

TUITION PAYMENT

Upon completion of the registration process on Albert you will be advised when tuition payment is due. You may review current tuition and registration fees as well as payment deadlines on the Bursar's website at www.nyu.edu/bursar. **Please note:** The University reserves the right to block registration and withhold all information regarding the record of any student who is in arrears in the payment of tuition, fees, loans or other for as long as any arrears remain.

DROP/ADD

During the Fall and Spring semesters

FIRST WEEK Signature of special student advisor is required when the student is adding or dropping courses to their program (includes even exchanges) and also for students withdrawing from their program completely.

SECOND-THIRD WEEK Signatures of special student advisor and Associate Dean (or designee) are required when the student is adding or dropping courses to their program (includes even exchanges). Students attempting to register for the first time must have an approved registration worksheet for the advisor and Course Permission Form from the department in which the class is being taken.

Students will not be permitted to register after the third week of the term. If you drop a course after the end of the third week of the term the course will remain on your record with a grade of "W."

Adding a Course: If a student is adding a course to their program (including change of section and even exchanges—changing one course for another course equal in credits) the signature of an advisor is required at all times. Students adding a course during the second and third weeks of the term requires the additional approval of Registration Services, Pless Hall, 2nd Floor, (212) 998-5054.

During the Summer semester

FIRST DAY OF SESSION Signature of special student advisor is required when the student is adding or dropping courses to their program (includes even exchanges) and also for students withdrawing from their program completely.

SECOND AND THIRD DAYS OF SESSION

Signatures of special student advisor and Associate Dean (or designee) are required when the student is adding or dropping courses to their program (includes even exchanges). Students attempting to register for the first time must have an approved registration worksheet from the advisor and Course Permission Form from the department in which the class is being taken.

FOURTH DAY OF SESSION Students will not be permitted to register after the third day of session. *If you drop a course after the end of third day of the session the course will remain on your record with a grade of "W."*

Adding a Course: If a student is adding a course to their program (including change of section and even exchanges – changing one course for another course equal in credits) the signature of an advisor is required at all times. Students adding a course during the second and third days of three-week summer sessions requires the additional approval of Registration Services, Pless Hall, 2nd Floor, (212) 998-5054.

WITHDRAWAL POLICY

No change in your class schedule is valid unless it is reported to the Office of Registration Services, the Office of the University Registrar, Student Services Area, and the Office of the Bursar on the "Change of Program" forms (drop/add) provided by the special student advisor(s).

Non-degree students who register for courses are responsible for tuition and fee charges incurred. Students who register and cannot attend must officially inform NYU Steinhardt by filing a "Change of Program" form. We will also accept written notification via mail or fax: NYU Steinhardt, Special Student Advisement, Pless Hall, 82 Washington Square East, 2nd Floor, New York, New York 10003-6680 or fax to (212) 995-4353. Refunds will be computed from the day on which written notice of withdrawal is *received*.

REFUND PERIOD SCHEDULE

This schedule is based on the total applicable charge for tuition excluding non-returnable fees and deposits.

Withdrawal Fall and Spring semesters

prior to and during the first week of classes 100%
during the second week of classes 70%
during the third week of classes 55%
during the fourth week of classes 25%
during the fifth week and after No Refund

Withdrawal Summer, three-week sessions only

before official opening date of session. 100%
on first calendar day of session 100%
on second calendar day of session 70%
on third calendar day of session 55%
on fourth calendar day of session 25%
after fourth calendar day of session No Refund

Due to the intensive nature of NYU Steinhardt's summer program the policy for each session is 1st, 2nd, 3rd, 4th days, instead of weeks. Please review the Directory of Classes for more information.

NYU Steinhardt follows the University's schedule on refunding as listed in the NYU Directory of Classes and the School Bulletin. Students who wish to appeal for an exception to the refund policy may do so in writing to:

Committee on Refunds
82 Washington Square East, 2nd floor
New York, New York 10003

The Committee meets at the end of each month and a student will be contacted in writing in regards to their decision.

