



OFFICE OF RECORDS AND REGISTRATION
GRADUATE DIVISION

HENRY KAUFMAN MANAGEMENT CENTER
44 WEST FOURTH STREET, SUITE 6-100
NEW YORK, NY 10012-1126
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Cross Registration Form

- Students **MUST REGISTER** on Albert within 24 hours upon receiving approval for the course(s) or they will lose their seat(s).
- Students automatically get a Stern account after registering; **THIS ACCOUNT MUST BE ACTIVATED** in order to access class resources.
- All students enrolled in Stern graduate courses **MUST** adhere to Stern's policies and procedures including the code of conduct and honor code.

SCHOOL/ADVISOR INFORMATION		
1 School (Check <input checked="" type="checkbox"/> one) <input type="checkbox"/> BPA (UGRAD STERN) <input type="checkbox"/> GED (SCHOOL OF ED) <input type="checkbox"/> GGA (GRAD GALLATIN) <input type="checkbox"/> GPA (WAGNER) <input type="checkbox"/> GRA (GRAD ARTS & SCIENCE/COURANT) <input type="checkbox"/> LAW (LAW SCHOOL) <input type="checkbox"/> SCE (REAL ESTATE) <input type="checkbox"/> SOA (TISCH) <input type="checkbox"/> SSW (SOC. WORK) <input type="checkbox"/> OTHER _____		
2 Staff / Advisor Full Name: (please print)	3 Phone No./Ext.:	4 Fax No.:
5 Advisor Prerequisite Certification: (Advisor's Signature and Full Name Required for Processing) I certify that all prerequisites for the course(s) have been met: _____ Print Name: _____		

CROSS REGISTRATION REQUEST

(A) STUDENT INFORMATION			
1 Title: Mr. / Ms.	2 Name: (Last) _____	(First) _____	3 ID# : N ____-____-____-____ 4 Date of Birth: ____/____/____
5 Student Status: (Check <input checked="" type="checkbox"/> one) <input type="checkbox"/> Student has previously registered for a Stern course. <input type="checkbox"/> Student has never registered for a Stern course.			

(B) COURSE SELECTIONS (maximum 6 credits)					STERN OFFICE USE ONLY			
#	Course Number	Sec. #	Course Title	Day/Time	Call Number	Access Code	Comments	Staff
1								
2								
3								

(C) ALTERNATE SELECTIONS					STERN OFFICE USE ONLY			
#	Course Number	Sec. #	Course Title	Day/Tim	Call Number	Access Code	Comments	Staff
1								
2								
3								

Cross Registration Procedures for Non-Stern Students

- Non-Stern students meet with their Academic Advisor to complete the NYU-Stern Cross Registration form.
- The Academic Advisor then faxes the completed form to Stern's Office of Records and Registration. If there is space available in the requested course(s), the student will be registered in Stern's registration system.
- The Office of Records and Registration will fax the form with a course Call Number and Access Code back to the student's Academic Advisor. The Advisor will pass these codes on to the student, who will use them to register for the Stern course on the Albert registration system.
- If the student does not register on Albert within 24 hours, their class (es) will be dropped.

Additional Comments:
