

## Highlights

- **Registration for Baccalaureate, Master's and Advanced Certificate Nursing Students**

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- **Registration for the Florence S. Downs PhD Program in Nursing Research and Theory**

# NYU College of Nursing

## Registration for Baccalaureate, Master's, and Advanced Certificate Nursing Students

**Baccalaureate Students:** You must have your registration worksheet approved by your academic advisor. Depending upon the activity, you may also be required to have the form signed by a Dean. (See Change of Program, Late Registration below.) **AT ALL TIMES, REMEMBER THAT YOU MUST HAVE THE APPROVAL OF YOUR ACADEMIC ADVISOR TO REGISTER.**

You are responsible for knowing the semester credit load requirements of your financial aid package, information that is not available to your academic advisor.

You are responsible for completing your degree requirements. Your selection of classes should be done with this in mind, and with the guidance of your academic advisor.

**Master's and Advanced Certificate Students:** Students need to make an appointment with the academic advisors to obtain clearance for registration. Students then register via Albert.

## Late Registration for Baccalaureate Nursing Students

It is always advisable to register for your classes as soon as possible in order to get your first choice of schedule. A late registration fee goes into effect one week after the start of classes. Late registration is subject to approval, which is not automatic. Students must present clear and compelling reasons why they were unable to register on time. Permission to register late is granted on an exception basis by the Assistant Dean for Student Affairs and Admissions, 246 Greene St, Room 406W. If you anticipate a problem meeting the registration deadline, you must notify your academic advisor before the registration deadline passes.

Late enrollment into a nursing course with a clinical component is not possible. You must enroll in clinical courses at least two weeks prior to the start of classes in order to comply with health clearance requirements. Timely compliance with health clearance requirements is your responsibility. All clinical days missed due to non-compliance must be made up at your expense.

## Change of Program for Baccalaureate Nursing Students

For non-clinical nursing courses, students may freely choose to enroll via Albert in any course for which they qualify during the first two weeks of the

term. Once the third week begins, permission of the instructor is required to enroll.

The Change of Program form (commonly called the Drop/Add Form) is used to change class schedules after classes have begun. The Drop/Add form is to be completed by the student, who will get an academic advisor approval signature and then personally deliver the form to the Assistant Registrar at 246 Greene Street, 4<sup>th</sup> floor for processing until the end of the third week of classes. After that, the student, via the academic advisor, must obtain the approval of the Assistant Dean for Student Affairs and Admissions to drop or add a class.

Courses dropped during the first three weeks of the term will not appear on the student's transcript. Those dropped from the beginning of the fourth week through the end of the ninth week of the term will be recorded with a grade of "W" on the student's transcript. After the ninth week of term, no one may withdraw from a course. Students who are ill or have a serious personal problem should see their academic advisor to complete the LOA/Exit interview form to forward to the Assistant Dean for Student Affairs and Admissions. Students must also complete the online LOA/WD form found on the Registrar's website at [www.nyu.edu/registrar/withdrawal](http://www.nyu.edu/registrar/withdrawal) or sign on to Albert and click on the Semester Withdrawal Form. **REMEMBER THAT IF YOU STOP ATTENDING CLASS, IT IS NOT AN OFFICIAL WITHDRAWAL. IF YOU DO NOT OFFICIALLY WITHDRAW, YOU MAY BE GRADED ACCORDINGLY (POSSIBLY WITH A GRADE OF "F.") YOU MUST FILE A DROP/ADD FORM, PROPERLY EXECUTED, TO OFFICIALLY WITHDRAW.**

**ALL REQUESTS FOR REFUNDS, AT ANY TIME IN THE SEMESTER, MUST BE APPROVED BY THE COLLEGE OF NURSING REFUND COMMITTEE. THE REFUND SCHEDULE IS STRICTLY ENFORCED.**

**THE FINAL DAY TO DROP A COURSE, FOR ANY REASON, IS THE END OF THE NINTH WEEK OF THE SEMESTER. NO WITHDRAWALS WILL BE ALLOWED AFTER THIS DATE.**

## Full-Time/Part-Time Status for Baccalaureate Nursing Students

The Undergraduate Program progressions of the College of Nursing are designed for full time (i.e. enrolled in a minimum of 12 credits) students. Full-time undergraduate students may enroll in 12 to 18 credits for the same price in the Fall and Spring terms. An undergraduate student may not take more than 18 credits without advisor permission, and the approval of the Associate Dean of the

Undergraduate Program. There is an additional per point fee above 18 credits.

