12/23	Thur-Wed	Final Exam period
12/24/09 - 1/16/10 <i>Winter Recess</i>		

THE GALLATIN REGISTRATION PROCESS

1) Learn About “ALBERT”

ALBERT is NYU’s online student database and registration system (it’s named for Albert Gallatin, a founder of the University). Students can use ALBERT to search for classes across NYU, register for courses, and check on their financial aid. ALBERT will be useful for you as you get a sense of the wide variety of courses that NYU offers. You may need to spend a few hours familiarizing yourself with ALBERT. To access ALBERT, you must first learn your NetID, create a password, and log on to NYUHome. For information on these topics, go to [NYUHome, NetID, ALBERT, and NYU Email](#) on pages 5-7.

2) Check for Registration Stops

Although unlikely, the University may block your registration if you are not in compliance with certain regulations (i.e., state immunization regulations), or if you have an outstanding account balance, or if you owe library books, etc. Prior to registering for classes, you should log on to Albert to make sure there are no registration stops by doing the following:

- a. Go to the Registration menu and select Registration Status
- b. Go to the Personal Profile menu and select Stops

You CANNOT register if there is a stop. Follow the instructions on Albert to resolve any registration stops that might appear.

3) Find Classes

Using either ALBERT or the website of the Office of the Registrar (<http://www.nyu.edu/registrar/listings/>), you will be able to create a schedule for the semester. To learn how to use ALBERT to find available courses, go to [Finding Available Classes Using ALBERT](#) on pages 8-9.

Course descriptions are not available on Albert or the website of the Office of the Registrar. To locate course descriptions, check the department’s website or contact the department directly. **NOTE: Some departments do not publish course descriptions. For these courses, you would need to speak with the professor or to attend the first class in order to obtain a syllabus.**

4) Complete the Plan of Study

The Plan of Study is Gallatin’s registration form, which is available in any of the Gallatin Offices or it can be downloaded from the Gallatin website (<http://www.nyu.edu/gallatin/pdf/GGStudyPlan.pdf>). It is divided into three main sections: student information; planned course selections; and academic interests, goals, and progress. You should complete all three areas. NOTE: The section on “Planned Course Selections” requires information that you can obtain from ALBERT or the website of the Office of the Registrar. Be sure to note the 5-digit Call Number of each proposed course, as you will need these codes to register. Some, but not all, courses require access codes. Below (step 6) is more information on access codes.

THE GALLATIN REGISTRATION PROCESS (cont'd)

5) Meet with Your Adviser

Because Gallatin students cannot access ALBERT to register without first being approved for registration by their adviser, you must make an appointment to meet with your adviser. After discussing your course selections your adviser must approve your Plan of Study by signing the bottom of the form.

6) Obtain Access Codes and/or Special Permission to Register (if necessary)

If you know a course needs an access code or special permission to register, you should contact the department offering the course to determine if you are eligible to enroll. If so, the departmental representative will tell you how to obtain an access code, and/or other special registration permission. To obtain contact information for all departments, go to the website of the Office of the Registrar at <http://www.nyu.edu/registrar/registration/school-registration.html> and select the relevant school link. If you have trouble locating another department, contact Gallatin's Office of Student Services, (212) 998-7378 for assistance. For more information on this topic, go to **Registering for Courses Offered by Other NYU Schools** and **Access Codes and Special Permission to Register** on page 17.

7) Obtain Electronic Clearance to Register

After your adviser has signed your Plan of Study, bring your form to the Gallatin Office of Student Services. Gallatin will keep a file copy of your Plan of Study and will electronically clear you to register on ALBERT. Gallatin students will not be able to register on ALBERT until they have received electronic clearance. If you cannot come into Student Services, please contact us (212-998-7378, studentservices.gallatin@nyu.edu) for special assistance.

8) Register for Courses Using ALBERT

You will be able to register on ALBERT once you receive adviser approval and you are cleared by Gallatin to register. To learn how to register using ALBERT, go to **Registering for Classes Using ALBERT** on pages 19-21.

9) Print and Verify Your Schedule

You should always verify your registration activity on ALBERT by printing your schedule. Make sure to correct all registration mistakes BEFORE the first day of classes to avoid financial penalties. Pay special attention to the start dates of all of your classes as some schools of the University offer courses in special sessions. Classes running for the entire Fall 2009 semester begin the week of September 8th, 2009. To view and print your schedule, go to the **Registration** menu on ALBERT's home page and select **(STUDENT) SCHEDULE**.

10) Pay Your Tuition

New York University sets tuition payment deadlines for each fall, winter, spring, and summer semester. These deadlines are printed on the website of the Office of the Bursar (<http://www.nyu.edu/bursar/payment.info/dates.html>). **Graduate students enrolled in classes for the current semester who do not meet the tuition payment deadline will be assessed finance charges.** You should read **Tuition Payment and Financial Matters** on page 25, and you should use the website of the Office of the Bursar (www.nyu.edu/bursar).

NYUHOME, NETID, ALBERT, AND NYU EMAIL

What is “ALBERT”?

ALBERT is NYU’s online student database and registration system. Students can use ALBERT to search for classes across NYU, register for courses, check their financial aid, review their grades, and many other functions.

What is “NYUHome” and how is it related to “ALBERT”?

NYUHome is a web-based service that provides information and facilitates collaboration, interaction and communication for all NYU students. Using a web browser, you will be able to access ALBERT and log in to your NYU email account through NYUHome.

What is a “NetID” and how is it related to “NYUHome”?

