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Quick Guide for Undergraduate Students

GETTING STARTED:

- I have received a copy of my Program of Study and/or department handbook.
- I have learned how to read and understand my Program of Study.
- I do ___ do not ___ need to take a placement exam(s).
- I have received advisement, registered for classes, and have printed out my schedule.
- I received my NYU ID Card.
- I familiarized myself with the campus.
- I have met NYU and State Immunization requirements.
www.nyu.edu/shc/about/health.requirements.html
- I have paid my tuition & fees at 25 W. 4th St. or at nyu.edu/bursar.
- My summer reading assignment is...

PREPARING FOR A NEW SEMESTER:

- I know my registration date.
- I have resolved any holds on my account.
- I have reviewed my Program of Study.
- I have browsed and selected potential courses, while considering other academic options, e.g. study abroad, independent study, honors courses, and co-curricular activities.
- I have scheduled a meeting with my advisor to review my degree progress, potential schedule, and have been cleared for registration.
- I have registered for classes.
- I have obtained my course materials and textbooks.

BEFORE I GRADUATE:

- I have reviewed my Senior Checksheet and am in compliance with my degree requirements.
- I have met with my advisor to ensure I am on track for graduation.
- I have registered for graduation on Albert.
- I have discussed with my advisor and/or career counselor my post-graduation plans.
- I have ordered graduation attire.
- I have obtained tickets to Steinhardt's Baccalaureate and University Commencement.

Quick Guide for Graduate Students

GETTING STARTED:

- I am aware of new graduate student programming, e.g. Welcome Week, Department Orientation, New Grad Student Info Session, and Doctoral Student Orientation
- I have met NYU and State Immunization requirements.
www.nyu.edu/shc/about/health.requirements.html
- I have activated my internet account on start.nyu.edu
- I have met with my academic advisor and prepared for registration.
- I have registered for classes through Albert via the Academics tab of NYUHome.
- I have paid my tuition & fees at 25 W. 4th St. or at nyu.edu/bursar.
- I received my NYU ID Card.
- I familiarized myself with the campus.

PREPARING FOR A NEW SEMESTER:

- I know my registration date.
- I have resolved any holds on my account.
- I have reviewed my degree requirements and selected potential courses.
- I have scheduled a meeting with my advisor to review my degree progress, potential schedule, and have been cleared for registration.
- I have registered for classes.
- I have obtained my course materials and textbooks.

BEFORE I GRADUATE:

- I have reviewed and completed my degree requirements.
- I have met with my advisor to ensure that I am on track for graduation.
- I have discussed with my advisor and/or career counselor my post-graduation plans
- I have registered for graduation on Albert.
- I have ordered graduation attire.
- I have obtained tickets to Steinhardt's Valedictory/Doctoral and University Commencement.

Student Affairs

The Office of Student Affairs

Pless Hall, 2nd Floor
82 Washington Square East

www.steinhardt.nyu.edu/students

Student Affairs, in concert with the School's mission, plays an important role in preparing students to challenge convention, redefine the educational process, and lead in a dynamic and changing society. The office works collaboratively with faculty, staff, students and University colleagues to provide a broad array of programs, services, and opportunities that:

- are responsive to the dynamic nature of the educational process;
- enrich the educational experience for the School's diverse and global undergraduate and graduate student population;
- embody the School's concern for all phases of a student's development and the range of student needs.

Advisement and Registration Services

Academic Advisement

Linda Chin, Assistant Director
212 998 5053
linda.chin@nyu.edu

Belkis Baez, Student Advisor
212 998 9031
belkis.baez@nyu.edu

www.steinhardt.nyu.edu/advisement

Advisement in the Steinhardt School is integral to the academic experience and is organized departmentally and by program. Undergraduate and graduate students are admitted to the Steinhardt School to pursue a chosen major. The most important person to meet with for academic advisement is your department program advisor. Advisement provides the framework for educational planning and assessing progress toward educational, personal, and career goals.

GO TO ACADEMIC ADVISEMENT AND REGISTRATION SERVICES FOR:

- Change of major;
- Course substitution;
- Cross-school minors;
- Domestic and study abroad programs;
- Double major;
- Minors in Steinhardt;
- Request for off campus study;
- Undergraduate re-evaluation of transfer credit.

■ International Student Advisement

Jessica Walker, Student Services Counselor

212 998 5234

jessica.walker@nyu.edu

www.steinhardt.nyu.edu/advisement/international

Staff meet with international students and nonnative speakers of English with refugee or permanent resident status prior to their first registration.

GO TO THE INTERNATIONAL STUDENT ADVISOR FOR:

- preadvisement;
- English competency testing information;
- orientation;
- information about the New International Student Seminar (SAHS-GE/UE 2003);
- general academic information;
- assistance with issues specific to international students.

■ Special Student (Nondegree) Advisement

A nondegree student (nonmatriculant) is one who is enrolled for course work but is not a degree candidate. Requirements for admission are the same as those for degree candidates, and all course work must be taken for credit. No auditing is permitted. Applications for admission may be obtained from the Office of Undergraduate Admissions, www.admissions.nyu.edu, or the Office of Graduate Admissions, Pless Hall, 3rd Floor. Clearance to register must be obtained for each semester's registration. After obtaining the permit to register, nondegree students meet with a special student advisor.

For detailed information regarding the registration process, visit

www.steinhardt.nyu.edu/advisement/special

■ Teacher Certification

Mark Perez, Certification Officer
212 998 5033
mark.perez@nyu.edu

www.steinhardt.nyu.edu/teacher_certification

Contact the Certification Officer with any concerns you may have that cannot be answered by your departmental certification liaison.

GO TO THE CERTIFICATION OFFICER FOR:

- information on education statutes, requirements, and certification in other states;
- information on teacher certification requirements;
- requirements for New York State Teacher Certification Examinations.

■ Graduate Studies

Nancy Hall, Coordinator
212 998 5044
nancy.hall@nyu.edu

www.steinhardt.nyu.edu/advisement/masters/office

After you enroll as a master's or doctoral student, all matters affecting graduate status are processed through this office.

GO TO THE OFFICE OF GRADUATE STUDIES FOR:

- applications for doctoral candidacy;
- applications for Doctoral Student Travel Fund;
- applications for Pre-Doctoral Summer Research grant;
- approval forms for master's thesis;
- Doctoral Handbook;
- extension/reinstatement/rematriculation information and materials;
- filing advisor's written requests for exemption/submission of degree requirements;
- formation of dissertation committee;
- graduate transfer credit;
- directions for filing doctoral dissertation.

■ Special Programs

Community College Transfer Opportunity Program (CCTOP)

Bart Grachan, Director

Pless Hall, 3rd Floor

212 998 5139

bart.grachan@nyu.edu

www.steinhardt.nyu.edu/cctop

CCTOP recruits, pre-enrolls, and provides general advisement for students transferring from select metropolitan-area community colleges.

NYU Opportunity Programs (HEOP/CSTEP)

Arthur O. Eve Higher Education Opportunity Program (HEOP)

Collegiate Science and Technology Entry Program (CSTEP)

Evita Rivera, Student Services Counselor

212 998 5697

evita.rivera@nyu.edu

www.nyu-op.org

HEOP/CSTEP provides preadvisement, academic advisement, personal counseling, tutoring, and educational workshops for students enrolled through these programs.

Professional Studies (PRST) Program

Belkis Baez, Student Advisor

212 998 9031

belkis.baez@nyu.edu

Undergraduates in their senior year who have not met departmental requirements for their original course of study are referred to, and may graduate through, the Professional Studies Program, following a liberal arts curriculum.

Registration Services

David Zapotocky, Director

212 998 5055

dz1@nyu.edu

Andrea Fannelli, Registration Administrator

212 998 5055

af26@nyu.edu

www.steinhardt.nyu.edu/registration

Registration for both graduate and undergraduate students is completed through Albert, the online student information system, available through NYU Home. You may also find answers to your questions in the Frequently Asked Questions (FAQ) at our website.

GO TO REGISTRATION SERVICES FOR:

- course permission forms;
- deferred tuition payment;
- drop/add course forms;
- incomplete grade contracts;
- independent study forms;
- pass/fail option forms;
- full/part-time equivalency.