Summer enrollment is billed per-credit with a 16 credit maximum.

## Cross-School Registration for Baccalaureate Non-Nursing Students

Before registering for a class in the College of Nursing, consult the Bulletin (<http://www.nyu.edu/nursing/bulletin>), and your departmental guidelines where appropriate, to review policies for taking classes in other divisions. Next, check the Nursing Bulletin for course descriptions, prerequisites, times, etc. Finally, ascertain whether your school / department will give credit for the proposed course and whether written permission from your school is required.

Most classes at the College of Nursing are restricted to majors. However, some non-clinical courses are open to all students at New York University.

## For Additional Information for Baccalaureate, Master's, and Advanced Certificate Students

Hila Richardson, R.N., F.A.A.N., B.S.N., M.P.H., Dr. P.H., Associate Dean of Undergraduate Programs, 246 Greene Street, 4<sup>th</sup> floor, 212-998-5803

Alphonse Falcone, B.A., Program Coordinator Undergraduate Programs, 246 Greene Street, 4<sup>th</sup> floor, 212-998-5343

Judith Haber, R.N., F.A.A.N., B.S., M.A., Ph.D., Associate Dean of Graduate Programs, 246 Greene Street, 7<sup>th</sup> floor, 212-998-9020

Matthew Cosby, B.S., Program Coordinator Graduate Programs, 246 Greene Street, 7<sup>th</sup> floor, 212-998-9201

Jacqueline R. Klein, PhD, Director of Academic Advisement and Learning Development, 246 Greene Street, Room 414W, 212-998-7386, [Jacqueline.klein@nyu.edu](mailto:Jacqueline.klein@nyu.edu)

## Registration for the Florence S. Downs PhD Program in Nursing Research and Theory

Applicants who are accepted and permitted to register, and who wish to begin their study as full-time students, may register during no more than one term for a maximum of 18 points prior to the establishment of official matriculation. Similarly, applicants who wish to begin as part-time students may register during no more than two terms for a maximum of 18 points prior to the establishment of

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official matriculation. In all matters relating to the program, the students work closely with their academic advisors. See below regarding Full/Half Time Equivalency.

The student must have a registration worksheet approved by his/her academic advisor. After seen by his/her advisor, the student is cleared via computer to register. The student must register via Albert. AT ALL TIMES, REMEMBER THAT THE STUDENT MUST HAVE THE APPROVAL OF HIS/HER ADVISOR IN ORDER TO REGISTER.

## Classification of Courses within the College of Nursing:

- 0000 Undergraduate Students
- 1000 Juniors, Seniors & Graduate Students
- 2000 Graduate Students
- 3000 Doctoral Students Only

## Late Registration for the Florence S. Downs PhD Program in Nursing Research and Theory

It is always advisable to register for your classes as soon as possible. Please check the University Academic Calendars on the University Registrar website at [www.nyu.edu/registrar](http://www.nyu.edu/registrar) for the schedule of late registration fees and withdrawals. Late registration approval is not automatic and must be done in person. If you anticipate a problem meeting the registration deadline, you must see your academic advisor before the registration deadline passes.

## Maintenance of Matriculation for the Florence S. Downs PhD Program in Nursing Research and Theory

The following Doctoral Advisement fee system is in effect for all NYUCN doctoral students:

1. Any semester in which a student is not registered for at least one 3-point course, the student must register for N41.3400, Doctoral Advisement. Registration for this course will entitle students to use the libraries and other research facilities, consult members of the faculty, participate in University activities, and use the student health service and the Coles Sports and Recreation Center. If a student, who is still within his or her 10-year time period for degree completion, does not register each semester for either one 3-point course or for Doctoral Advisement, his or her matriculation will lapse after one year. With the approval of the student's academic advisor and the Director of the Doctoral Program, matriculation may

be reinstated, at which time the student will be required to pay all missed tuition and fees.

2. Doctoral Advisement will be a 1-point fee course. These credits will not count toward the student's total point requirement.

3. Students who register for Doctoral Advisement may be given full-time equivalency if they are eligible according to the NYUCN regulations.

4. The School's *Leave of Absence* policy does *not* apply to doctoral students.

NB: If a student withdraws from the NYUCN Doctoral Program, he/she cannot reapply until after his/her 10<sup>th</sup> year matriculation date, and acceptance back into the program is not automatic.

## Change of Program for the Florence S. Downs PhD Program in Nursing Research and Theory

Doctoral students may freely choose to enroll via Albert in any course within the recommended curriculum, and for which they qualify, during the first two weeks of the term. Once the third week begins, permission of the instructor is required to enroll.

The Change of Program form (commonly called the Drop/Add Form) is used to change class schedules after classes have begun. The Drop/Add form is to be completed by the student, who will get an academic advisor approval signature and then personally deliver the form to the Assistant Registrar at 246 Greene Street, 4<sup>th</sup> floor for processing until the end of the third week of classes.

Courses dropped during the first three weeks of the term will not appear on the student's transcript. Those dropped from the beginning of the fourth week through the end of the ninth week of the term will be recorded with a grade of "W" on the student's transcript. After the ninth week of term, no one may withdraw from a course. Students who are ill or have a serious personal problem should see their academic advisor and/or the Director of the Doctoral Program. REMEMBER THAT IF YOU STOP ATTENDING CLASS, IT IS NOT AN OFFICIAL WITHDRAWAL. IF YOU DO NOT OFFICIALLY WITHDRAW, YOU MAY BE GRADED ACCORDINGLY (POSSIBLY WITH A GRADE OF "F.") YOU MUST FILE A PROPERLY EXECUTED DROP/ADD FORM IN PERSON IN ORDER TO OFFICIALLY WITHDRAW.

THE FINAL DAY TO DROP A COURSE, FOR ANY REASON, IS THE END OF THE NINTH

WEEK OF THE SEMESTER. NO WITHDRAWALS WILL BE ALLOWED AFTER THIS DATE.

## Full-Time/Part-Time Status (Certification of Status) for the Florence S. Downs PhD Program in Nursing Research and Theory

The University defines full-time course work to be a minimum of 12 points each term and part-time 6 points per term.

Certification for full/half-time status must be determined at the time of registration. Full/half-time equivalency may affect financial aid or Visa requirements. A full/half-time equivalency can only be officially established by completion of an equivalency form and having it signed by your advisor or dissertation chair. You may obtain this form and information regarding eligibility categories for full/half-time equivalency from the Doctoral Program Office.

## Non-Matriculating Students for the Florence S. Downs PhD Program in Nursing Research and Theory

Non-NYU graduate students wishing to register as non-matriculating students must hold clearance letters from the Doctoral Program Office before approval by an assigned Student Advisor.

## International Students for the Florence S. Downs PhD Program in Nursing Research and Theory

International doctoral students must make an appointment with Helen Leonard at the Office for International Students and Scholars for orientation, preliminary academic assessment, language placement, or clearance regarding English competency. She is located at 561 LaGuardia Place, 1<sup>st</sup> floor, 212-998-4725.

## For Additional Information for the Florence S. Downs PhD Program in Nursing Research and Theory

Deborah Chyun, PhD, R.N., F.A.H.A., Director, Doctoral Program, 246 Greene Street, 6R floor, 212-998-5264

Elmer Templeton, Program Coordinator, Doctoral Program and the Muriel and Virginia Pless Center for Nursing Research, 246 Greene Street, 6R floor, 212-998-5562