All NYU students enrolled in degree or diploma programs are provided with an NYU NetID (**N**etwork **I**dentification). Your NetID appears on the back of your NYU ID Card. Once activated (see below), you will use your NetID in combination with a password that you will set to access many services at NYU, including NYUHome and your NYU email account. Your NYU email address will be your NetID followed by “@nyu.edu”.

IMPORTANT: *Be prepared to spend a few hours learning how to activate your NetID, log on to NYUHome, and locate and navigate ALBERT successfully. Follow the instructions below:*

1) Learn and activate your NYU NetID, and create a password

You can activate your NetID at any time, from any internet-connected computer by going to NYU’s Information Technology Services (ITS) Start page (<http://start.nyu.edu/>) and following the online startup instructions. If you do not know your NetID, follow the instructions at the *top* of the page by clicking the *top* “START” button. Then, complete the steps for setting up a password and beginning your NYUHome service. Make sure to write down your NetID and password if you cannot memorize it. You must *carefully read the instructions for setting passwords*. You must include a NON-alpha/numeric symbol (like: !, &, *, %, etc.). Once finished, you will know your NetID and you will have created a password to access NYUHome. If you encounter any problems, write, call the ITS Client Services Center Helpline at 212-998-3333).

2) Access NYUHome

Now that your NetID is activated, you can access NYUHome, which will allow you to sign on to ALBERT. To do this, go to <http://home.nyu.edu> and sign in using your NetID and password. For more information on NYUHome, go to <http://www.nyu.edu/its/nyuhome/>.

3) Access ALBERT

Once you become familiar with your NYUHome settings, locate and select the “Academics” tab. Scroll up and/or down until you see “ALBERT for Students.” Select “Student Login.” Spend time exploring ALBERT to see the contents of the five functions available to you: Personal Profile (Addr/Stops), Academic Records (Records), Registration, Financial Aid, and Bursar. These functions will be available to you at the top of every ALBERT screen.

NYUHome and ALBERT SECURITY REMINDERS!

- Always log out from ALBERT and NYUHome, and exit your browser before leaving the computer.
- Never disclose your NetID and password to anyone.
- If you spend more than ten minutes experimenting with NYUHome without logging on to ALBERT, you will have to log out of NYUHome, log back in, and go directly to ALBERT. This is done for security reasons; it will ensure that the person who logged in to NYUHome is the same person who is signing on to ALBERT.

GETTING HELP WITH NYUHOME

The ITS Publications Group offers an NYUHome flyer that includes a thorough overview of the portal's tabs and channels, along with basic activation and configuration instructions. This flyer is available at any of the locations that ITS publications are distributed, or it can be downloaded from their website at http://www.nyu.edu/its/pubs/pdfs/gettingstarted_fa07.pdf.

ITS eServices also maintains a thorough help section on the NYUHome website in support of the University's versatile web portal. Many commonly-asked questions are answered there, and users can browse this site without having to log into NYUHome.

You can customize your NYUHome screen to fit your needs and interests. Different resources, such as reference searches or a schedule of campus events, are provided through channels, and you can choose which channels you want to display on your screen.

NYUHome provides a built-in web-based email client. This service lets you access your email from anywhere in the world with web access. Because your messages are stored on the server for a specific time period, you can work on e-mail from an office workstation, a home computer, a laptop in a hotel room or a public terminal, without having to transfer files between computers. In fact, all of NYUHome is designed for global access.

NYUHOME, NETID, ALBERT, AND NYU EMAIL (cont'd)

NYU EMAIL FORWARDING

IMPORTANT: You must use your NYU email account as important announcements from NYU & Gallatin will be sent to your NYU email account only. If you would like to receive your NYU email on your already established non-NYU email account, please follow the steps below to have your email automatically forwarded.

1. Click on the **Preferences** button in the upper right-hand corner of your NYUHome screen.
2. Under the “**Your E-mail**” section, select the link for “**Set!**” from the “**Mail forwarding:**” option.
3. Enter in the window the email address (or addresses) of the account(s) to which you want to forward your mail. You can enter as many e-mail addresses as you like, but they must each be entered on a separate line.
4. If you wish to leave a copy of each forwarded mail message in your NYUHome account, make sure the option reading “**Yes, retain a copy of each incoming mail message on NYUHome**” is selected. Otherwise, no copy will be left in your account. **Note:** Leaving copies of forwarded email messages in your NYUHome account can easily put you over your mail quota. Make sure to monitor your quota and delete messages as needed.
5. Click the **Save** button to begin forwarding your mail.
6. You should test each forward you have set IMMEDIATELY by sending a sample e-mail with an attachment to yourself at your NYUHome account. Make sure the e-mail arrives properly, including the attachment, at the account(s) to which you have forwarded your mail within a reasonable amount of time. If it does not, you should immediately disable the forwarding from your NYUHome account and investigate your account at the other location.

TIPS: Make sure that the account to which you are forwarding is not configured to auto-forward email to your NYUHome account. If you have two accounts set to forward email to each other, you will create a mail loop, and will not receive the mail at either location!

FINDING AVAILABLE CLASSES USING ALBERT

Once you are in ALBERT, **make sure you read all notes and instructions on each ALBERT screen before continuing to the next function or screen.** You can click on underlined items on each screen to get more information about these topics.

What you are looking for now is the list of courses offered in the semester for which you wish to register (fall, winter, spring, or summer). Spend some time going through courses in different departments and programs so you can see what is available.

