Registration

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 upon admission by the Office of Academic Advising and Student Services of registration procedures.

Currently enrolled students may use Albert to register for courses each term. This process occurs in November for the spring term and in April for the fall term. Announcements concerning these dates will be advertised by the Office of the University Registrar as well as the Office of Academic Advising and Student Services 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 and Student Services, Tisch Hall, Suite 800. The deadline for late registration is the end of the second week of regular classes. A late registration fee is charged.

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. For courses in other schools, students may use Albert or in some cases inquire with the academic departments about their status on wait lists. Further details concerning the wait list will be 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 points 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 points of advanced finance course work. For liberal arts course work, the limit is 20 points of course work in any one area.

Additionally, Stern students may take no more than 16 points of applied art course work. Course work at the Tisch School of the Arts and the Steinhardt School of Education is considered applied art course work. Students may obtain an approved list of courses from the Office of Academic Advising and Student Services. 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 among 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 points, with the credit load for either session not exceeding 10 points.

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. A summer bulletin can be obtained from the Information Center, located in Shimkin Hall, 50 West Fourth Street.

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 approved by the Office of Academic Advising and Student Services.

Students with more than 64 points of credit earned who are facing extenuating circumstances who wish to engage in summer study outside of NYU must make an appeal in writing to the Director of Advising, Tisch Hall, Suite 800. All appeals will be reviewed individually by a committee in the Office of Academic Advising and Student Services.

Students wishing to engage in study abroad should see an advisor in the Office of Academic Advising to discuss the process of study abroad.

VETERANS BENEFITS
Various Department of Veterans Affairs programs provide educational benefits for spouses, sons, and daughters of deceased or permanently disabled veterans as well as for veterans and in-service personnel, subject to certain restrictions. Under most programs the student pays tuition and fees at the time of registration but will receive a monthly allowance from Veterans Affairs.

Veterans with service-connected disabilities may be qualified for educational benefits under Chapter 31. An applicant for this program is required to submit to the Department of Veterans Affairs a letter of acceptance from the college he or she wishes to attend. Upon meeting the requirements for the Department of Veterans Affairs, the applicant will be given an Authorization for Education (VA Form 22-1905), which must be presented to the Office of the University Registrar, 25 West Fourth Street, 1st Floor, before registering for course work.

All Veterans. Allowance checks are usually sent directly to veterans by the Department of Veterans Affairs. Veterans and eligible dependents should contact the Office of the
University Registrar each term for which they desire Veterans Affairs certification of enrollment.

All veterans are expected to reach the objective (bachelor’s or master’s degree, doctorate, or certificate) authorized by Veterans Affairs with the minimum number of points required. The Department of Veterans Affairs may not authorize allowance payments for points that are in excess of scholastic requirements, that are taken for audit purposes only, or for which nonpunitive grades are received.

Veterans may obtain applications or assistance in filing for educational benefits in the Office of the University Registrar, 25 West Fourth Street, 1st Floor.

Since interpretation of regulations governing veterans’ benefits is subject to change, veterans should keep in touch with the Department of Veterans Affairs or with NYU’s Office of the University Registrar.

WITHDRAWAL FROM COURSES
Occasionally, a student may withdraw officially from a course if continuation is made impossible for reasons beyond his or her control. A notation of “W” is not designed to spare students from a low grade. The official request to withdraw is made on the Program Change Form, which students can obtain in Suite 800, Tisch Hall. Students who withdraw after the withdrawal without a “W” deadline will have a “W” notation on their transcript.

WITHDRAWAL DEADLINES
Withdrawal Without a “W” Notation on the Transcript
Full-semester courses, fall and spring: No later than the end of the third calendar week of classes.
Half-semester courses, fall and spring: No later than the end of the first calendar week of classes.
All courses, summer: No later than the third calendar day of classes.

Withdrawal with a “W” Notation on the Transcript
Full-semester courses, fall and spring: No later than the end of the ninth calendar week of classes.
Half-semester courses, fall and spring: No later than the end of the third calendar week of classes for courses scheduled only one day per week, and no later than the end of the fourth calendar week of classes for courses scheduled two days per week.
All courses, summer: No later than the end of the third week of classes for the session in which the course is registered.

No withdrawals are permitted after these times in the respective terms. 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.