Financial Aid and Scholarships

Office of Financial Aid

25 West Fourth Street, 1st Floor
212 998 4444

www.nyu.edu/financial.aid

Financial aid, including federal and state grants and loans, is centralized in the Office of Financial Aid. You may also consult with your department chair for information about scholarships and fellowships that may be available through your department.

Returning undergraduates may use the appeal form to request additional financial aid at www.nyu.edu/financial.aid/ or direct your appeal in writing to Patricia M. Carey, Associate Dean, Pless Hall, 2nd Floor. Appeals are considered on an individual basis.

Office of Graduate Admissions

John Myers, Director of Enrollment Management

Yvette Brown, Associate Director

Pless Hall, 3rd Floor

212 998 5030

steinhardt.gradadmissions@nyu.edu

www.steinhardt.nyu.edu/graduate_admissions

GO TO THE OFFICE OF GRADUATE ADMISSIONS FOR:

- admission information on graduate study;
- graduate housing;
- information on financial aid for new graduate students;
- financial aid appeals form for returning graduate students.

Student Services and Activities

Counseling and Student Services

Jeanne Bannon, Director
212 998 5065
jeanne.bannon@nyu.edu

Jenn Wells, Assistant Director
212 992 9382
jenn.wells@nyu.edu

Margaret Bailey, LCSW, Counselor, Counseling and Wellness Services - Student Health Center (SHC)
212 998 5061
mb18@nyu.edu

Jonathan Martinez, Student Services Counselor
212 998 5066
jm4599@nyu.edu

Evita Rivera, Student Services Counselor
212 998 5697
evita.rivera@nyu.edu

Jessica Walker, Student Services Counselor
212 998 5234
jessica.walker@nyu.edu

www.steinhardt.nyu.edu/counseling

Go to the Office of Counseling and Student Services for:

- Orientation Programs;
- New Student Seminar (SAHS-UE1);
- New International Graduate Student Seminar (SAH-GE 2003);
- Career Exploration: Meet with staff from the NYU Wasserman Center for Career Development, available two days a week in Student Services;
- Educational Consultation: Discuss issues related to the academic experience, including educational goals and objectives;
- Personal Counseling: Clarify issues and develop strategies confidentially;
- Leave of Absence/Exit Interview;
- Student Publications;
- Information on activities to meet informally with faculty, staff, and your peers:
 - Conversations of Color: A focus on issues related to diversity.
 - Deans Hour: Informal conversation with the Steinhardt School deans.
 - Tea at Three: Brings international and American students together.
 - Fast Break Bagel Breakfast: On your way to class.
 - Tea and Empathy: Unwind during finals.

Student Organizations

NYU Steinhardt student organizations plan programs, activities, and services and co-sponsor departmental student organizations and clubs to help meet the cultural, social, and educational needs of both undergraduate and graduate students. USG/GSO participate actively in governance, representing the “student voice” on designated School/University committees. Staff in the Office of Counseling and Student Services serve as advisors to USG/GSO and provide leadership development, advisement, and training for their members.

■ Undergraduate Student Government (USG)

Pless Hall, 3rd Floor, 212 998 5350, steinhardt.usg@nyu.edu
www.steinhardt.nyu.edu/usg

Jenn Wells, Advisor, Assistant Director, Counseling and Student Services
jenn.wells@nyu.edu

■ Graduate Student Organization (GSO)

Pless Hall, 3rd Floor, 212 998 5351, steinhardt.gso@nyu.edu
www.steinhardt.nyu.edu/gso

Jonathan Martinez, Advisor, Student Services Counselor
jonathan.martinez@nyu.edu@nyu.edu

■ 1831 Fund

1831 Fund is a collaborative initiative for incoming freshmen. Activities and events during senior year bring seniors together to leave a legacy in the form of a class gift to their alma mater. Visit www.nyu.edu/giving/1831-fund.

Honors and Awards

Go to www.steinhardt.nyu.edu/honors (except where otherwise noted) for detailed information on:

1. Steinhardt Honors Program
2. All School Awards and Honors
3. Doctoral Student Travel Fund
4. National Scholarship Competitions www.nyu.edu/scholarships
5. Check with your department for department/program honors and awards

University Student Affairs and Services

NYU Steinhardt works collaboratively with the University Office of Student Affairs and Services which offers programs, services, and resources that enrich student life at NYU. Go to www.nyu.edu/student.affairs

(see back of this Student Guide for a list of resources)

Academic Policies and Procedures

For Undergraduate and Graduate Students

I. Academic Policies and Procedures

Note: Students should consult with their academic advisors for departmental/program requirements and academic policies.

A. All-School Requirements

1. FOR UNDERGRADUATE STUDENTS

- **New Student Seminar (SAHS-UE1)**

During their first semester in residence, incoming freshmen and transfer students are required to register for New Student Seminar (SAHS-UE1). The New Student Seminar is a noncredit course given on a pass/fail basis, organized by major to explore professional issues and to provide ongoing orientation and guidance.

- **Expository Writing Requirement**

FRESHMEN

- All incoming Steinhardt freshmen are required to enroll in EXPOS-UA100, Writing the Essay and ACE-UE110, The Advanced College Essay: Education and the Professions. Completing EXPOS-UA100 with a grade of C or above fulfills the Writing Proficiency requirement. Students who receive a grade of C- or lower must successfully pass the Writing Proficiency Exam.
- Freshmen students admitted through the NYU Opportunities program and Liberal Studies (LSP) programs enroll in WRI-UF1001, Writing I and WRI-UF2002 or WRI-UF2003 or WRI-UF2005, Writing II. Taking the Writing II course and receiving a minimum grade of C will fulfill the writing proficiency requirement.
- Freshmen students may not receive college credit for writing courses taken while in high school.

INTERNATIONAL STUDENTS

- International students may take EXPOS-UA4, International Writing Workshop I and EXPOS-UA9, International Writing Workshop II in lieu of Writing the Essay, and must successfully pass the Writing Proficiency Exam at the end of their last writing course.

TRANSFER STUDENTS

- All transfer students are required to satisfy the expository writing requirement. Students should consult with their academic advisor and review the guidelines at www.nyu.edu/cas/ewp/html/transfer.html

- **Foreign Languages**

Entering undergraduate students take foreign language proficiency examinations prior to their first registration. The results of these examinations do not exempt students from taking foreign language requirement but assist in determining the appropriate level of courses in these areas.

The placement examinations are required of undergraduate students who will register for any language with which they have prior experience (studied in high school, college or study abroad programs or who are bilingual or multilingual).

TRANSFER STUDENTS

- Transfer students who have completed a fourth-semester college course in a foreign language and who wish to enroll in a literature course taught in that language must take the placement test if one is appropriate and offered. If a placement examination is not offered, consult with the language department prior to registration.
- Transfer students who have completed an advanced literature course taught in a foreign language at another institution and who wish to take additional literature courses taught in the same language must consult with an advisor in the appropriate language department prior to registering for such a course.

- **Mathematics**

All students must meet with their academic advisor to discuss the Mathematics/Quantitative Reasoning requirement as listed on your program of study.

2. FOR GRADUATE STUDENTS

New Graduate Seminar for International Students (SAHS-GE2003)

During their first semester in residence, incoming international graduate students are required to register for SAHS-GE2003, a noncredit course given on a pass/fail basis. The seminar explores professional issues and provides further orientation and guidance.

Graduate students should consult with the Office of Graduate Admissions, Pless Hall, 3rd Floor, for information regarding other school-wide requirements.

B. Academic Options

1. CHANGE OF MAJOR/PROGRAM OF STUDY

Undergraduate students who are changing their major but remaining in the School must complete an official undergraduate Change of Major form, available from Advisement and Registration Services, Pless Hall, 2nd Floor. Students who are transferring from the Steinhardt School to another division at New York University must apply for transfer through the Office of Undergraduate Admissions, www.admissions.nyu.edu/applying.for.admissions/transfer/internal.transfers.html. These students are also reminded to complete an exit interview in the Office of Counseling and Student Services, Pless Hall, 2nd Floor.