PHOTO IDENTIFICATION

After you have registered you may obtain your NYU I.D. Card at the NYU Card Center, 7 East 12th Street (between 5th Avenue and University Place), (212) 443-CARD

TRANSCRIPT REQUESTS

In person:
Office of the University Registrar, Student Services Center, 25 West 4th St., New York, NY 10003

In writing:
Office of the University Registrar, P.O.
Box 910, New York, NY 10276

By fax: (212) 995-4154

NYU Steinhardt
Steinhardt School of Culture, Education, and Human Development

SPECIAL STUDENT INFORMATION GUIDE

GET CONNECTED...
BE INVOLVED...
STAY INFORMED...

Office of Student Affairs
Special Student Advisement
Joseph and Violet Pless Hall
82 Washington Square East, 2nd Floor
New York, NY 10003-6680

212.998.5065 tel
212.995.4353 fax

steinhardt.student.matters@nyu.edu
www.steinhardt.nyu.edu/studentaffairs



ADMISSION

Non-Matriculated students are welcome, with the approval of the Office of Graduate Admissions, to take graduate level courses in NYU Steinhardt as non-matriculated (special/non-degree) students. Those seeking permission to register as a non-matriculated student *must* be U.S. citizens or Permanent Residents, with an appropriate undergraduate grade point average. Approval to register as a non-matriculated student is subject to the rules and regulations of the School. Unfortunately, policies and procedures in NYU Steinhardt, as well as those of the United States government, do not permit enrollment of international students in a non-matriculated status. International students must use the regular application for admission as matriculated students. To apply for admission as a non-matriculated student, please complete an Application for Non-Matriculated Status (Permit to Register) available from the Office of Graduate Admissions, Pless Hall, 82 Washington Square East, 3rd Floor, (212) 998-5030, ed.gradadmissions@nyu.edu. The application fee is \$50.

Non-Matriculated Application Deadline

Ideally, you must complete the non-matriculated application process one week before the start of classes. Applications cannot be processed after the start of classes.

ADVISEMENT

Once admitted you will need an NYU Steinhardt Graduate Bulletin and an NYU Directory of Classes available from the Office of Registration Services, Pless Hall, 82 Washington Square East, 2nd Floor, (212) 998-5054 or the NYU Information Center, Shimkin Hall, 50 West 4th Street, (212) 998-4636.

Read and review the instructions outlined in the NYU Directory of Classes. Complete the enclosed Registration Form. You may also view the Schedule of Classes online at www.nyu.edu/registrar.

Special students may call to schedule a general advisement/registration clearance appointment with a special student advisor:

General Information: (212) 998-5065

Doctoral Information: (212) 998-5044

Please note: The permit to register form and a completed Registration Form must be presented to the special student

advisor during the advisement/registration clearance appointment, or Special students may fax in their permit to register form and completed Registration Form to (212) 995-4353 for clearance. If you elect to fax in your registration forms, you will be cleared for registration within 48 hours. You may then register via TorchTone or [Albert](#).

PROOF OF IMMUNIZATION

New York University requires that all students enrolling in six or more credits comply with New York State Public Health Law 2165, which requires all students born on or after January 1, 1957, to present proof of immunization against Measles, Mumps, and Rubella. Please contact the University Health Center with your proof of immunization and/or questions at 726 Broadway, 3rd floor, (212) 443-1199.