STEPS TO FINDING AVAILABLE CLASSES:

1. From the **REGISTRATION** menu of ALBERT, select the Course Status option. This allows you to search for courses by subject area.
2. Use the **COURSE STATUS** feature to find possible classes. This allows you to see all the courses across the University that are being offered in a given semester.
 - a. In the “Term of Course Offering” select the semester for which you wish to register (fall, spring, or summer).
 - b. Select the drop-down menu under “Course Subject” by clicking on the down arrow to the right and you will see an alphabetical listing of all the course subjects. To learn how to read and understand this list, go to [Course Subjects on ALBERT](#) on pages 9-11.
 - c. Select a subject that interests you. (**IMPORTANT!** Read about courses that will count toward the 40-credit requirement for the M.A. degree by going to [Identifying Graduate-Level Courses](#) on page 12.)
 - d. In the “Course Level” section, select “All Graduate.”
 - e. Select the “Search” button at the **top** of the screen. (Once you understand how to search using the top button, you can refine your searches using the bottom part of the **COURSE STATUS** feature.) You can learn how to read the course listing that will return from this search by going to [How to Read Course Lists on ALBERT](#) on pages 13-16.

Course descriptions are available on ALBERT. See [How to Read Course Lists on ALBERT](#) on pages 13-16 for more information. Gallatin course descriptions are also available at:

<http://www.nyu.edu/gallatin/current/ma/courses-listings.html>

3. Begin to put together a class schedule by looking for courses that are not closed. Open courses will have a yellow, highlighted “Spaces Avail.” field containing the notation OPEN. While you are trying to put together a schedule, you should also select back-up courses in case your first choices are closed by the time you register.

FINDING AVAILABLE CLASSES USING ALBERT (cont'd)

NOTE: ALBERT maintains electronic waitlists for some closed courses. You can add your name to a waitlist provided the meeting time of the class does not overlap with another course for which you have registered. Students move up the waitlist (and sometimes into the actual course) as other students de-enroll. You must be diligent in monitoring your location on each waitlist, as you will be academically and financially liable for the course should you become enrolled. Waitlists expire at the end of the first week of classes. You should adjust your schedule accordingly at this time, depending on your success on the waitlist(s). For more information on waitlisting see [Waitlisting for Courses](#), on pages 23-24

4. Investigate whether your course selections require prerequisites or special permission to register. This may be indicated in the notes section of the course listing. For more information, go to [Registering for Courses Offered by Other NYU Schools](#) and [Access Codes and Special Permission to Register](#) on page 17.

COURSE SUBJECTS ON ALBERT

Courses on ALBERT are organized alphabetically by the academic school or department that offers them, rather than by the topic of each individual course. For some subjects, this is very straightforward—if you want to study German, you look under “German” and see all the courses offered by the German Department in the Graduate School of Arts and Science. However, some subjects are so broad that they are taught through several academic departments.

GALLATIN “COURSE SUBJECTS”

Because Gallatin does not have departments, you will be searching by the following “course subjects” to locate Gallatin courses relevant to graduate students:

GALLATIN: Core (GRADUATE K70.) *Includes Proseminar and thesis courses*

GALLATIN: Electives (GRADUATE K80.)

GALLATIN: Individualized Projects (GRADUATE K90.)

GALLATIN: Summer Study Abroad (GRADUATE K95.)

COURSE SUBJECTS ON ALBERT (cont'd)

Below is an example of what you see when using the “Course Status” function on ALBERT:

The screenshot shows the ALBERT web interface for Faculty/Staff at New York University. The page title is "Course Status". At the top, there are navigation links for "Registration Status", "Course Status", "Student Schedule", and "Class List". Below the navigation is a search bar with "Name:" and "SID:" fields, and "Search" and "Reset" buttons. The main content area is titled "Course Status" and includes links for "Study Abroad Courses" and "May Intensive Courses". A message box says "View the availability status of courses fitting your search criteria entered below." and "Update" button. Below this is a "Search Criteria" section with "Search" and "Reset" buttons. The search criteria include: "Term of Course Offering:" (Fall Semester, 2008), "Course Subject:" (Gallatin: Core (GRADUATE K70)), "Course Level:" (dropdown), "OR", "Course Number:" (input field with "(Full or Partial)" note), "Section Number:" (input field with "(Optional)" note), "Availability Status:" (dropdown), and "Meeting Days:" (checkboxes for Mon, Tues, Wed, Thur, Fri, Sat, Sun).

In parentheses next to each subject is important information about the course level and the hosting school or college.

COURSE SUBJECTS ON ALBERT (cont'd)

Here is what this information means (you should also click on [Course Subject](#) on this ALBERT screen for more information on this topic and a listing of departments/subjects for each school):

UNDERGRAD – undergraduate-level courses

GRADUATE – graduate-level courses

EDUC E##– Steinhardt School of Culture, Education, and Human Development course; all EDUC course numbers begin with an “E”; the two-digit number after the E corresponds to the department offering the course

Gallatin K##– Gallatin course; all Gallatin course numbers begin with a “K”; the two-digit number after the K indicates the subject area as Gallatin does not have departments

GSAS G##– Graduate School of Arts and Science course; all GSAS course numbers begin with a “G”; the two-digit number after the G corresponds to the department offering the course

STERN B##- Stern School of Business – Graduate Division; all Stern Graduate course numbers begin with a “B”; the two-digit number after the B corresponds to the department offering the course

S## - Silver School of Social Work course; all School of Social Work course numbers begin with an “S”; the two-digit number after the S corresponds to the department offering the course

TSOA H##– Tisch School of the Arts course; all TSOA course numbers begin with an “H”; the two-digit number after the H corresponds to the department offering the course

WAGNER P## - Robert F. Wagner Graduate School of Public Service; all Wagner Graduate course numbers begin with a “P”; the two-digit number after the P corresponds to the department offering the course

IDENTIFYING GRADUATE LEVEL COURSES

Gallatin graduate students *must* take graduate level courses *only* since undergraduate courses will not be counted toward the 40-credit requirement for the M.A. degree. To determine the level of a course, learn how to read the course ID. Below is a sample course listing from ALBERT:

Sect. #	Spaces Avail.	Waitlist Avail?	Course #	Course Site	Days	Meeting Times	Bldg. Room	Activ.	Cr. Hrs.	Instructor
GRADUATE PROGRAM OPEN TO GALLATIN GRADUATE STUDENTS ONLY										
K70. 2007 - PROSEMINAR: AMERICAN SOCIETY IN TRANSITION										
1	Open	0	71794	WS	T	0620PM-0820PM	SILV 801	SEM	4.0	Raiken, Laurin

COURSE ID

The course ID is **K70. 2007** – This is the full course identification number.