2. MINORS AND DOUBLE MAJORS

- To help students increase their knowledge in a particular field other than their major, gain skills that suit both their needs and aspirations, and explore individual interests, Steinhardt offers a series of minors. These include general education, studio art, global visual art, Media, Culture and Communication, educational theatre, music, nutrition, food studies, public health & policy, Communicative Sciences and Disorders, and American Sign Language.
- Students may also declare double majors in most programs of the Steinhardt School or the College of Arts and Science.
- The declaration forms may be obtained from your advisor and/or Advisement and Registration Services, Pless Hall, 2nd floor. You can also view the forms by visiting www.steinhardt.nyu.edu/students/forms.

3. ADDING/DROPPING COURSES (CHANGE OF PROGRAM)

Students may add to their program during the first three weeks of classes with advisor's permission for the first two weeks and with the advisor's and instructor's permission during the third week. Students are not allowed to add courses after the third week of the semester.

Students, with advisor's permission, may drop courses during the first three weeks of the semester. Students, with advisor's permission, may drop with a "W" on their transcript from the fourth to the ninth week of the semester. Students are not allowed to drop courses after the ninth week of the semester.

Without advisor approval, courses added or dropped may be considered as not meeting degree requirements.

For further information, please go to:

<http://steinhardt.nyu.edu/registration/policies>

<http://www.nyu.edu/bursar/>

<http://www.nyu.edu/registrar/calendars/academic-calendar.html>

4. INDEPENDENT STUDY

Independent study requires a minimum of 45 hours of work per point. Independent study may not be used to satisfy (for undergraduates) the required 60 points in liberal arts courses nor can it be applied at any level to the established professional educational sequence in teaching.

For further information and a sample form, please go to:

http://steinhardt.nyu.edu/registration/standards#independent_study

<http://steinhardt.nyu.edu/studentaffairs/forms#Forms>

5. PASS/FAIL OPTION

Students at all levels have the option to take courses on a pass/fail basis, the maximum of such courses not to exceed 25% of their total program or less as specified by their department/program.

For further information and a sample of the form go to:

<http://steinhardt.nyu.edu/registration/standards>

<http://steinhardt.nyu.edu/studentaffairs/forms#Forms>

6. OFF-CAMPUS STUDY

As a matriculated student at NYU Steinhardt, we expect you to complete most, if not all of your coursework at New York University. Under special circumstances, with the support of your advisor, you may be granted approval to study off-campus. The Associate Dean for Student Affairs will consider exceptions, which must be approved in advance. Note that you are required to complete your final 32 credits at NYU.

Minimum Off-Campus Course requirements to be accepted:

- Course(s) are taken at a U.S. four-year college or university with regional accreditation
- Course(s) are taken for a letter grade of C or better, not Pass/Fail
- Course(s) are taken in semester-hour credits with appropriate documentation.

7. FULL-TIME EQUIVALENCY CREDIT

Equivalency credits may be granted only to matriculated graduate students who are working on:

- Fulfilling a required master's internship/clinical practice
- Writing a master's thesis or preparing for a final project
- Preparing for a doctoral candidacy examination
- Preparing a doctoral dissertation topic
- Preparing a doctoral dissertation proposal
- Researching for a doctoral dissertation

Equivalency is applied only to state (TAP), federal (Stafford) and private bank loans, VA Benefits, and F-1 and J-1 visa status. Steinhardt scholarship requirements are not satisfied by equivalency credit.

For further information and a copy of the form, please go to:

www.steinhardt.nyu.edu/registration/policies

www.steinhardt.nyu.edu/studentaffairs/forms#Forms

For further information on financial aid policies, please go to:

www.nyu.edu/admissions/financial-aid-and-scholarships.html

For further information on international student visa policies, please go to:

www.nyu.edu/life/student-life/international-students-and-scholars.html

8. CROSS-SCHOOL MINOR APPLICATION

- Steinhardt students may pursue minors offered by the College of Arts and Science, the Stern School of Business, Tisch School of the Arts and the School of Social Work.
- Students may apply for the cross-school minor in ALBERT and should contact the minor department with questions regarding the satisfaction of the minor. It is recommended that the minor application be submitted before students apply for graduation so that, if needed, a confirmation of minor completion is sent in time to meet graduation deadlines.
- For more information,
www.nyu.edu/advisement/majors.minors/crossminors.html

C. Academic Responsibilities/Rights

1. ACADEMIC STANDING

Unless otherwise stated by departmental/program criteria, to remain in satisfactory academic standing, graduate and undergraduate students must maintain the following grade point average (GPA) minimum standards, or greater, as determined by department or program:

- Undergraduate students: 2.0.
- Master's degree: 2.5.
- Sixth-year advanced study and doctoral students: 3.0.

The Committee on Student Progress meets 2 times a year to review transcripts of students who have not maintained satisfactory academic standing. Actions taken by the committee may include placing the student on probation, and dismissing the student from the School/University.

Students with 6 or more credits of I (incomplete) grades within a semester are also subject to the committee's review.

For a complete list of policies and procedures relating to academic progress, www.steinhardt.nyu.edu/registration/standards

2. COMPUTING GRADE POINT AVERAGE (GPA)

A =	4.0 points	A- =	3.7 points		
B+ =	3.3 points	B =	3.0 points	B- =	2.7 points
C =	2.0 points	C+ =	2.3 points	C- =	1.7 points
D =	1.0 points	D+ =	1.3 points		
F =	0.0 points				

Note: There are no A+, D-, or F+ grades. P (pass), N (no credit), and I (incomplete) grades are not counted in the average.

To compute your GPA, add the total number of credits completed with the grade of A. Do the same for the total credits completed for each other grade. Multiply each of those totals by the appropriate point value of the grade.

Total credits of A	= 8	Multiplied by 4.0	= 32.0
Total credits of A-	= 4	Multiplied by 3.7	= 14.8
Total credits of B+	= 4	Multiplied by 3.3	= 13.2
Total 1	= 16	Total 2	= 60.0

Divide total 2 by total 1 for the grade point average: 3.75.

www.steinhardt.nyu.edu/registration/standards

3. DEAN'S LIST

The Dean's List, compiled at the end of each fall and spring semester, is an honor roll of undergraduates who have maintained a semester average of 3.7 or better in a program of study in the Steinhardt School of at least 12 weighted credits. Grades of I or N disqualify the student.

4. GRADUATION WITH LATIN HONORS

Undergraduate students meeting the requirement of having completed at least 64 points toward the degree (in weighted grades) in residence in the Steinhardt School will be eligible to be considered for Latin Honors. Latin Honors will be determined by GPA distribution, so that:

- *Summa cum laude* is limited to the top 5% of the graduating class
- *Magna cum laude* is limited to the next 10% of the graduating class
- *Cum laude* is limited to the next 15% of the graduating class

5. LEAVES OF ABSENCE

An official leave of absence indicates that a student has been granted permission to continue matriculation without registering for course work. Leaves of absence are requested through the Office of the Associate Dean for Student Affairs and require advisor approval. All requests for health-related leaves of absence must be accompanied by appropriate documentation. A leave may be granted for up to a maximum of two semesters (fall and spring). Students on a leave of absence are not eligible for University housing or the use of University facilities during the period of the leave. Leaves of absence are not granted after the third week of the semester.

A request for a leave of absence after the third week of the semester will be reviewed on an individual basis by the Director of Counseling and Student Services, in consultation with the Associate Dean for Student Affairs. Leaves of absence adhere to the University's refund schedule and may affect academic progress, financial aid, graduation deadlines, housing status, and/or visa requirements. Students should review such issues with a counselor during the leave interview, with their academic advisor, and/or by contacting

the appropriate office. Students taking a leave must also fill out the withdrawal form on the Registrar's website, www.nyu.edu/registrar/withdrawal.

Doctoral students (with the exception of DPS or DPT students) are not eligible for leaves of absence; please refer to the Handbook for Doctoral Study:

www.steinhardt.nyu.edu/scmsAdmin/uploads/003/978/Doctoral%20Handbook%202009-2010.pdf

6. MAINTENANCE OF MATRICULATION

All students, except doctoral students unless you are a DPS or DPT student, are required to complete at least one 3 credit course per academic year at NYU or be registered in leave of absence in order to maintain matriculation. In lieu of such completion the student must register for Maintenance of Matriculation (MAINT-UG/GE.4747) and pay a \$300 school maintenance fee plus a non-refundable university registration and service fee.