REGISTRATION

Review **Important Dates** in the NYU Directory of Classes or visit www.nyu.edu/registrar for registration and semester start and end dates. Special students may only register for NYU Steinhardt (“E” prefix) courses that are open to all students. *Students interested in enrolling in E33 courses offered by the Department of Nutrition, Food Studies and Public Health or E98 courses offered by the Program in Higher Education must first meet with a departmental advisor for permission.* Students who would like to enroll in “restricted” courses within NYU Steinhardt must contact the department offering the course(s) for permission and access codes after obtaining general clearance by a special student advisor. In general, *Student Teaching, Fieldwork, Independent Study and Practicum* courses are not open to special students. Special students may not audit courses or elect the pass/fail option and are not eligible for e-mail access (unless required for the course), financial aid, University Health Insurance or use of the Coles Sports and Recreation Center. *The following departments do not allow special student enrollment: Art Therapy, Music Therapy, Physical Therapy and Speech Language Pathology.*

REGISTERING FOR YOUR COURSES

Registration on Albert

Albert is accessed through the NYUHome web portal.

Before you can access Albert, you must first activate your

NYU NetID and NYUHome service by doing the following:

1. Activate your NetID. You have been given an NYU NetID. You can obtain your NetID and activate it at any time, from any Internet-connected computer, by going to the ITS “Start” page, start.nyu.edu, clicking “Don’t know your NetID?” and following the online instructions.
2. Activate your NYUHome service. Complete the steps for setting up a password, click “Go to NYUHome!” and follow the instructions for activating your NYUHome service.
3. You can now access Albert. Click the “Academics” tab in the upper-right portion of the NYUHome window.

Welcome to Albert for Students and Your Personal Records, the main menu for access of your records in NYU’s Student Information System (SIS). For registration related functions, please select one of the features listed below the Registration menu bar. Review Albert Help for general information and assistance when needed.

REGISTRATION STATUS allows you to check your eligibility to register. Look here for any stops on your record, your registration appointment time (if applicable) and advisor approval posting. Please note that it is advisable to also check the Stops feature under the Personal Profile menu bar in order to see a comprehensive list of any stops that may exist on your record.

COURSE STATUS allows you to search for courses by subject area to help you create your schedule. You can also perform more specific searches by course meeting day(s) and times.

STUDENT SCHEDULE shows you your schedule by term.

REGISTER allows you to register for courses. Once you select the term and click SUBMIT you will be taken to the main registration page. The Current Schedule area of the page will show any enrollment to date for this term. Dropping courses takes place in this section. The Course Request portion of the page is used to register for courses by call number. If a course requires an access code, you will be prompted to enter that code after you click SUBMIT. If you are adding and dropping a course, we suggest you use the

CONDITIONAL ADD/DROP feature. Albert will check to see

if you will gain entry to a course BEFORE dropping a course. The bottom portion of the page allows you to perform a section search. This is a useful search tool that will help you find available classes and the search results will indicate any course prerequisites and/or restrictions, as well as available spaces remaining in each class. You can either search for all available courses, or just the courses that are available AND fit your schedule. After you submit your registration requests, you will receive the results of your request. You will see the courses in which you are now enrolled, closed courses, waitlist option for courses with a waitlist, restrictions and time conflicts, and messages regarding linked activity courses (if, for example, you register for a lecture but not the corresponding lab or recitation, a message will be displayed).

WAITLISTING Some courses are set up with a waitlist that is offered when the course closes. If you choose to put your name on the waitlist, it is vital that you understand your responsibilities regarding the following two policies: the flat fee for full time students is based on enrollment for 12-18 points and that your school has established a maximum credit limit which is usually not more than 18 points. If you gain entrance into a waitlisted course, you are responsible for:

1. Payment of all points generated by enrollment in the course, including points beyond the flat fee range for full-time students.
2. Adjusting your schedule so the enrollment in the waitlisted course does not take you above the maximum credit load of your school.

Waitlists are active through the first week of class. You should check your schedule frequently to see if you have been put in a waitlisted class. Be sure to adjust your schedule according to the rules above.

Some departments choose to set priorities for their course waitlists by giving preference to certain groups of students. These include graduating seniors, department majors or other classifications. If you place your name on a prioritized waitlist, your position on that waitlist may drop if your classification is outside the parameters set by the department.

If you have any questions or concerns regarding Albert registration, please e-mail albert@nyu.edu or registration@nyu.edu.