

explore. collaborate. engage.

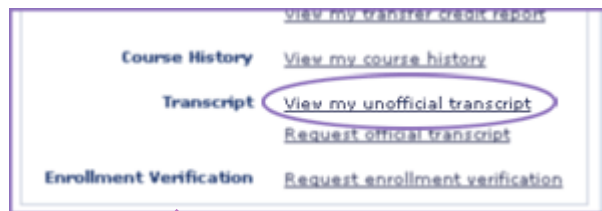


Pre-Registration Workshop Spring 2012

Monday, October 31

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Verify Your Transfer Credits/Courses



In Albert, check your “Unofficial Transcript” and “[Degree Audit](#)” to verify that courses and credits from your previous institution have been coded to match your Curriculum Worksheet/credit evaluations.

- For example, if your previous school’s financial accounting course was deemed equivalent to Stern’s ACCT-UB 1 Principles of Financial Accounting, verify that ACCT-UB 1 is not being shown as a course you need to complete in “Degree Audit”
- Please do not use the “Transfer Credit Evaluation” screen in Albert. This was only used by Admissions and to give you your tentative credit evaluation. It is not used/updated by us or other NYU offices.

***If you have not picked up your transfer credit evaluation, you can pick it up at the Advising front desk.**

Check Your Enrollment Date and Holds

- Log onto ALBERT (via NYUHome)
 - Training guide 1: [finding courses on Albert](#)
 - Training guide 2: [registering for courses on Albert](#)
 - Read up on course “swaps” (pages 9-11). A swap is more powerful and recommended than a waitlist.
- NYU students register for Spring 2012 the week of November 14-18:
 - A student’s specific registration date and time is assigned based on the number of credits completed (which do not include the current semester’s credits). (See next slide on how to check your assigned date and time to register for Spring 2012)
 - If you have a time on Nov 18, your credits may not have been put in the system (Nov. 18 is when freshmen register); please contact an adviser.
- Clear up negative registration holds (if any) prior to your registration date (these may include bursar or library holds---some holds, like “Financial Aid” processing-type holds, may not affect registration.)
 - For information on whether you have holds that may affect registration, click on “Details” in the Holds box for information on your holds (see next slide)
- Check and/or put in both your (1) mobile phone number and (2) your emergency contact person (a family member/guardian who can be contacted in an emergency) and their cell phone. Not having one of these 2 items may prevent you from registering.

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension
<input checked="" type="checkbox"/>	Mom, Your	Other	*****-****	

Holds
Fall 2011- Financially Cleared
[details ▶](#)

To Do List
No To Do's.

Enrollment Dates
Enrollment Appointment
You may begin enrolling for the Spring 2012 Regular Academic Session session on November 18, 2011.
[details ▶](#)

Click here to see if you have holds that may prevent you from registering at your appointed date and time ---because not all items listed in the "holds" box will prevent registration.

Enrollment Dates

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Fall 2011	Undergraduate	New York University
<input type="radio"/>	Winter 2012	Undergraduate	New York University
<input type="radio"/>	Spring 2012	Undergraduate	New York University

Enrollment Dates

To view appointments and enrollment dates for another term, select the term and click Change.

Spring 2012 | Undergraduate | New York University

Enrollment Appointments

Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
Regular Academic Session	November 18, 2011 10:00AM	January 23, 2012 11:59PM	18.00	18.00	18.00	18.00

This is an example of where to find your time to start registering for your Spring 2012 courses. Nov. 18 is for freshmen, though, so if you happen to see a time on that date, please contact an adviser. Your date should be earlier in the week.

General Planning Guidelines

- Prior to your registration date/time
 - Plan out several schedules with backup classes & sections. Write down the 4 or 5-digit Class numbers and class times as well.
 - Load your shopping cart with your top choices.
- Registration Resources
 - [Advising Web page for registration](#) (new courses, reminders, etc.)- --there's a new one for each registration season
 - [SternLinks](#)
 - Course Faculty Evaluations
 - Course Syllabi
 - CAS' [Course Evaluation Guide](#)
 - [Final Exam Schedule](#) guide
 - There is no NYU rule on maximum # of finals (see next slide)
- Remember some key Stern policies:
 - You may not retake courses you have passed,
 - You may not take more than 2 Stern (-UB) courses at any one NYU study away site,
 - SCPS (-DC/-GC) courses will not fulfill your requirements (so you should not take them),
 - etc.

