1. ADVISING: Every semester Gallatin students must consult with their advisers before registering to discuss course selections and academic progress. During this meeting, the student and his/her adviser should complete the Plan of Study and the adviser will approve and sign it. Any student registering for Gallatin non-classroom study (Internship, Independent Study, Review of the Literature, Private Lesson) should also have his/her adviser sign the appropriate forms at this meeting.

2. ACCESS CODES FOR INDIVIDUALIZED PROJECTS: After adviser approval, individualized project forms should be submitted to the Gallatin Office of Student Services for approval and access codes. Please call in advance for instructions and/or appointment.

3. CLEARANCE: Before a student can register on Albert, he/she must bring the completed Plan of Study and all other signed and approved forms to the Gallatin Office of Student Services where staff review the forms and “clear” students to register.

4. REGISTERING: When all of the call numbers and access codes have been written on the Plan of Study, and the student is cleared, the student is ready to log on to Albert via NYU Home to register for courses. After the second week of classes, all registration must be completed in person with a Permission-to-Register Form (provided by the school offering the course), and must be approved by Gallatin’s Office of Student Services. Students should complete all registration by the third week of classes. Students with registration problems after this time should confer with Gallatin’s Office of Student Services for guidance.

5. DROP/ADD: Drop/adds can be performed after your initial registration on Albert by following the appropriate electronic instructions. All changes to your course schedule should be discussed with your adviser. THE DEADLINE TO COMPLETE A DROP/ADD IS THE LAST DAY OF THE THIRD WEEK OF CLASSES.

### Cross-School Registration for Gallatin Students

Some courses in the schools of New York University require special permission or access codes for registration. To determine your eligibility for a specific course:

**UNDERGRADUATE STUDENTS:**
2. Stern School of Business Registration: Gallatin students are allowed to take a maximum (strictly enforced) of 32 credits in the Stern School of Business.

**GRADUATE STUDENTS:**
1. Consult the school’s bulletin for course descriptions, class standing, prerequisites, and placement exams. Remember: Graduate students will not be given credit for undergraduate courses.
2. Read the “Cross-School Registration” section under each school’s listing in this booklet. You will find additional instructions regarding registration procedures, and information on contact names/numbers for these schools.
3. Find the course listing in this booklet. If the course requires special permission or an access code (“*”), contact the department offering the course to obtain any necessary permissions or access codes.
4. Stern School of Business Registration: Any Gallatin student who wishes to register for a Graduate Stern course must come to the Gallatin Office of Student Services for an access code.

### Cross School Registration for Non-Gallatin Students

1. Consult with your department and/or adviser regarding your school’s policy on taking classes in other departments. Ascertain whether your school/department will give credit for the proposed course, and whether written permission from your school is required.
2. Check with the Gallatin Office of Student Services for course descriptions, prerequisites, and approvals. Some courses are not available to non-Gallatin students, and others require access codes for registration.

### Maintaining Matriculation

If you do not wish to register for classes during a particular term, you must maintain matriculation by registering for K47.4747, “Maintain Matriculation,” or you will be considered withdrawn from New York University. The cost for “Maintain Matriculation” is $75 plus health services, technology, and registration fees. Contact the Gallatin Office of Student Services for assistance with this registration.

### Undergraduate students

MUST register for “Maintain Matriculation” if all coursework is complete, but the colloquium is still outstanding.

### Study Abroad

**Undergraduate:**
[http://www.nyu.edu/gallatin/current/ab/courses-abroad.html](http://www.nyu.edu/gallatin/current/ab/courses-abroad.html)

**Graduate:**
[http://www.nyu.edu/gallatin/current/ma/courses-abroad.html](http://www.nyu.edu/gallatin/current/ma/courses-abroad.html)

Students should plan well in advance for a study abroad, and begin by discussing this option with their advisers. For explicit information and registration procedures to study abroad, please consult the Gallatin website listed above, or contact the Gallatin Office of Advising.

### Cross School Registration for Non-Gallatin Students

1. Consult with your department and/or adviser regarding your school’s policy on taking classes in other departments. Ascertain whether your school/department will give credit for the proposed course, and whether written permission from your school is required.
2. Check with the Gallatin Office of Student Services for course descriptions, prerequisites, and approvals. Some courses are not available to non-Gallatin students, and others require access codes for registration.

### CONTACT INFORMATION

**Gallatin Office of Advising**
719 Broadway, 5th Floor
(212) 998-7320

**Gallatin Office of Student Services**
715 Broadway, 6th Floor
(212) 998-7370

**Gallatin Website**
[www.nyu.edu/gallatin](http://www.nyu.edu/gallatin)