Doctoral students must register each semester for course work or the 1-credit Doctoral Advisement (DCADV-GE3400 or the department equivalent); refer to:

<http://steinhardt.nyu.edu/scmsAdmin/uploads/003/978/Doctoral%20Handbook%202009-2010.pdf>

All course requirements must be completed as follows*:

- Baccalaureate students must complete within 10 years of matriculation
- Masters and Advanced Certificate students must complete within 6 years of matriculation
- Doctoral students must complete within 8 years of matriculation

*Matriculation begins with the first semester of registered course work

For further information, please see:

www.steinhardt.nyu.edu/registration/policies

7. GRADES OF "INCOMPLETE"

Incomplete grades may at the discretion of the course instructor be granted with an extension to complete the work within no more than 6 months from the close of the semester in which the incomplete was granted through an Incomplete Grade Contract. No extension will be granted.

For further information and a sample of the contract, please go to:

www.steinhardt.nyu.edu/registration/standards
www.steinhardt.nyu.edu/studentaffairs/forms

8. READMISSION PROCEDURE

An undergraduate student who has not completed at least one 3-credit course each year under the auspices of the Steinhardt School or, in lieu of such completion, has not paid a maintenance of matriculation fee plus registration and services fees must, if he or she wishes to return to the School, contact the NYU Steinhardt Office of Student Affairs, 82 Washington Square East, 2nd Floor, New York, NY 10003-6680, 212-998-5065.

Complete information on readmission procedures, www.steinhardt.nyu.edu/policies/procedures

9. THE SENIOR CHECK SHEET

The Senior Check Sheet (for undergraduates who have earned 90 credits or more) is issued automatically by the Office of the University Registrar Graduation Services. Check sheets are issued only once and should be updated by the students and advisors as courses are completed.

Students who become seniors while “in-between lists” because of changes of incomplete grades or award of additional transfer credit, or who have changed their major, may call 212 998 4260 to request an updated Senior Check Sheet.

10. SUBSTITUTION OF REQUIRED COURSES

An undergraduate student must consult with their advisor when requesting substitution of a required course. The Undergraduate Substitution Form must be filed with the Assistant Director of Advisement and Registration Services, Pless Hall, 2nd Floor.

11. TRANSCRIPTS/PERMANENT RECORDS

An unofficial copy of the student’s academic record is available each semester, including summer session, via Albert. The transcript/permanent record lists only those courses taken toward the Steinhardt School degree. Advanced standing from previous schools or transfer credits from outside NYU will appear in numerical points only, no letter grades are recorded.

Transcripts of Record

To request an official transcript, please visit www.nyu.edu/registrar/transcripts-certification.

12. WITHDRAWAL FROM SCHOOL

Students who are withdrawing from the Steinhardt School, either to transfer to another school of NYU or are terminating their matriculation with NYU, must complete the exit interview through the Office of Student Affairs, Pless Hall, 2nd Floor.

Students withdrawing from the school must also complete the withdrawal form on the Registrar’s website, www.nyu.edu/registrar/withdrawal.

II. Statement on Academic Integrity

A. “Your degree should represent genuine learning.”

The relationship between students and faculty is the keystone of the educational experience in the Steinhardt School at New York University. This relationship takes an honor code for granted. Mutual trust, respect, and responsibility are foundational requirements. Thus, how you learn is as important as what you learn. A University education aims not only to produce high quality scholars but also to cultivate honorable citizens.

Academic integrity is the guiding principle for all that you do; from taking exams, making oral presentations, to writing term papers. It requires that you recognize and acknowledge information derived from others, and take credit only for ideas and work that are yours.

You violate the principle of academic integrity when you

- cheat on an exam;
- submit the same work for two different courses without prior permission from your professors;
- receive help on a take-home examination that calls for independent work;
- plagiarize.

To view the entire statement and download your copy, visit

www.steinhardt.nyu.edu/policies/academic_integrity.

III. New York University Anti-Harassment Policy

New York University is committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment—an environment that supports, nurtures, and rewards career and educational advancement on the basis of ability and performance. Harassment based upon race, gender and/or gender identity or expression, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, citizenship status, or any other legally protected basis is prohibited by law and undermines the character and purpose of the University. Such harassment is illegal and against University policy, and will not be tolerated.

Students in the Steinhardt School may refer instances of harassment to the Associate Dean for Student Affairs, Pless Hall, 2nd Floor, 212 998 5065.

To learn more, visit **www.nyu.edu/eo/anti-harass-policy.pdf**

IV. Family Educational Rights and Privacy Act of 1974 (FERPA)

Among its several purposes, the Family Educational Rights and Privacy Act of 1974 (FERPA) was enacted to

- protect the privacy of students' educational records;
- establish the rights of students to inspect and review their educational records;
- provide students with an opportunity to allow inaccurate or misleading information in their educational records to be corrected.

For further information, please contact the Office of Student Affairs, Pless Hall, 2nd Floor, 212 998 5065, www.steinhardt.nyu.edu/students and visit www.nyu.edu/registrar/university-policies/ferpa.html.

V. Americans with Disabilities Act (ADA)

The Henry and Lucy Moses Center for Students with Disabilities provides comprehensive services and programs for students with hearing and visual impairments, mobility impairments, learning disabilities and attention deficit disorders, chronic illnesses, and psychological impairments. The Moses Center functions to determine qualified disability status and to assist students in obtaining appropriate accommodations and services.

For further information, please contact The Moses Center, 726 Broadway, 2nd Floor 212 998 4980 or visit www.nyu.edu/csd/.

VI. Student Complaint Procedure

A. Students whose complaints relate to academic or nonacademic matters and who seek a review of their complaints should follow the procedures outlined below within six months from the time the action occurred and/or the grade was posted. If a student has exhausted the School's procedures for student complaints and believes that the School's procedure and/or process for receiving the complaint were not implemented as set forth in the Steinhardt School Student Complaint Procedure, he/she may also seek consultation through the ombudsperson. The ombudsperson, a tenured professor who is elected by students, attempts to achieve equitable resolutions to student complaints by ensuring that processes and procedures are followed.

1. Student complaints begin with the person against whom the complaint is being made. If the issue involves the instructor of a course, the complaint is with the instructor. The student shall first contact the instructor and attempt to resolve the complaint. Pertinent documentation should accompany the complaint.
2. If the complaint is not resolved at the level of the instructor, the student should schedule an appointment with the program director, the next level for the review of complaints.

3. If the complaint is not resolved at the level of the program director, the next level of appeal is the department chair. The department chair, at his or her discretion, may call a meeting of the instructor, the program director, and the student. If resolution of the complaint is achieved at either stage two or three, the program director or department chair, respectively, will send a confirmatory memo to all who have been involved.

B. If there is no satisfactory resolution of the student complaint at the departmental level in the judgment of the student or if the nature of the complaint involves a personal or confidential matter, the student may proceed as follows:

1. The student may bring the complaint to the attention of the Associate Dean for Student Affairs. The Associate Dean is responsible for administering the student complaint procedure and may, when appropriate, make recommendations for the resolution of student complaints.
2. As a final level of appeal, the student may request a review of the complaint by the Associate Dean for Academic Affairs, who may then refer it to the Dean of the Steinhardt School.

VII. Student Discipline Within the Steinhardt School

A. School Jurisdiction

Policies on Student Discipline within the School work in tandem with University Policies and Procedures that inform student conduct, academic regulations and established practices. Thus, in its work, the Committee on Discipline is concerned with the development and welfare of each student as well as for the welfare and standards of the School. Areas of school disciplinary jurisdiction include the following:

1. Violation of Academic Integrity, e.g. cheating, plagiarism, and forgery of academic documents.
2. Disruption of the academic process and/or academic facilities, including interference with access to facilities and disruption of the classroom.
3. Library violations, including failure to return books or destruction of library materials.
4. Physical detention or restraint of a student, instructor, staff member, or administrator while that person is attempting to exercise his/her duties.

B. Informal Resolution

When a charge of misconduct is reported, the Associate Dean for Student Affairs, in cooperation with the relevant parties including the student(s), shall try to resolve the matter on an informal basis, e.g. without convening a panel/hearing.

C. Committee on Student Discipline

1. If the matter cannot be resolved accordingly, the Associate Dean will convene the Committee on Discipline, which will conduct a hearing to review the facts and related evidence/information, make a determination as to the responsibility of the student for violations of school/university policies, and impose sanctions as deemed appropriate.