One thing to consider when selecting Washington Square classes is to consider when a course's final exam might be (if any). The final exam schedule can be found on the Registrar's page (the image below is for fall exams; the spring schedule was not yet posted).

FALL 2011 FINAL EXAM SCHEDULE
December 19 - December 23

New York University schedules final examinations in two ways, By Subject Group and By Class Meeting Time. By consulting the appropriate listing you will be able to verify the scheduling of final examinations for each group. Final exam day and times are noted in bold. For example, if your class meets Mon. and Wed. from 9:30 AM - 10:45 AM, your final exam is scheduled for Mon. 12/19 from 8:00 AM - 9:50 AM. You should also check with the instructor of your class for exact times and instructions.

To obtain the exam schedule information, visit the Office of the Registrar homepage at <http://www.nyu.edu/registrar>. If you have any questions regarding the exam schedule, contact the Office of Classroom Scheduling at (212) 998-4220 or via email at classroom.scheduling@nyu.edu.

BY SUBJECT GROUP **OR** **BY CLASS MEETING TIME**

BY SUBJECT GROUP			BY CLASS MEETING TIME								
Biology Group			Mon. 12/19	8:00 AM	9:50 AM	Tue. 12/20	10:00 AM	11:50 AM	Wed. 12/21	4:00 PM	5:50 PM
Thurs. 12/22	10:00 AM	11:50 AM	MTWRF	9:30 AM	10:45 AM	TWR	11:00 AM	12:15 PM	MW	3:30 PM	4:45 PM
BIOL-UA 11	All Sections		MTWR	9:30 AM	10:45 AM	TRF	11:00 AM	12:15 PM	MTW	3:30 PM	4:45 PM
BIOL-UA 13	All Sections		MWR	9:30 AM	10:45 AM	TR	11:00 AM	12:15 PM	W	3:30 PM	4:45 PM
BIOL-UA 21	All Sections		MTR	9:30 AM	10:45 AM	TR	11:00 AM	12:30 PM	W	3:30 PM	6:10 PM
Chemistry Group (LECTURE SECTIONS)			Mon. 12/19	12:00 PM	1:50 PM	Tue. 12/20	11:00 AM	12:15 PM	Wed. 12/21	3:30 PM	4:40 PM
CHEM-UA 125	All LEC Sections		MW	9:30 AM	10:45 AM	T	11:00 AM	12:15 PM	W	3:30 PM	4:40 PM
CHEM-UA 126	All LEC Sections		M	9:30 AM	10:45 AM	T	11:00 AM	12:45 PM	W	3:30 PM	7:00 PM
CHEM-UA 127	All LEC Sections		M	9:30 AM	12:15 PM	T	11:00 AM	12:40 PM	W	3:30 PM	8:25 PM
CHEM-UA 225	All LEC Sections		M	9:00 AM	11:00 AM	W			W	4:00 PM	5:30 PM
CHEM-UA 226	All LEC Sections		M	9:30 AM	12:00 PM	Tue. 12/20	2:00 PM	3:50 PM	W	4:00 PM	6:00 PM
CHEM-UA 227	All LEC Sections		M	9:30 AM	12:00 PM	T	2:00 PM	3:15 PM	W	4:10 PM	7:10 PM
Chemistry Group (LAB SECTIONS)			Mon. 12/19	10:00 AM	11:50 AM	Tue. 12/20	2:00 PM	3:15 PM	Wed. 12/21	6:00 PM	7:50 PM
CHEM-UA 125	All LAB Sections		MTR	11:00 AM	12:15 PM	T	2:00 PM	4:45 PM	W	4:55 PM	6:35 PM
CHEM-UA 126	All LAB Sections		MW	11:00 AM	12:15 PM	TRF	2:00 PM	3:15 PM	W	4:55 PM	6:10 PM
CHEM-UA 127	All LAB Sections		MTWRF	11:00 AM	12:15 PM	TWR	2:00 PM	3:15 PM	W	4:55 PM	7:35 PM
CHEM-UA 225	All LAB Sections		MWR	11:00 AM	12:15 PM	T	12:30 PM	3:15 PM	W	4:55 PM	7:35 PM
CHEM-UA 226	All LEC Sections		M	11:00 AM	1:45 PM	T	12:20 PM	2:00 PM	W	4:30 PM	6:10 PM
CHEM-UA 227	All LAB Sections		M	11:00 AM	12:15 PM	T	1:00 PM	3:00 PM	W	4:55 PM	6:25 PM
Stern Economics of Global Business Course			Fri. 12/23	10:00 AM	11:50 AM	Tue. 12/20	2:00 PM	3:25 PM	Wed. 12/21	4:55 PM	7:00 PM
ECON-UB 11	All Sections		MTWR	11:00 AM	12:15 PM	T	2:00 PM	3:30 PM	W	4:55 PM	7:05 PM
German Group			Wed. 12/21	10:00 AM	11:50 AM	Tue. 12/20	2:00 PM	3:40 PM	Wed. 12/21	4:55 PM	7:25 PM
GERM-UA 1	All Sections		M	11:00 AM	12:00 PM	T	2:00 PM	4:00 PM	W	5:00 PM	7:30 PM
GERM-UA 2	All Sections		M	11:00 AM	12:50 PM	T	2:00 PM	4:30 PM	W	5:10 PM	7:00 PM
GERM-UA 3	All Sections		M	11:00 AM	1:00 PM	T	2:30 PM	4:00 PM	W	8:00 PM	9:50 PM
GERM-UA 4	All Sections		MTF	11:00 AM	12:15 PM	TR	2:00 PM	3:40 PM	W	6:20 PM	7:35 PM
Mathematics Group			Fri. 12/23	8:00 AM	9:50 AM	Tue. 12/20	4:00 PM	5:50 PM	Wed. 12/21	6:20 PM	8:50 PM
MATH-UA 9	All Except Evenings		MW	11:00 AM	12:50 PM	T	2:00 PM	4:00 PM	W	6:20 PM	8:25 PM
MATH-UA 121	All Except Evenings		MW	11:00 AM	1:00 PM	TR	2:00 PM	4:45 PM	W	6:20 PM	8:00 PM
MATH-UA 122	All Except Evenings		MW	11:30 AM	1:20 PM	TR	2:00 PM	6:00 PM	W	6:20 PM	8:20 PM
			Fri. 12/23	8:00 AM	9:50 AM	Mon. 12/19	2:00 PM	3:50 PM	Tue. 12/20	4:00 PM	5:50 PM
			MTWRF	2:00 PM	3:15 PM	MW	2:00 PM	3:15 PM	T	3:30 PM	4:45 PM
			MTWRF	2:00 PM	3:15 PM	MTWRF	2:00 PM	3:15 PM	T	3:30 PM	6:10 PM
			MTWR	2:00 PM	3:15 PM	MTWR	2:00 PM	3:15 PM	W	6:30 PM	8:30 PM
			MTWR	2:00 PM	3:15 PM	MTWR	2:00 PM	3:15 PM	W	6:45 PM	9:00 PM

