

Highlights

- **Registration Tips**
- **Late Registration**
- **Change of Program**

Highlights

- **Full-Time/ Part-Time Status**
- **International Students**
- **Cross School Registration for Non-TSOA Students**

Tisch School of the Arts



Registration Information

Tisch School of the Arts

Registration

You must have your registration form approved by an academic advisor in your department. Depending upon the activity, you may also be required to have the form signed by a Dean. (See Change of Program, Late Registration below.) You are welcome to register for TSOA classes outside your major when you have the permission of the department offering the class to do so. Many TSOA departments do not allow non-majors to enroll in their classes. Classes open to non-majors are so indicated in this directory. In addition, the Tisch School offers Open Arts courses that are open to students throughout the university. See last paragraph for more information.

Tisch students who take courses through Gallatin, Stern School of Business or the Steinhardt School of Education will receive elective credit **ONLY** for these courses. Additionally, no credit will be given to Tisch students for courses taken through NYU's School of Continuing and Professional Studies. **AT ALL TIMES, HOWEVER, REMEMBER THAT YOU MUST HAVE THE APPROVAL OF AN ADVISOR TO REGISTER.**

Always bear in mind that you are responsible for seeing that you are meeting the requirements for your degree. Your selection of classes should be done with this in mind, and with the guidance of your faculty advisor.

Late Registration

If you register after the official in-person registration dates for a semester, you are registering late. A late registration fee goes into effect one week after the start of classes. Your registration is then subject to approval. Approval 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 Associate Dean of Student Affairs, 721 Broadway, Room 801. If you anticipate a problem meeting the registration deadline, you must contact your department *before* the registration deadline passes.

Change of Program

The Change of Program form, commonly referred to as a Drop/Add form, should be used to make changes to your schedule after the second week of classes. The process of changing your program begins in your department. **YOU ARE RESPONSIBLE FOR COMPLETING THE DROP/ADD FORM AND MEETING WITH AN ADVISOR TO PROCURE HIS/HER APPROVAL.** If space is available, you may freely choose to enter any course for which you qualify during the first two weeks of the term. Once the third week begins, you must have permission of your department to enroll. The drop/add period continues for the first three weeks of the term with the restrictions noted above, but you must remember that any refund to which you are entitled after dropping a class decreases with time. A refund schedule can be found at www.nyu.edu/bursar/refunds. Once the drop/add period ends, you must obtain a signature of the Associate Dean for Student Affairs 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 are experiencing extenuating circumstances should contact the Director of Academic Services at 721 Broadway, 8th Floor, New York, NY 10003; (212) 998-1900. **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 SCHOOL 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

The Tisch School of the Arts expects all students to be enrolled full time (12 or more points in a semester). Most programs do not allow part-time students. You must have permission from your department and the Associate Dean for Student Affairs to enroll part-time. Students may take up to 18 points a term, but no more than 18 points without permission of the department and the approval of the Associate Dean for Student Affairs. There is an additional per point fee above 18 points.

Cross-School Registration for Non-TSOA Students

Before registering for a class in TSOA, consult your school's bulletin (and your departmental guidelines where appropriate) to review policies for taking classes in other divisions. Next, check the TSOA bulletin or departmental websites 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.

Many classes at TSOA are restricted to majors, however, certain courses offered through Tisch are open to all students at New York University. Each semester, these courses are listed in the Tisch Open Arts Directory. This booklet includes course descriptions, class days/times, and directions for registration. It is available in your advisement office or through the Office of Special Programs, located at 721 Broadway, 12th floor, 998-1500. The Open Arts Directory is also available online at: <http://specialprograms.tisch.nyu.edu/page/openclasses>