K70 tells you that it is a Gallatin course and the course subject is “Core Courses.” **2007** is the course number. Course numbers can begin with a “0” (0000-level), a “1” (1000-level), or a “2” (2000-level). Please see below to determine if a course is offered at the graduate level.

COURSE LEVELS

Below is information to help determine which courses are graduate level and applicable to the 40-credit requirement for the M.A. degree:

“0000-level” – **NOT** applicable to the 40-credit requirement for the M.A. degree, *unless* the course is taught in a graduate school (i.e. Wagner). Most 0-level courses are undergraduate courses.

“1000-level” – Most 1000-level courses are undergraduate courses and Gallatin graduate students will not receive credit toward the M.A. degree for these courses. However, some graduate schools (i.e., Graduate School of Arts and Sciences, Wagner, the Tisch School of the Arts) offer 1000-level courses. You should check the individual school’s course bulletin; if it appears in the *graduate* bulletin, then it is a graduate level course. 1000-level courses in the Gallatin School and in the Steinhardt School are undergraduate courses *only* and will not count for credit towards the M.A. degree in Gallatin. If you wish to take courses in film production, a special policy is in effect and you should contact Fran Levin for further information at frances.levin@nyu.edu or 212-998-7349.

“2000-level” – Graduate level courses

For further assistance with this policy, contact Fran Levin at frances.levin@nyu.edu or 212-998-7349.

HOW TO READ COURSE LISTS ON ALBERT

To see a sample listing of courses, go to the **COURSE STATUS** function on ALBERT and use the following search criteria:

Term of Course Offering: Choose the semester for which you wish to register (fall, winter/spring, or summer).

Course Subject: Select “GALLATIN: Core (GRADUATE K70.)”

Course Level: Choose “All Graduate”

Press the **SEARCH** button at the top of this screen

You should now see a list of all of Gallatin’s Proseminars and thesis courses being offered. Below are the first five courses from a prior semester:

Course Status - Microsoft Internet Explorer

New York University **albert**

HOME Personal Profile Records Registration Financial Aid Bursar **LOGOUT**

Schedule Midterm Grades Final Grades Transcripts Degree Progress Grade Posting Schedule

Course Status

All courses which satisfy the search criteria are displayed with the status of availability.

[View the Final Exam Schedule](#)

Core Courses - GRADUATE - Fall 2007										
Sect. #	Spaces Avail.	Waitlist Avail? #	Call #	Course Site	Days	Meeting Times	Bldg. Room	Activ.	Cr. Hrs.	Instructor
K70. 2007 - PROSEMINAR: AMER SOCIETY & CULTURE IN TRANSITION										
GRADUATE PROGRAM OPEN TO GALLATIN GRADUATE STUDENTS ONLY.										
001	Open	0	71794		WS T	0620PM-0820PM		SEM	4.0	Raiken, Laurin
K70. 2013 - PROSEMINAR: PERFORMANCE AND TEXT										
OPEN TO GALLATIN GRADUATE STUDENTS ONLY										
001	Open	0	71795		WS T	0620PM-0820PM		SEM	4.0	Friedman/Malnig
K70. 2115 - REVIEW OF THE LITERATURE										
001	Open	0	71796		WS	TBA		IND	3.0	
K70. 2225 - MASTER'S THESIS SEMINAR										
001	Open	0	71833		WS	W	0620PM-0800PM	SEM	4.0	Zaytoun
SECTION 001 FOR THE ARTISTIC THESIS PERMISSION OF THE INSTRUCTOR REQUIRED										
002	Open	0	71834		WS			SEM	4.0	
SECTION 002 FOR THE RESEARCH OR PROJECT THESIS PERMISSION OF THE INSTRUCTOR REQUIRED										
K70. 2335 - MASTER'S THESIS AND DEFENSE										
001	Open	0	71835		WS	M	0620PM-0800PM	SEM	3.0	Friedman, Sharo
COURSE MEETS ONE TIME ONLY: 9/10/07										

HOW TO READ COURSE LISTS ON ALBERT (cont'd)

Now take a look at the first entry:

Sect. #	Spaces Avail.	Waitlist Avail?	#	Call #	Course Site	Days	Meeting Times	Bldg. Room	Activ.	Cr. Hrs.	Instructor
K70. 2007 - PROSEMINAR: AMERICAN SOCIETY IN TRANSITION						GRADUATE PROGRAM OPEN TO GALLATIN GRADUATE STUDENTS ONLY					
1	Open		0	71794	WS	T	0620PM-0820PM	SILV 801	SEM	4.0	Raiken, Laurin

COURSE ID

The course ID is **K70. 2007** – This is the full course identification number.

K70 tells you that it is a Gallatin course and the course subject is “Core Courses.”

2007 is the course number; this is one of NYU’s two thousand level (2000-level) courses.

You can use course numbers on the “Course Status” screen to refine your searches.

PROSEMINAR: AMERICAN SOCIETY IN TRANSITION – This is the title of the course. To see the course description, click on the course title.