<http://www.nyu.edu/registrar/registration/final-exam-schedules.html>



Class-year-specific Considerations

- **Highlights for Juniors:**

- *International Studies Program* (ISP) (MGMT-UB 11 [under “Management (MGMT-UB)”) is required for the spring
 - MUST pick a section for the region you’ve lotteried to (i.e., if you have Singapore, you must pick a section of ISP: Asia)
 - MUST enroll yourself during registration. NO waitlists are available.
- Upperclassmen sometimes recommend to try to avoid taking *Law, Business & Society* and *Competitive Advantage from Operations* in the same semester
- Must take *Law, Business, and Society* this year as it is a prerequisite for your required senior-fall course, *Professional Responsibility and Leadership*
- Juniors must complete both OCR (On-Campus Recruitment) Orientation and “Acing the Interview” to be eligible for spring OCR! Get them done this fall.
 - **One option: OCR Orientation at Tisch Hall! November 8** in Paulson Auditorium (12:30pm). RSVP through CareerNet
 - Junior spring can be a busy time. Plan your schedule with this in mind

- **Highlights for Sophomores:**

- *Organizational Communication* (SOIM-UB 65 [under “Social Impact”]) and *Management and Organizations* (MGMT-UB 1) not recommended in the same semester
- Must take *OrgComm* and *EGB* (ECON-UB 11) before Spring 2013 to be eligible for *ISP*
- Must pick a Stern major by the end of the 2011-2012 school year