2. Composition. The Committee on Discipline is composed of ad hoc committees as the number of cases warrant. Each ad hoc committee will be composed of two full-time faculty members, two undergraduate students, and two graduate students. The Director of Counseling and Student Services serves as an ex officio member.

D. Initiating Disciplinary Proceedings

1. Any member of the faculty, administration, or staff or any student may file disciplinary complaints against any student(s) for violation(s) of University rules of conduct and/or policies of the Steinhardt School with the Associate Dean. Notification will include names of parties, dates, a description of circumstances leading to the action, and any other pertinent information.
2. After receiving the complaint, the Associate Dean will convene the committee (see section C.2. above), assemble requisite materials, and schedule a hearing date.
3. Notification to the Student. The Student about whom a disciplinary complaint is filed will be notified by the Associate Dean in writing by registered mail and/or electronic mail, with returned receipt requested. The student will be told of the specific charges brought against him/her, including the name of person making the charge; the date, location, and circumstances on which the action is based; the place and date set for the hearing; and the procedures that will govern the hearing.

E. Conduct of the Hearing

To view the entire procedure, including conduct of the hearing and right of student appeal, visit www.steinhardt.nyu.edu/policies/procedures.

Academic Planner

For New Undergraduate Students

I. Undergraduate Study

At the Steinhardt School of Culture, Education, and Human Development, your undergraduate education will prepare you to take your place in our dynamic ever-changing global society. Our mission is to advance knowledge, creativity, and innovation in all of our fields. Through specialized and interdisciplinary studies, we help our students to connect theory to practice for careers in the fields of human learning, culture, development, well-being, and the arts. As part of your education, you will apply what you learn in the classroom to the world outside. Through internships, student teaching, clinical fieldwork, practicum in music and art, and travel abroad, Steinhardt students find countless ways to enrich their learning.

II. The Academic Program

The curriculum comprises three (3) components: the Liberal Arts requirements; the specialization courses required by your specific major; and electives.

A. Liberal Arts Requirements

1. Provide students with a broad understanding of the world at large.
2. Provide a conceptual base for the School's academic programs and a framework for understanding human diversity, societal needs, and technological advances.

B. Major and Specialization Courses

Serve as the "road map" to course selection, including study abroad and other academic options.

C. Electives

1. Courses of a student's own choosing.
2. Can be used to pursue a minor or double major.

III. Advisement

The opportunity for you to begin to shape your educational plan is an integral part of orientation. You will meet with your advisor to discuss your Program of Study, including academic options such as study abroad, freshman honors seminars, undergraduate research, and departmental honors. You and your advisor will review requirements for the Bachelor's degree, and determine the number of credits you will need to complete your requirements, taking into consideration any advanced placement and/or transfer credits that you present. Advisement provides the framework for educational planning and assessing progress. Both you and your advisor must be active participants for advisement to work effectively.

GUIDING PRINCIPLES OF ADVISEMENT IN THE STEINHARDT SCHOOL OF CULTURE, EDUCATION, AND HUMAN DEVELOPMENT

Advisement in Steinhardt is:

- integral to the academic experience and plays a key role in student satisfaction, success, and retention
- comprehensive, holistic, and developmental. It begins at recruitment, continues through orientation, undergraduate and/or graduate study, and is extended to alumni/ae
- a process of shared responsibility, and works best when both the student and advisor are active participants in the process
- organized by department, may vary by program, and is connected to school and university resources through the Office of Student Affairs
- reviewed and evaluated regularly to ensure ongoing high quality and best practices

For the complete document on "Guiding Principles," www.steinhardt.nyu.edu/advisement

IV. Resources to Assist You with Course Selection

A. Program of Study Form, available from your advisor, outlines your degree requirements.

B. Transfer Credit Statement lists the courses and credits accepted for transfer credit from AP courses, college courses taken while in high school, and courses taken at other colleges.

C. The Steinhardt Undergraduate Bulletin outlines degree requirements, lists specialization courses by department, and provides course descriptions. Online at www.steinhardt.nyu.edu/bulletin.

D. College of Arts & Science Bulletin lists descriptions of courses by department. Online at www.nyu.edu/cas/bulletin.

E. The Morse Academic Plan, the guide for liberal arts requirements, includes individual

course listings by number and title as well as by department. Online at www.nyu.edu/cas/map/courses. Use the booklet for course descriptions only; school policies may differ.

F. New York University Online Course Search includes all courses offered during a given semester. These courses are listed by department under the specific school/college within the University. Online at www.nyu.edu/registrar. Class lists and course descriptions may also be viewed on Albert, the online registration system.

F. The Student Advisement Worksheet is both a reminder of the expectations we hold for advisement and a self-evaluation of particular areas that may need discussion. Online at <http://steinhardt.nyu.edu/advisement>.

V. Registration

STEP 1. Preliminary Considerations.

A. The minimum number of credits for most degrees is 128, which assumes that the average enrollment will be 16 credits each semester. Undergraduate students may take up to 18 points each semester, but be careful not to overload during the first semester. Students must complete 32 credits per academic year to continue eligibility for financial aid and maintain good academic standing. Tuition for full-time study covers 12-18 credits.

B. In choosing a class schedule, it is helpful to consider your “time clock.” Are you an early or late morning, afternoon, evening, or time-adaptable person? And remember to allot extra travel time if you are a commuter.

C. The goal is to create a balanced schedule; avoid “bunching” classes over a two-day span. A balanced schedule will allow time for class preparation and more thorough study, with more time for student activities and community service.

D. External Transfer Credit Students will be able to see their transfer credits in Albert, including degree requirements and credit granted for course work taken at other institutions. Up to 72 credits, with grades of “C” or better may be transferred. Each academic program of study, however, reserves the right to determine the level and number of courses that are acceptable. Of the remaining courses required, students must complete a minimum of 32 credits in residence under the auspices of the Steinhardt School. Any request for revision of the final Transfer Credit Statement should be directed to the Assistant Director of Advisement and Registration Services, Pless Hall, 2nd Floor. Such appeals must be made within six months of the date of the “final” statement from the Office of Undergraduate Admissions. Students are held responsible for requirements established at the time of their entrance. The statement sheet should be used by the student and his or her advisor when planning their class schedule and program of study.

STEP 2. Begin Course Selection.

A. On the class schedule form, write in the course number for any course that has only one or two sections available. Other courses may then be scheduled around these time slots.

B. Be sure to include SAHS-UE1 New Student Seminar.

C. Add EXPOS-UA100 Writing the Essay and include a Mathematics course, selected in consultation with your advisor.

D. Do not repeat course work that is being considered for transfer credit. This includes Advanced Placement examinations and college courses that you took while in high school with letter grades of B or better.

Students with Transfer Credit. Please see your advisor and Undergraduate Advisement & Registration Services, Pless Hall, 2nd floor, immediately, if you enroll in courses you already completed. You will not receive transfer credit for courses you are repeating at NYU Steinhardt. Copies of your course syllabi should be attached to your appeal for transfer credit. Please note that you are allowed to add a course only up through the second week of the semester. You must inform your advisor and the Office of Undergraduate Advisement & Registration Services to change your class schedule.

STEP 3. Meet With Your Advisor.

A. Discuss your program and schedule with your advisor.

1. Upon approval by your advisor, complete the official Registration Worksheet.
2. The Registration Worksheet must be signed and dated by you and your advisor before registering online through Albert.
3. Your advisor retains a copy of your Worksheet and you keep the original.

B. Fill out your Registration Worksheet.

1. Complete all spaces on the Worksheet before logging on to Albert.
2. Use a separate line for each section of a course.
3. The Course ID is a unique sequence of numbers and letters composed of two or more letters for the Course Subject, two or more numbers for the course number, and 2 letters to indicate whether it is a graduate or undergraduate course. It will then have another number to indicate the section
4. The Section is comprised of three numbers placed immediately after the course ID. If laboratory and/or recitation sections are listed for the course, you must register for laboratory/recitation, as well.
5. The Title of Course can be found with appropriate abbreviations.
6. Use abbreviations to signify Days that the class meets (note that "Th" = Thursday, "Sa" = Saturday, and "Su" = Sunday).
7. Enter building and room number for Location, if assigned.
8. Enter the number of Credits listed for the course.
9. Access Codes indicate that certain courses require approval from the department prior to registration. If the listing contains the ">" symbol, contact the department offering the class for information regarding its access code.
10. Select alternate courses in case any first choices are closed at the time of registration.