NOTES SECTION

Next, go to the information printed to the right of the course ID and title.

In our example, the notation “**Open to Graduate Gallatin Students Only**” appears. This note indicates that Gallatin graduate students are the only students permitted to take this course; all other students will be electronically blocked by ALBERT from registering for this course.

This section is reserved for important notes and registration instructions students may need. Requirements for prerequisites or special permission for registration will be indicated in this section.

HOW TO READ COURSE LISTS ON ALBERT (cont'd)

REGISTRATION TERMINOLOGY & COURSE INFORMATION

The top row contains registration terms used by the University. These terms refer to the numbers and codes in the bottom gray section, which is immediately below the course identification number and title. Here is what these terms mean:

Sect. # - section number: A class may be so large that it must be taught by different instructors at different times; the section number distinguishes the separate offerings of the same course. In our example, the section number is “001”, indicating that there is only one section of this course offered.

Spaces Avail. – spaces available: In our example, this field contains the notation “Open.” It may also contain the notation “Closed” or “Canceled” meaning you cannot register for this class.

Waitlist Avail? - waitlist available?: Some departments elect to set up an electronic waitlist in case a course fills up and becomes closed. If so, this field will contain the notation “Yes”. In our example, this field is blank indicating that an electronic waitlist is not available for this class.

- number of students on the waitlist: This field contains the number of students already on a waitlist. If you decide to put yourself onto a waitlist for a course, this number indicates how many people ahead of you are waiting to register for a course. In our example, this field contains “0” since there is no one on the electronic waitlist for this course.

Call # - call number: A call number is a five-digit number to be used on ALBERT to register for a course. Each section of every course has been assigned a unique call number for registration.

Course Site – This field contains a code indicating the on- or off-campus location of a course. For a definition of the codes entered in this field, click on [Course Site](#) from this screen within ALBERT.

Days – days of the week that the course meets: The following codes represent the days of the week:

M – Monday

T – Tuesday

W – Wednesday

R – Thursday

F – Friday

S – Saturday

U – Sunday

Meeting Times – time of the day that a course meets

Bldg. Room – building name and room number where a course meets: For a definition of the codes entered in this field, click on [Bldg. Room](#) from this screen within ALBERT.

HOW TO READ COURSE LISTS ON ALBERT (cont'd)

Activ. – Course type: This field indicates the style of teaching as reported by the individual schools:

LEC Lecture

LAB Laboratory

RCT Recitation

SEM Seminar

STU Studio

IND Independent Study

WKS Workshop

FLD Field Instruction or Supervision

STI Individualized Instruction in the Performing Arts

DLG / DLX Distance Learning

CLI Clinic

CLQ Colloquium

JOU Journal

Cr. Hrs. – credit hours or points: The number of credits or points assigned to the course.

Instructor – name of the instructor teaching the course

REGISTERING FOR COURSES OFFERED BY OTHER NYU SCHOOLS

(Students wanting to take a course in the Stern School of Business should also read Registering for Graduate Courses in the Stern School of Business on page 18.) Generally, students are able to log on to ALBERT and easily register for courses offered by other schools and departments of NYU. Occasionally, some departments prevent students from registering freely on ALBERT, and the student receives an error message when attempting to add the course. Because every school has its own procedure regarding registration for restricted courses, Gallatin students should know how to find each school's registration procedures. If you are blocked on ALBERT from registering for another school's course, you should go to the website of the Office of the Registrar at <http://www.nyu.edu/registrar/registration/school-registration.html>, where you will see links to each school. These pages contain instructions for non-departmental majors (which is what a Gallatin student is considered when registering for a course in another school) as well as a listing of department contact information. If you need additional help, please contact Gallatin's Office of Student Services (studentservices.gallatin@nyu.edu).

ACCESS CODES & SPECIAL PERMISSION TO REGISTER

If you find that you cannot register for a course through ALBERT and you contact a department for permission to register, you should know that you may be instructed to complete your registration in one of the following ways:

- **Access Code** – A department may issue you a four-digit access code that you'll use when you register on ALBERT. Access codes are unique and can be used one time only. Courses requiring access codes are marked by the symbol ">" in front of the course call number on the "Course Status" section of ALBERT.
- **Written Permission** – A department may give you a memo on departmental letterhead stating that you have permission to register for a restricted course. Students in this situation cannot register for these courses using ALBERT. You should bring that memo (and any other paperwork the department gives you) to Gallatin's Office of Student Services. A student services representative will review the paperwork and tell you how to proceed.
- **Registration by the department** – A department may tell you that you have been approved to take one of their courses and that a departmental representative will enroll you in the course. Students in this situation cannot register for these courses using ALBERT, nor can they register in person. If you are informed by a department that the registration will be completed for you, you must verify this registration activity:
 - 1) *Ask the departmental representative when s/he expects to complete the registration, and obtain the representative's contact information*
 - 2) *Check ALBERT to make sure the course appears on your schedule*
 - 3) *If the course does not appear on your schedule within a reasonable amount of time, you should contact the departmental representative.*

REGISTERING FOR GRADUATE COURSES IN THE STERN SCHOOL OF BUSINESS

All graduate courses in the Stern School of Business require an access code to register. To obtain an access code, Gallatin must make a reservation with Stern for you; you cannot make the reservation yourself. Stern will grant permission to register and issue an access code for a Gallatin student to take their courses provided:

- The course is open
- The student has received his/her adviser approval to take the course
- The student has fulfilled all prerequisites
- The student is not trying to register for MORE THAN 6 credits per semester in Stern courses. (*Stern does not permit non-Stern students to take more than 6 credits of Stern courses per semester.*)