Click here to learn more: ACCT-UB 1 | Term/s Filter: Spring 2012

Spring 2012

ACCT-UB 1 | 4 units | Class#: 1002 | Session: 01/23/2012 - 05/07/2012 | Section: 001
Class Status: **Open** | Grading: Ugrd Stern Graded
Course Location Code: WS | Component: Lecture
01/23/2012 - 05/07/2012 Mon,Wed 8.00 AM - 9.15 AM at TISC 200 with Meng, Xiaojing
Notes: OPEN TO OTHER NYU DIVISIONS ONLY

ACCT-UB 1 | 4 units | Class#: 1003 | Session: 01/23/2012 - 05/07/2012 | Section: 002
Class Status: **Open** | Grading: Ugrd Stern Graded
Course Location Code: WS | Component: Lecture
01/23/2012 - 05/07/2012 Tue,Thu 8.00 AM - 9.15 AM at TISC LC25 with Ferrari, Mascia
Notes: OPEN TO OTHER NYU DIVISIONS ONLY

ACCT-UB 1 | 4 units | Class#: 1004 | Session: 01/23/2012 - 05/07/2012 | Section: 003
Class Status: **Open** | Grading: Ugrd Stern Graded
Course Location Code: WS | Component: Lecture
01/23/2012 - 05/07/2012 Tue,Thu 8.00 AM - 9.15 AM at TISC UC25 with Dachowitz, Henry
Notes: OPEN TO OTHER NYU DIVISIONS ONLY

ACCT-UB 1 | 4 units | Class#: 1005 | Session: 01/23/2012 - 05/07/2012 | Section: 004
Class Status: **Open** | Grading: Ugrd Stern Graded
Course Location Code: WS | Component: Lecture
01/23/2012 - 05/07/2012 Tue,Thu 11.00 AM - 12.15 PM at TISC 200 with Shehata, Amal
Notes: Stern Students only

ACCT-UB 1 | 4 units | Class#: 1006 | Session: 01/23/2012 - 05/07/2012 | Section: 005
Class Status: **Open** | Grading: Ugrd Stern Graded
Course Location Code: WS | Component: Lecture
01/23/2012 - 05/07/2012 Mon,Wed 2.00 PM - 3.15 PM at TISC LC25 with Meng, Xiaojing
Notes: OPEN TO OTHER NYU DIVISIONS ONLY

ACCT-UB 1 | 4 units | Class#: 1007 | Session: 01/23/2012 - 05/07/2012 | Section: 006
Class Status: **Open** | Grading: Ugrd Stern Graded
Course Location Code: WS | Component: Lecture
01/23/2012 - 05/07/2012 Mon,Wed 11.00 AM - 12.15 PM at TISC 201 with Maindiratta, Ajay

ACCT-UB 1 | 4 units | Class#: 1008 | Session: 01/23/2012 - 05/07/2012 | Section: 007
Class Status: **Open** | Grading: Ugrd Stern Graded
Course Location Code: WS | Component: Lecture
01/23/2012 - 05/07/2012 Tue,Thu 9.30 AM - 10.45 AM at TISC LC25 with Dontoh, Alex
Notes: Stern Students only

ACCT-UB 1 | 4 units | Class#: 1009 | Session: 01/23/2012 - 05/07/2012 | Section: 008

Read the course notes for each section of a Core course. Do not attempt to take sections noted as "Other NYU Divisions Only." You should only attempt one of the other, unmarked sections.

* Albert may let you place courses that have restrictions that you may not meet in your shopping cart, but you would not be able to actually register for it on your registration date, which could be an unpleasant surprise. (Prerequisites and restrictions are only double checked by Albert at the time of attempted enrollment, not when you place it into your cart, so to avoid issues, look up course/section restrictions and prerequisites before registration.)