Academic Planner

For New Graduate Students

I. Graduate Study

The successful professional — in applied psychology, art, communication, education, health, and music — understands that education can be an instrument for positive change in our world and the means through which the quality of life for all people can be enhanced. We strive for preeminence in advancing knowledge, creativity, and innovation at the crossroads of human learning, culture, development, and well-being. Through rigorous research and education, both within and across disciplines, the School's faculty and students evaluate and redefine processes, practices, and policies in their respective fields and from a global as well as community perspective, to lead in an ever-changing world.

Nearly all programs integrate field-based learning through Steinhardt's extensive urban network of internship, clinical fieldwork, or student teaching settings with intensive classroom-based examination of related theories and concepts. Graduate students may take advantage of an extensive array of opportunities for research and interdisciplinary study throughout Steinhardt and across New York University.

Through doctoral study, in particular, we link research with practice. We equip our graduates with the knowledge and skills needed to undertake high quality research which addresses the diversity of life experiences and the challenges faced by individuals across the lifespan in our global society. Learning occurs in the classroom through critical exploration and dialogue with peers and faculty, within the contexts of research labs, through intensive collaboration and mentorship with faculty scholars, and in applied research and practice environments in New York City and throughout the world. Steinhardt prepares the next generation of scholars, researchers, practitioners, and leaders.

II. The Academic Program

Every graduate student is assigned a program advisor. Your advisor will help you to understand degree requirements, electives, and academic options, plan your program schedule, evaluate academic progress, and acquaint you with specialized services open to you as a member of the University community.

Meet with your academic advisor for advisement and guidance. The new graduate student's Advisors Directory can be found at: www.steinhardt.nyu.edu/advisement.

III. Advisement

The opportunity for you to begin to shape your educational plan is an integral part of orientation. You will meet with your advisor to discuss your Program of Study.

Advisement provides the framework for educational planning and assessing progress. Both you and your advisor must be active participants for advisement to work effectively.

GUIDING PRINCIPLES OF ADVISEMENT IN THE STEINHARDT SCHOOL OF CULTURE, EDUCATION, AND HUMAN DEVELOPMENT

Advisement in Steinhardt is:

- integral to the academic experience and plays a key role in student satisfaction, success, and retention
- comprehensive, holistic, and developmental. It begins at recruitment, continues through orientation, undergraduate and/or graduate study, and is extended to alumni/ae
- a process of shared responsibility, and works best when both the student and advisor are active participants in the process
- organized by department, may vary by program, and is connected to school and university resources through the Office of Student Affairs
- reviewed and evaluated regularly to ensure ongoing high quality and best practices

For the complete document on “Guiding Principles,” www.steinhardt.nyu.edu/advisement

IV. Registration for Your Classes

Once you have met with your academic advisor, you are ready to register for classes. You may not register for classes before being advised. Register online through Albert via the “Academics” tab in your NYUHome account.

V. Resources to Assist You

A. Getting Started Guide for New Graduate Students available from the Office of Student Affairs, Pless Hall, 2nd floor and online at www.steinhardt.nyu.edu/studentaffairs/forms.

B. The Steinhardt Graduate Bulletin outlines degree requirements, courses by department, and provides course descriptions. Online at www.steinhardt.nyu.edu/bulletin.

C. New York University Online Course Search includes all courses offered during a given semester. These courses are listed by department under the specific school/college within the University online at www.nyu.edu/registration. Course descriptions may also be viewed on Albert, the online registration system.

D. The Doctoral Student Handbook is a general guide to School policies and procedures for NYU Steinhardt doctoral students and is available online at www.steinhardt.nyu.edu/doctoral.

Frequently Asked Questions

About Advisement and Registration

Advisement and registration are important and necessary aspects of the academic experience at NYU Steinhardt. You are assigned an academic advisor when you first enroll for classes. Your advisor will work together with you throughout your undergraduate and/or graduate years for an optimum educational experience. It is important to remember advisement is a process of shared responsibility.

Please use the following information and the NYU Steinhardt Advisement page at www.steinhardt.nyu.edu/advisement to guide discussions with your advisor.

What is “Academic Advisement”?

- Academic advisement is the process that takes place when you meet with a faculty/administrative advisor to review your academic progress, to discuss what courses are needed to complete degree requirements, and to receive advisor approval to register for the next term's courses.
- Please review your Advisement Checklist for Undergraduate Students before each meeting with your advisor. Both student and advisor are expected to be active participants for advisement to work effectively. The Checklist is a reminder of the expectations we hold for advisement and a self-evaluation of particular areas that may need discussion.

When should I be advised?

- You are first advised during new student orientation, and thereafter at least once every term until graduation. We encourage you to stay in touch with your advisor as frequently as you would like.

How will I know when it is time to be advised?

- You should make an appointment to see your advisor approximately 3 weeks before the registration period noted on the University Registrar's website.
- You may also check with your department. Please follow instructions carefully, especially concerning deadlines, since advisement requires coordinating your schedule with that of your advisor.

How do I make an appointment to see my advisor?

- Contact your department. For contact information, refer to the department's website, accessible from www.steinhardt.nyu.edu.

What materials do I need for advisement?

- Program of Study or Graduate Requirements
- Registration Checklist, to note your classes and obtain appropriate signatures.
- A copy of your transcript (an unofficial copy is available through Albert after your first registration).
- Advisement Worksheet for Undergraduate Students.

NOTE: These materials are available in your department, in the Office of Student Affairs, Pless Hall, 2nd Floor, or online at www.steinhardt.nyu.edu/students/forms. See also "Resources to Assist You with Course Selection."

How should I prepare for advisement?

You will have several meetings with your advisor during your tenure at Steinhardt. Before each meeting:

- Familiarize yourself with the degree requirements listed on your Program of Study and prepare a projected plan of study for your time at NYU.
- Review your Advisement Worksheet for Undergraduate Students (www.steinhardt.edu/advisement)
- Before seeing your advisor, select course sections from Albert to create a workable schedule and prepare your registration worksheet following your projected plan of study.
- Jot down any questions you have to ensure they are addressed in the meeting(s) with your advisor.
- Thus prepared, when you meet with your advisor, you can discuss your progress and make any necessary adjustments, rather than spending time on the mechanical selection of class times.
- At this time, your advisor will check your records and "clear you" to register via Albert (advisor approval).

What is "Registration"?

- Registration is the process of setting up, adding, or dropping courses to your schedule.

How do I register for courses at NYU?

- You register for courses, having previously been cleared by your advisor, by logging into Albert via your NYUHome Account on or after:
- Undergraduates – your appointment time
- Graduate – the first day of registration

What is Albert?

- Albert is a tool that allows you to check, add, and change your financial, course, and personal information. It is accessible on the Academics page in NYUHome. NOTE: Please be sure that all contact information is correct and kept current through Albert, especially your cell phone number, emergency contact information, address, and expected term of graduation.

What is a “Registration Appointment”?

- Your registration appointment is the earliest time and date that you may register for classes for the up-coming fall or spring semester. The Registrar sets appointments according to earned credits.

How do I get my “Registration Appointment”?

- Around midterm, you will receive an e-mail from the University Registrar assigning you the day and time of your appointment; this is the earliest, but not the only time you may register.

What if I can't register right after advisement due to financial aid delays?

- You do not have to register immediately after advisement.
- You must register before the term begins. You may only attend classes for which you are officially registered.
- It is to your advantage to be advised as soon as possible, and to register as soon as you can.
- Payment is not necessarily required at the time of registration.
- Please refer to Albert for tuition and housing payment deadlines.

What is the advantage of early advisement/registration?

- Early advisement and registration give you a better chance of getting the schedule of courses that you want.
- When you enroll in a course you are automatically enrolled in the Blackboard shell for that course, if the course has Blackboard, an online course environment that faculty may use to supplement course instruction.

What are the potential disadvantages of late advisement/registration?

Late registration may prevent you from enrolling in courses you need to take because of:

- Course cancellation due to under enrollment, which may occur weeks or months prior to the start of classes. The only way the University knows that you want to take a course is if you register for it in advance – there is no penalty for registering for a course as long as you withdraw prior to the start of the semester.
- Closed courses due to enrollment – not all courses have waitlists or can guarantee increasing enrollment limits or adding sections due to space or equipment restrictions.