To obtain an access code and register for a Stern course:

1. Obtain a copy of the Stern Cross Registration Form at http://w4.stern.nyu.edu/emplibary/reg_crossregform.pdf.
2. View Stern's Schedule of Classes to make your course selections. Due to limited availability, it is a good idea to choose a few alternatives. View the list of closed classes at http://w4.stern.nyu.edu/registrar/courseinfo.cfm?doc_id=652 before filling out the cross registration form, as this will expedite registration.
3. Meet with your adviser to obtain approval. Be sure to check that you have:
 - met the prerequisite requirement by reviewing the course descriptions at (<http://w4.stern.nyu.edu/registrar/descriptions>)
 - not exceeded the six credit limit for the term
4. Submit the COMPLETED form to Andrea D'Acunto in the Gallatin Office of Student Services in person or via fax to 212-995-4150. Please print your EMAIL ADDRESS on the form so that Andrea can contact you. Starting in summer, if there is room in the fall class Stern will reserve a seat for you and send the registration information to Andrea D'Acunto. Once Andrea has the call number and access code for the class, she will forward it to you so that you can register on Albert.
5. Register on Albert WITHIN 24 HOURS once you receive the registration codes from Andrea D'Acunto. **IMPORTANT: Due to limited availability, Stern will deactivate all access codes 24 hours after they have been issued. This means YOU ONLY HAVE 24 HOURS TO REGISTER after you receive the registration codes from Andrea. If you fail to register within 24 hours, Stern will drop you from the course roster and you will lose your place in the course. If this happens and you still want to take the course you will need to repeat the application process.**

Because Stern's graduate courses run on schedules that differ from the University's spring semester, be sure to check the start and stop dates of all of your courses, and be aware of Stern's policies and deadlines.

Stern's Fall 2009 Refund Schedule

Day Classes http://w4.stern.nyu.edu/bursar/ftcontspring/refunds.cfm?doc_id=3328
Evening Classes http://w4.stern.nyu.edu/bursar/langonespring/refunds.cfm?doc_id=3205

REGISTERING FOR CLASSES USING ALBERT

By now you should have selected your classes and received adviser approval and electronic clearance for registration. Follow the steps below to register for classes. For assistance, please call Gallatin's Office of Student Services at (212) 998-7378.

Follow these steps for registering:

- 1) **Prepare necessary reference materials.** You will need the information from your Plan of Study while on ALBERT, including any access codes you may have obtained.

- 2) **Log on to ALBERT.** If you need assistance with logging on to ALBERT, go to **NYUHome, NetID, ALBERT, and NYU Email** on pages 5-7. Please note that if you spend more than ten minutes experimenting with NYUHome without logging on to ALBERT, you will have to log out of NYUHome, log back on, and go directly to ALBERT. This is done for security reasons; it will ensure that the person who logged in to NYUHome is the same person who is signing on to ALBERT.

As you move through the many functions and screens of ALBERT, be sure to **read everything** on each screen before proceeding. Very important information and instructions for which you are responsible are written here.

- 3) **Check for stops and registration blocks on your record.** On ALBERT, you can confirm that you received adviser clearance and see whether you have any registration blocks.

From ALBERT's home page:

- Go to the **Personal Profile (ADDR/STOPS)** menu and select **STOPS**. If there are any stops or blocks on your record, you will not be able to register. ALBERT should provide instructions on resolving the stop and/or block. If you need assistance with a stop or block, contact the Gallatin Office of Student Services, (212) 998-7378.

- Go to the **Registration** menu and select **REGISTRATION STATUS**. Read everything on this page, especially the important link provided about the availability of web registration. **The first and last day that ALBERT is available for registration is noted here!**

REGISTERING FOR CLASSES USING ALBERT (cont'd)

4) Register for classes

- From ALBERT's home page, go to the **Registration** menu and select **REGISTER**. Read everything that appears on the page, as these are important instructions about your tuition payment deadline. Be sure to use the link, [Tuition and Fee Payment Schedule](#). **You could be assessed finance charges or dropped from your classes if you disregard this information!**

To register for classes, make sure to select both fields (below) properly, then click the SUBMIT button on your ALBERT page.

Academic
Unit of <input type="text" value="Gallatin School of Individualized Study - Graduate"/>
Registration:
This field must be set to <i>Gallatin School of Individualized Study – Graduate</i> whether or not you are planning to register for non-Gallatin courses.
Term of Registration: Select the semester for which you wish to register
<input type="button" value="Submit"/>

- Enter the five-digit call numbers for all of your courses from your “Plan of Study” onto the ALBERT page containing the online form, “Course Requests for Fall/Spring/Summer 200*,” then click the SUBMIT button. **With this activity, you are registering yourself for these courses.**

REGISTERING FOR CLASSES USING ALBERT (cont'd)

- 5) **Resolve registration problems.** If you are unable to add a class to your schedule, you will receive an error message from ALBERT. To learn how to resolve these errors, go to **Resolving Registration Problems on ALBERT** on page 22. If you are not permitted to register because your first-choice course is closed, you should register for one of your back-up courses. In some instances you may have to adjust other classes on your schedule to accommodate your back-up courses.

***DROPPING CLASSES** - Once you have successfully added a course to your schedule, the **DROP** option in the **FUNCTION** column on the Course Request form will appear for this course. To drop a course, select the **DROP** option and click **SUBMIT**.*

- 6) **Verify and Print your Schedule**

Verify your registration activity on ALBERT by printing your schedule. **Make sure to correct all registration mistakes BEFORE the first day of classes to avoid financial penalties.** Pay special attention to the start dates of all of your classes as some schools of the University offer courses in special sessions. Classes running for the entire Fall 2009 semester begin the week of September 8, 2009. To view and print your schedule, go to the **Registration** menu on ALBERT's home page and select **(STUDENT) SCHEDULE**.