The Undergraduate Advising Office

Tisch Hall, 6th floor

How to see an academic adviser (most of the year)

- 30-minute appointment: [Booked through AAS](#) (through Albert). These are for in-depth questions on majors, minors, study away/IBEX, post-graduate options (careers, law school, med school), degree audit, co-curricular activities, academic difficulty, etc.
 - Mondays through Thursdays 10am-4pm
 - AAS only shows appointments up to 5 days in advance, and appointments must be made at least a day in advance (your ability to make an online appointment for the next day ends at midnight the night before). If you see a same-day opening on AAS, you'll need to come to the office to see if it's still reservable (i.e., same-day appointments cannot be made online)
 - Pick the adviser of your choice
- Quick Visits: For a quick(i.e., 5-minute) question (e.g., sign a form, declare a major, etc.), you could do a "Quick Visit." In-person sign up at our office (i.e., no AAS)
 - Mondays through Thursdays 3:30–4:45pm, and Fridays 2:30–4:30pm

"Seasonal" changes to the above system

- Registration Quick Visits (Week before and week of registration: **Nov. 7-18**)
 - Still made through AAS, but these are 15-minute sessions only to talk about registration for the next semester. M-Th, 9:30am-4:30pm*. Unclaimed same-day appointments (if any) will be posted around 9:30 am in the Advising Office for in-person sign-up.
 - No afternoon "walk-in" quick visits during these weeks
- First week of the semesters, we tend to use walk-in, in-person sign-ups only.
- It will likely take us longer than usual to respond to e-mails during these 2 times

The Academic Advising Team



Tiffany Boselli
Director



Jessie Rosenzweig
Associate Director



Mark Nakamoto
Assistant Director



Danielle Purcell
*Assistant Director of
Academic Enrichment
Programs*



Mike Manzo
Academic Adviser

Office Administrative Aides



Alice Charney



Mary-Grace Tomecki
Academic Adviser



Scott Bourdeau
Academic Adviser



Brandon Bullock

January Term

- Optional. January-term courses will be offered January 3rd – January 21st, 2012
- Registration for these courses is October 24– December 22 on Albert
 - Dec 14th-last day to drop January Term course without financial penalty
- Stern courses being offered include:
 - Law, Business & Society (SOIM-UB 6)
 - Competitive Advantage from Operations(OPMG-UB 1)
 - Principles of Managerial Accounting (ACCT-UB 2)
 - The Financial Crisis of 2007-2009 (FINC-UB 11) (junior standing)
 - Entertainment and Media Industries (MKTG-UB 40)
 - Digital Strategic Marketing (MKTG-UB 56)
- For more information visit: <http://www.nyu.edu/winter/>
- Please avoid SCPS (-GC/-DC) courses as they will not satisfy your requirements.

Office of Academic Advising

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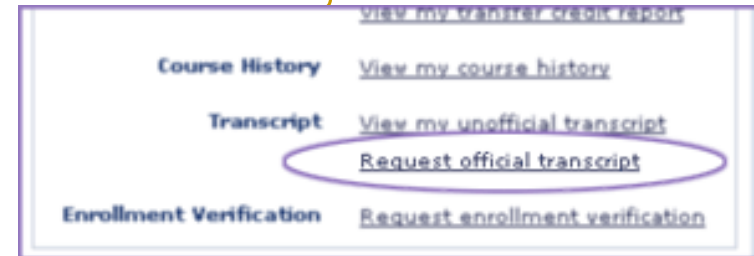


Transcripts and Enrollment Verification:

For job applications, scholarships, health insurance, etc.

Registrar's Office

- Official transcripts can be requested online through Albert (please allow 1-2 weeks!)
- Unofficial transcripts can be viewed/printed from Albert
 - The unofficial transcript is a new way for you to see what AP/SAT/ACT/TOEFL test scores NYU has received for you (These scores will not be on an “official transcript,” though. Also, the unofficial transcript will not show GCE A Levels or IBs)
- Enrollment verifications available through Albert



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Course-Help Reminders

- Your Professor and/or TA/TF
- BAP Tutoring
 - Subjects include FA, MA, Foundations of Finance, CorpFin, FSA, Stats
 - Interview and Resume assistance
- University Learning Center
 - Many CAS courses, some Stern courses
- Writing Center
 - Writing help in any class. They have their own online appointment-making system.

Student Life Events

- Get involved in clubs!
- The Cohort Program and Cohen Arts & Culture Experience (CACE) provides the opportunity to experience many of the social & culture offerings of NYC – at little to no cost!
- Look out for e-mails announcing upcoming events

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Good luck with registration!

Q&A