Resources for Students

Calendar, Resources, Maps

Calendar & Dates

Mon Sept 5, 2011	Holiday: Labor Day
Tue Sept 6, 2011	1st Day of Classes
Mon Sept 12, 2011	Last day of Active Waitlists
Mon Sept 19, 2011	Last Day of Add/Drop
Mon Sept 26, 2011	Last Day to drop and not receive a grade of "W"
Mon 10/10 - Tue 10/11	No Classes Scheduled
Mon Nov 14, 2011	Spring 2012 Registration Begins
Thurs 11/24 - Sat 11/26	Thanksgiving Recess
Wed Dec 14, 2011	Legislative Day: (Monday Schedule)
Fri Dec 16, 2011	Last Day of Classes
Mon 12/19 - Fri 12/23	Final Exam Period
Sat 12/24 - Mon 1/2	University Closed
Tue 1/3 - Sat 1/21 2012	Winter Session
Mon Jan 16, 2012	Martin Luther King Day
Mon Jan 23, 2012	Spring Classes Begin
Mon Feb 20, 2012	Holiday: President's Day
Mon 3/12 - Sat 3/17	Spring Recess
Mon May 7, 2012	Last Day of Classes
Tue May 8, 2012	Reading Day
Wed 5/9 - Tue 5/15	Final Exam Period
Wed May 16, 2012	Commencement

Steinhardt Academic Departments

Administration, Leadership, and Technology

212 998 5520 • www.steinhardt.nyu.edu/alt

Applied Psychology

212 998 5555 • www.steinhardt.nyu.edu/appsyach

Art and Art Professions

212 998 5700 • www.steinhardt.nyu.edu/art

Communicative Sciences and Disorders

212 998 5230 • www.steinhardt.nyu.edu/csd

Humanities and Social Sciences in the Professions

212 992 9408 • www.steinhardt.nyu.edu/humsocsci

Media, Culture, and Communication

212 998 5191 • www.steinhardt.nyu.edu/mcc

Music and Performing Arts Professions

212 998 5424 • www.steinhardt.nyu.edu/music

Nutrition, Food Studies, and Public Health

212 998 5580 • www.steinhardt.nyu.edu/nutrition

Occupational Therapy

212 998 5825 • www.steinhardt.nyu.edu/ot

Physical Therapy

212 998 9400 • www.steinhardt.nyu.edu/pt

Teaching and Learning

212 998 5460 • www.steinhardt.nyu.edu/teachlearn

Steinhardt Offices & Resources

Advisement Services

212 998 9031/85053 • www.steinhardt.nyu.edu/advisement

Community College Transfer Opportunity Program (CCTOP)

212 998 5139 • www.steinhardt.nyu.edu/cctop

Counseling and Student Services

212 998 5065 • www.steinhardt.nyu.edu/counseling

Graduate Studies

212 998 5044 • www.steinhardt.nyu.edu/policies_doctoral

Registration Services

212 998 5054/5055 • www.steinhardt.nyu.edu/registration

Teacher Certification

212 998 5033 • www.steinhardt.nyu.edu/teacher_certification

Opportunity Programs (HEOP/CSTEP)

212 998 5667 • www.nyu-op.org/heop/gettingin/index.htm

Graduate Admissions/Financial Aid

212 998 5030 • www.steinhardt.nyu.edu/graduate_admissions

All University Resources

Center for Multicultural Education and Programs (CMEP)

212 998 4343 • www.cmepe.nyu.edu

The College Learning Center

212 998 8085 • <http://learning.cas.nyu.edu/page/home>

Commuter Student Services

212 998 4418 • www.nyu.edu/commuter.services

Counseling and Wellness Services

212 998 4780 • www.nyu.edu/shc/counseling

Graduate Student Life

212 998 4937 • www.nyu.edu/src/grad.life

Lesbian, Gay, Bisexual & Transgender Student Services

212 998 4424 • www.nyu.edu/lgbt

Moses Center for Students with Disabilities

212 998 4980 www.nyu.edu/csd

Office for International Students and Scholars (OISS)

212 998 4720 • www.nyu.edu/oiss

Center for Student Activities, Leadership, & Service

212 998 4700 • www.osa.nyu.edu

Student Health Center

212 443 1000 • www.nyu.edu/shc

Student Resource Center (SRC)

212 998 4411 • www.nyu.edu/src

Transfer Student Services

212 998 4411 • www.nyu.edu/src/transfer.services

Wasserman Center for Career Development

212 998 4730 • www.nyu.edu/careerdevelopment

Wellness Exchange

212 443 9999 • www.nyu.edu/999

The Writing Center

212 998 8866 • www.nyu.edu/cas/ewp/html/writing_center.html

Key to Buildings

- 1 **Carlyle Court**
25 Union Square West
- 2 **Coral Towers**
129 Third Avenue
- 3 **Thirteenth Street Residence Hall**
47 West 13th Street
- 4 **145 Fourth Avenue**
- 5 **University Hall**
110 East 14th Street
- 6 **Palladium Hall**
140 East 14th Street
 - a **Wasserman Center for Career Development**
133 East 13th Street
- 7 **113 University Place**
- 8 **838 Broadway**
- 9 **7 East 12th Street**
- 10 **Casa Italiana Zerilli-Marimò**
24 West 12th Street
- 11 **Founders Hall**
120 East 12th Street
- 12 **Third Avenue North Residence Hall**
75 Third Avenue
- 13 **Rubin Residence Hall**
35 Fifth Avenue
- 14 **Bronfman Center**
7 East 10th Street
- 15 **Brittany Residence Hall**
55 East 10th Street
- 16 **Lillian Vernon Creative Writers House**
58 West 10th Street
- 17 **Alumni Hall**
33 Third Avenue
- 18 **Barney Building**
34 Stuyvesant Street
- 19 **13 University Place**
- 20 **Cantor Film Center**
36 East Eighth Street
- 21 **Deutsches Haus**
42 Washington Mews
- 22 **Weinstein Residence Hall**
11 University Place
- 23 **10 Astor Place**
- 24 **Glucksman Ireland House**
1 Washington Mews
- 25 **a Institute of French Studies**
15 Washington Mews
 - b **La Maison Française**
16 Washington Mews
- 26 **Straus Institute for the Advancement of Law and Society**
22 Washington Square North
- 27 **19 Washington Square North-NYU Abu Dhabi**
- 28 **One-half Fifth Avenue**
- 29 **1-6 Washington Square North**
 - a **Silver School of Social Work**
1 Washington Square North
 - b **Graduate School of Arts and Science**
6 Washington Square North
- 30 **Rufus D. Smith Hall**
25 Waverly Place
- 31 **Seventh Street Residence Hall**
40 East Seventh Street
- 32 **111, 113A Second Avenue**
- 33 **Silver Center Block**
 - a **Silver Center for Arts and Science**
100 Washington Square East/
33 Washington Place
 - b **Grey Art Gallery**
100 Washington Square East
 - c **Waverly Building**
24 Waverly Place
 - d **Brown Building**
29 Washington Place
- 34 **Kimball Block**
 - a **Kimball Hall**
246 Greene Street
 - b **Torch Club**
18 Waverly Place
 - c **Center for Genomics and Systems Biology**
12 Waverly Place
 - d **285 Mercer Street**
- 35 **Broadway Block**
 - a **715 Broadway**
 - b **721 Broadway**
 - c **1 Washington Place**
 - d **5 Washington Place**
- 36 **726 Broadway**
 - a **College of Nursing**
 - b **Liberal Studies Program**
 - c **Student Health Center**
 - d **Moses Center for Students with Disabilities**
 - e **Bookstore**
 - f **Housing**
- 37 **411 Lafayette Street**
- 38 **48 Cooper Square**
- 39 **20 Cooper Square**
- 40 **Hayden Residence Hall**
33 Washington Square West
- 41 **Education Block**
 - a **Pless Hall**
82 Washington Square East
 - b **Pless Annex**
82 Washington Square East
(26 Washington Place)
 - c **East Building**
239 Greene Street
 - d **Education Building**
35 West Fourth Street
 - e **Faye's @ the Square**
45 West Fourth Street
 - f **Goddard Hall**
79 Washington Square East
- 42 **Student Services Block**
 - a **25 West Fourth Street**
 - b **240 Greene Street**
 - c **242 Greene Street**
 - d **Public Safety**
14 Washington Place
 - e **14A Washington Place**
 - f **10 Washington Place**
 - g **8 Washington Place**
 - h **19 West Fourth Street**
- 43 **Meyer Block**
 - a **Meyer Hall**
4 Washington Place
 - b **Psychology Building**
6 Washington Place
- 44 **133 MacDougal Street**
 - a **Wilf Hall**
 - b **Provincetown Playhouse**
- 45 **Vanderbilt Hall**
40 Washington Square South
- 46 **Judson Block**
 - a **Keorkian Center**
50 Washington Square South
 - b **Skirball Department**
53 Washington Square South
 - c **King Juan Carlos I Center**
53 Washington Square South
 - d **Furman Hall**
245 Sullivan Street
- 47 **58 Washington Square South**
- 48 **Kimmel Center for University Life**
 - a **60 Washington Square South**
 - b **Skirball Center for the Performing Arts**
- 49 **Bobst Library**
70 Washington Square South
- 50 **Schwartz Plaza**
- 51 **Shimkin Hall**
50 West Fourth Street
 - a **Jeffrey S. Gould Welcome Center**
- 52 **Kaufman Management Center**
44 West Fourth Street
- 53 **Gould Plaza**
- 54 **Tisch Hall**
40 West Fourth Street
- 55 **Courant Institute**
251 Mercer Street
- 56 **Silk Building**
14 East Fourth Street
- 57 **383 Lafayette Street**
 - a **Card Center (ID Card)**
- 58 **D'Agostino Hall**
110 West Third Street
- 59 **561 La Guardia Place**
- 60 **Mercer Street Residence**
240 Mercer Street
- 61 **Mail Services and Copy/Media Central**
547 La Guardia Place
- 62 **Washington Square Village, 1-4**
- 63 **530 La Guardia Place**
- 64 **Off-Campus Housing**
4 Washington Square Village
- 65 **665 Broadway**
- 66 **Second Street Residence Hall**
1 East Second Street
- 67 **University Plaza**
- 68 **Silver Towers**
100, 110 Bleecker Street
- 69 **Coles Sports and Recreation Center**
181 Mercer Street
- 70 **194, 196 Mercer Street**
- 71 **Puck Building**
295 Lafayette Street
 - a **Wagner Graduate School of Public Service**