- 7) **Pay your Tuition**

New York University sets tuition payment deadlines for each fall, spring, and summer semester. These deadlines are printed on the website of the Office of the Bursar (<http://www.nyu.edu/bursar/payment.info/dates.html>). **Students who do not meet the tuition payment deadline will incur finance charges.** Since you are responsible for knowing the deadlines and following the financial policies, you must read **Tuition Payment and Financial Matters** on page 25, and you should use the website of the Office of the Bursar (www.nyu.edu/bursar).

RESOLVING REGISTRATION PROBLEMS ON ALBERT

If your registration request is denied on ALBERT after you've entered the call number on the Course Request form and clicked SUBMIT, the rejected course is displayed in the Course Request form with the reject explanation in the Error Message column. Click on the error icon of the course line for an expanded description of the error condition and the options for resolving the problem.

Some possible displays for a rejected request are listed below:

- **Mis-typing** - If your course request is denied because you mis-typed or forgot to add necessary information, the denied course is redisplayed with your original entries and the error entry is flagged for identification. Note that the ADD option in the **FUNCTION** column remains pre-selected. You can do one of two things:
 - a. To cancel this request, unselect the ADD option. Reset this drop-down table by selecting the blank or empty option.OR
 - b. To process this request, correct the error and press the SUBMIT button. Use the pop-up message of the error entry to guide your corrections. The system ignores any course request lines which do not include a function selection.

- **Major Restriction** - Some courses are coded on ALBERT as being open only to students in particular schools or departments. If you encounter an error message saying a course has a "major restriction," contact Gallatin's Office of Student Services, (212) 998-7378 for assistance.

- **Prerequisite** - If ALBERT tells you that you do not have a necessary prerequisite for a course and you feel you have met the prerequisite, contact the department/school offering the course to learn how to proceed.

- **Closed Course** - If a course is closed the following options may appear in the **FUNCTION** column, and you can select one of them:
 - “WAITLIST” – This choice will add you to the electronic waitlist (If you choose to use the electronic waitlist, you **MUST** read the policy and procedures governing the waitlist on pages 23-24, **Waitlisting for Courses**)
 - “SEARCH” – This choice will allow you to see if other sections of this course are open

WAITLISTING FOR COURSES

Some schools/departments set up their courses with an electronic waitlist that is available when the course closes. ALBERT automatically maintains these waitlists. You should learn how the waitlists work and about the policies and procedures governing the use of waitlists as explained below.

How Waitlists Work

Once a class is closed, students can add their names to the waitlist using ALBERT. If a student who is *registered (enrolled)* for a closed course drops the class, the first person on the waitlist becomes *automatically* enrolled in the course, and all other students on the waitlist advance one position. Students who remain on the waitlist are *not* enrolled in the course. Waitlists expire on the last day of the first week of classes. If at this time a waitlisted student has not been able to enroll, the waitlisted course will no longer appear on the student's schedule.

POLICIES:

Waitlist Responsibilities - FINANCIAL

Students are assessed tuition charges for each course in which they are *enrolled*. While a student remains on a waitlist, no tuition charges are generated for that course. If a student who is on a waitlist becomes automatically enrolled in that course, tuition charges for that course are automatically applied to the student's account.

To avoid any financial liabilities from automatic enrollment from the waitlist, you MUST be diligent in monitoring your position on each waitlist, and you MUST adjust your schedule by dropping excess classes before the last day of the first week of classes.

Waitlist Responsibilities - ACADEMIC

Students are academically liable for all courses for which they are enrolled, including those for which they become automatically registered via the waitlist. This means that you may receive a grade of "F" if you become automatically enrolled into a course from the waitlist, do not attend the course, and neglect to drop the course.

To avoid any academic liabilities from automatic enrollment from the waitlist, you must drop all unwanted waitlist courses before the last day of the first week of classes.

PROCEDURES:

How to Add your Name to a Waitlist

If an electronic waitlist is available for a course (not all courses offer this option), ALBERT will give you the option on the Course Request form to select WAITLIST from the drop-down FUNCTION menu. If you select WAITLIST and click SUBMIT, you will be added to the waitlist, provided the meeting time of the waitlisted class does not overlap with another course for which you have already registered. You cannot be on a waitlist for one course AND registered for another course that both meet at the same time.

How to Monitor your Position on the Waitlist

From the REGISTRATION menu on ALBERT, select Student Schedule. Here you will see all courses for which you are enrolled and waitlisted, and you will see your position on the waitlist. During the first week of classes there is a lot of movement on the waitlists as enrolled students begin to drop these classes; you should check your schedule often during this time and make appropriate adjustments. Waitlists expire on the last day of the first week of classes. If you do not become enrolled by this time, the waitlisted course will no longer appear on your schedule.

How to Remove your Name from a Waitlist

If you are on a waitlist for a course, ALBERT will give you the option on the Course Request form to select DROP from the drop-down FUNCTION menu. If you select DROP and click SUBMIT, you will be dropped from the waitlist.

TUITION PAYMENT AND FINANCIAL MATTERS

Fall 2009 Tuition Payment Deadline is: September 23, 2009

(All Tuition payment deadlines are available at <http://www.nyu.edu/bursar/payment.info/dates.html>)

Graduate students enrolled in classes for the current semester who do not meet the tuition payment deadline will be assessed finance charges. To avoid registration and financial problems, complete the steps below.

