**FALL AND SPRING SEMESTERS**

Separate and complete registration must be made for each term of work. Students will not be allowed to attend courses for which they have not registered.

New students will be notified by the Office of Academic Advising of registration procedures upon admission.

Currently enrolled students may use Albert to register for courses each term. This process occurs in April for the fall term and in November for the spring term. Announcements concerning these dates will be advertised by the Office of the University Registrar as well as the Office of Academic Advising at Stern.

For the registration periods, students will receive an appointment notice from the Office of the University Registrar. This notice will provide the student with a personal date and time for registration, which is not subject to adjustment.

Payment and other pertinent information will be provided by the Office of the Bursar.

Enrolled students who do not complete this registration process will be able to register during the registration period that occurs immediately prior to the beginning of each semester. Students using this registration must pay their tuition and fees to the Office of the Bursar within 48 hours of registering.

Registration after the close of the stated registration periods must be approved by the Office of Academic Advising, Tisch Hall, Suite 616. The deadline for late registration is the end of the second week of regular classes. A late registration fee is charged (see Refund Period Schedule on page 70).

**Wait List for Closed Courses:** During registration, most Stern courses will have a wait list to be used when a section of a particular course has closed. Students may use Albert to add themselves to a wait list for a given course. Being wait-listed for a course does not guarantee admission into that course. Students are encouraged to register for an alternative course or a different section of the wait-listed course, if available, to ensure proper academic progress and satisfactory completion of degree requirements. For courses in other schools, it might be necessary in some cases to inquire with the academic departments about their status on wait lists. Further details concerning the wait list are made available from the Office of the University Registrar. Wait lists expire the Monday after the first full week of classes at the beginning of the semester, at that time all students are removed from the wait list.

Add/Drop: Students may add and drop courses during designated periods. No classes can be added after the first two weeks of regular classes.

With the exception of accounting and finance majors, students may take no more than 18 credits of advanced course work in any Stern department, excluding introductory courses. CPA accounting majors may take no more than the requirements for the department core. Finance majors may take no more than 15 credits of advanced finance course work. Students may take up to 18 credits of Tisch School of the Arts and Steinhardt School of Education applied arts courses to count toward their required elective credits. All course work transferred into Stern is counted within these limits.

**SUMMER SESSIONS**

The 12-week summer is divided into two 6-week sessions. Students may choose from day and evening courses in either or both terms. As specified by a New York State Education Department regulation, a student who registers for both 6-week sessions may take a maximum of 16 credits, with the credit load for either session not exceeding 10 credits.

Matriculants who wish to attend the summer sessions are urged to take advantage of the registration-advising period in November and April. Students may add courses through the third day of classes during each summer session. They may withdraw from courses through the third week of classes. Summer courses are listed on Albert beginning in December.

**STUDY OUTSIDE THE UNIVERSITY**

Students enrolled for degree programs at New York University are expected to take their courses, including summer sessions, at New York University. Exceptions will be considered on a case-by-case basis and must be preapproved by the Office of Academic Advising. (Please see the section on the Residency Requirement on page 82.)

Students wishing to engage in study abroad through an NYU-approved program should see an adviser in the Office of Academic Advising to discuss the process of study abroad. For more information, please see the International Programs and Study Abroad section on pages 90-91.

**WITHDRAWAL FROM COURSES**

Occasionally, a student may withdraw officially from a course if continuation is made impossible for reasons beyond his or her control. Students who withdraw after the withdrawal deadline will have a “W” notation on their transcript. For a listing of withdrawal deadlines, please refer to the academic year calendar on pages 11-12. In all cases, the deadlines are based on the beginning date of the respective terms, not the date when the course has its first meeting. Students who, in the judgment of the instructor, have not substantially met the requirements of the course or who have been excessively absent may be considered to have withdrawn unofficially and may, on the recommendation of the instructor, be given the final grade of F.

The official request to withdraw is made on the Program Change Form, which students can obtain in Suite 616, Tisch Hall.