NOT SHOWN

- Broome Street Residence
400 Broome Street
- Butterick Building
161 Sixth Avenue
- Gramercy Green
316 Third Avenue
- Greenwich Hotel
636 Greenwich Street
- Lafayette Street Residence
80 Lafayette Street
- Twenty-sixth Street Residence
334 East 26th Street
- University Court

334 East 25th Street
Woolworth Building
15 Barclay Street

Alphabetical List

(Numbers in parentheses correspond to the Key to Buildings and map)

BY BUILDING NAME

Alumni Hall

33 Third Avenue (17)

Barney Building

34 Stuyvesant Street (18)

Bobst Library

70 Washington Square South (49)

Bookstore

726 Broadway (36e)

Brittany Residence Hall

55 East 10th Street (15)

Bronfman Center

7 East 10th Street (14)

Broome Street Residence

400 Broome Street (not shown)

Brown Building

29 Washington Place/
245 Greene Street (33d)

Butterick Building

161 Sixth Avenue (not shown)

Cantor Film Center

36 East Eighth Street (20)

Card Center (ID Card)

383 Lafayette Street (57)

Carlyle Court

25 Union Square West (1)

Casa Italiana Zerilli-Marimò

24 West 12th Street (10)

Coles Sports and Recreation Center

181 Mercer Street (69)

Coral Towers

129 Third Avenue (2)

Courant Institute

251 Mercer Street (55)

D'Agostino Hall

110 West Third Street (58)

Deutsches Haus

42 Washington Mews (21)

East Building

239 Greene Street (41c)

Education Building

35 West Fourth Street (41d)

Faye's @ the Square

45 West Fourth Street (41e)

Founders Hall

120 East 12th Street (11)

Furman Hall

245 Sullivan Street (46d)

Glucksman Ireland House

1 Washington Mews (24)

Goddard Hall

79 Washington Square East (41f)

Gould Plaza (53)

Jeffrey S. Gould Welcome Center

50 West Fourth Street (51a)

Gramercy Green

316 Third Avenue (not shown)

Greenwich Hotel

636 Greenwich Street (not shown)

Hayden Residence Hall

33 Washington Square West (40)

Housing

726 Broadway (36f)

Institute of French Studies

15 Washington Mews (25a)

Kaufman Management Center

44 West Fourth Street (52)

Kevorikian Center

50 Washington Square South (46a)

Kimball Hall

246 Greene Street (34a)

Kimmel Center for University Life

60 Washington Square South (48)

King Juan Carlos I Center

53 Washington Square South (46c)

La Maison Française

16 Washington Mews (25b)

Lafayette Street Residence

80 Lafayette Street (not shown)

Lillian Vernon Creative Writers

House

58 West 10th Street (16)

Mail Services and Copy/Media

Central

547 La Guardia Place (61)

Mercer Street Residence

240 Mercer Street (60)

Meyer Hall

4 Washington Place (43a)

Moses Center for Students

with Disabilities

726 Broadway (36d)

Off-Campus Housing

4 Washington Square Village (64)

Palladium Hall

140 East 14th Street (6)

Pless Annex

26 Washington Place (41b)

Pless Hall

82 Washington Square East (41a)

Provincetown Playhouse

133 MacDougal Street (44b)

Psychology Building

6 Washington Place (43b)

Public Safety

14 Washington Place (42d)

Puck Building

295 Lafayette Street (71)

Rubin Residence Hall

35 Fifth Avenue (13)

Rufus D. Smith Hall

25 Waverly Place (30)

Schwartz Plaza (50)

Second Street Residence Hall

1 East Second Street (66)

Seventh Street Residence Hall

40 East Seventh Street (31)

Shimkin Hall

50 West Fourth Street (51)

Silver Center for Arts and Society

100 Washington Square East/
33 Washington Place (33a)

Silver Towers

100, 110 Bleecker Street (68)

Skirball Department

53 Washington Square South (46b)

Straus Institute for the

Advancement of Law and Society

22 Washington Square North (26)

Student Health Center

726 Broadway (36c)

Student Services Center

25 West Fourth Street (42a)

Third Avenue North

Residence Hall

75 Third Avenue (12)

Thirteenth Street Residence Hall

47 West 13th Street (3)

Tisch Hall

40 West Fourth Street (54)

Torch Club

18 Waverly Place (34b)

Twenty-sixth Street Residence

334 East 26th Street (not shown)

Undergraduate Admissions

Gould Welcome Center

50 West Fourth Street (51a)

University Court

334 East 25th Street (not shown)

University Hall

110 East 14th Street (5)

University Plaza (67)

Vanderbilt Hall

40 Washington Square South (45)

Washington Square Village, 1-4 (62)

Wasserman Center for Career

Development

133 East 13th Street (6a)

Waverly Building

24 Waverly Place (33c)

Weinstein Residence Hall

11 University Place (22)

Woolworth Building

15 Barclay Street (not shown)

BY STREET

10 Astor Place (23)

665 Broadway (65)

715 Broadway (35a)

721 Broadway (35b)

838 Broadway (8)

20 Cooper Square (39)

48 Cooper Square (38)

7 East 12th Street (9)

One-half Fifth Avenue (28)

14 East Fourth Street (56)

145 Fourth Avenue (4)

240 Greene Street (42b)

242 Greene Street (42c)

411 Lafayette Street (37)

530 La Guardia Place (63)

561 La Guardia Place (59)

194, 196 Mercer Street (70)

285 Mercer Street (34d)

111, 113A Second Avenue (32)

13 University Place (19)

1 Washington Place (35c)

5 Washington Place (35d)

8 Washington Place (42g)

10 Washington Place (42f)

14, 14A Washington Place (42d,e)

1-6 Washington Square North (29)

19 Washington Square North (27)

22 Washington Square North (26)

58 Washington Square South (47)

19 West Fourth Street (42h)

25 West Fourth Street (42a)

WASHINGTON SQUARE CAMPUS