- 1) Learn about the University's online Electronic Billing system (E-Billing). Electronic billing is the official means of generating tuition bills. The University does not send paper bills via U.S. mail. All students who enroll for courses will receive an e-mail at their official NYU e-mail address (netid@nyu.edu), notifying them a bill for tuition, fees, and housing is now available. For more information about how to receive and pay your bill go to **NYU ELECTRONIC BILLING SYSTEM** on page 26 or visit www.nyu.edu/bursar/ebill.
- 2) Learn the tuition payment process as published by the Office of the Bursar at <http://www.nyu.edu/bursar/payment.info/methods.html>. Here you will also learn the methods for payment.
- 3) Know about tuition costs. Graduate students are charged per credit. For current tuition charges, go to the website of the Office of the Bursar at www.nyu.edu/bursar/tuition.fees. Look at the tuition charges for Gallatin graduate students. You will be paying the Gallatin tuition fees even if you are taking non-Gallatin courses.
- 4) Use ALBERT to access your student account and learn about financial deadlines:
 - Before registering for classes, read all information on the **REGISTER** page before selecting your “Academic Unit of Registration” and “Term of Registration.”
 - From the **Bursar** menu on ALBERT’s home page, select **TUITION AND FEE SCHEDULE** to investigate your particular situation and track all general financial deadlines.
- 5) **If you are receiving financial aid:**
 - a. Confirm that your scholarships, loans, grants, etc. have been applied properly to your account balance by contacting the Office of Financial Aid at (212)998-4444.
 - b. Learn the requirements to maintain your financial aid by reading about satisfactory academic progress at http://www.nyu.edu/financial.aid/progress_grad.html.
- 6) If you register *after* the payment deadline, you will have only six business days to make payment. If you do not make payment within six days of registration you will be dropped from your classes.
- 7) Learn about NYU’s tuition refund policy and schedule by reading the information on page 27, **Tuition Refund Policy**. Students who drop and/or add courses after classes begin may be subject to financial penalties.

NYU ELECTRONIC BILLING SYSTEM

www.nyu.edu/bursar/ebill

Billing and Payment Dates

The University's Electronic billing system is the official means of generating tuition bills to enrolled students. Electronic billing enables you to view your NYU tuition statement online, and also make electronic check payments toward your student account. You can also print or save a copy of your statement for future reference.

All students who enroll for courses will receive an e-mail, at their official NYU e-mail address (netid@nyu.edu), notifying them a bill for tuition, fees, and housing is now available. This notification will also be sent to a secondary e-mail address, if the student provided one to the university through the Albert Student Information system.

The e-mail notification will provide a web link to the NYU Electronic Bill website. During this initial visit to the NYU Electronic Bill website, students will create an E-bill User Name and Password. At that time, students can also invite parents or other authorized users to create their own electronic bill user profile.

After parents/authorized users sign up, an e-mail notification will be sent to both the student and parent/authorized user each time a new billing statement becomes available. Students can invite multiple users to receive their electronic bill.

The Fall 2009 semester Graduate Payment Deadline for the tuition and fees is **September 23, 2009**.

For more payment and billing information, visit the NYU Office of the Bursar website www.nyu.edu/bursar or the Electronic billing section www.nyu.edu/bursar/ebill

UNIVERSITY TUITION REFUND POLICY

The act of registering generates tuition and fee charges for which you are financially responsible. After the official first day of the Fall 2009 semester (September 8, 2009), students who drop or withdraw from classes will forfeit tuition and fees according to NYU's Refund Schedule. Be aware that the graduate student payment deadline (Wednesday, September 23, 2009) occurs during the third week of classes. If a registered graduate student decides to drop courses after classes begin and has not yet made payment s/he is still responsible for tuition and fees charges.

If for some reason you register and then decide not to take classes, you must officially drop or withdraw from courses by the official first day of spring classes (Tuesday, September 8th) in order to cancel all charges incurred by registering. Otherwise, as a registered student, you will be subject to the [University Refund Schedule](#) (see below) regardless of whether or not the payment has been submitted. Students who drop classes will be eligible for a refund only in accordance with the Refund Schedule, and will have an outstanding balance with the University if no payment is made.

For more information on NYU's tuition refund policy, go to the website of the Office of the Bursar at www.nyu.edu/bursar/refunds.

REFUND SCHEDULES

FALL AND SPRING (14-week session)

Withdrawal through the Official First Day of the semester.....	100% Tuition & Fees*
First calendar week of classes	100% Tuition Only
Second calendar week of classes.....	70% Tuition Only
Third calendar week of classes.....	55% Tuition Only
Fourth calendar week of classes.....	25% Tuition Only
After the fourth calendar week of classes.....	None

*Please note that **ALL** fees (including school-related fees) are non-refundable after the **Official First Day of the semester**.

For specific Fall 2009 refund dates for 14-week session courses, go to the website of the Office of the Bursar at <http://www.nyu.edu/bursar/refunds/schedule.fallspring.html>.

STERN, WAGNER, and STEINHARDT special sessions

Some Stern, Wagner, and Steinhardt courses may begin and end on a schedule that differs from the standard University sessions. For specific refund dates for dropping or withdrawing from these special session courses, please contact a Gallatin Office of Student Services representative (715 Broadway, 8th fl., 212-998-7378) for assistance.

WINTER SESSION

Please refer to the [website of the Office of the Bursar at http://www.nyu.edu/bursar/refunds/schedule.winter.html](#) for the winter refund schedule.

SUMMER SESSION (3-,6-,7-,8-,9-,10-,11-, and 12-week sessions)

Please refer to the [website of the Office of the Bursar at http://www.nyu.edu/bursar/refunds/schedule.summer.html](#) for the summer refund schedules.