Tisch School of the Arts

Kanbar Institute of Film & Television, Undergraduate Division

Freshman Registration Handbook

May 2015

A Guide for Registration at the Tisch School of the Arts
Dear New Tisch Student:

Congratulations and welcome! To help you begin your career as a Tisch student, we have created this handbook to allow you to register early for your fall 2015 courses.

We encourage you to register early so that you will have the widest variety of course selection options. Registration begins on Tuesday, June 9 at 12:00 noon. You should register on or around this date in order to avoid reduced options for course selection. Please note that the University's Office of the Bursar generates tuition bills for all new students regardless of whether or not they have registered for courses. The payment deadline set by the Bursar is August 4, 2015. Students who have not met this deadline will be de-enrolled.

You will receive information regarding new student orientation in early July. Orientation, which is required of all new students, begins on August 29. During that time, you will meet with your department academic advisor to discuss your educational and professional goals and any amendments that may be needed to your fall schedule. There is a two-week period at the beginning of each term during which students are allowed to make changes in their course schedules. Your department will have more information on the drop/add process.

Please read the following materials carefully, which will guide you through the process of selecting your courses and registering via Albert, NYU’s computerized registration system. If you have questions about the registration process or specific courses please call your department’s Help Line or call the Student Affairs Office at (212) 998-1900.

We hope you have a restful and enjoyable summer. Everyone at the School looks forward to welcoming you in August.

Sincerely,

Robert Cameron

Robert Cameron
Registration Instructions

This handbook is designed to help guide you through your first registration. It is divided into various sections about your department, and includes a section explaining the University’s Expository Writing policy.

As an incoming student to the Tisch School of the Arts you will have the widest range of choices in setting up your first semester curriculum prior to your arrival at NYU. You can register beginning June 9, by using Albert, the University’s online registration and information system. The University Registrar will randomize registration appointment times for all new students at 12:00 noon and 12:20 p.m. (EST). Please check your Appointment time in your Student Center Albert account.

Here is all you need to do to register beginning June 9 at either 12:00 noon or 12:20 p.m. (EST):

Read this booklet carefully and make your course selections based on the guidelines provided by your department. You may want to sketch out your weekly schedule to be sure that your courses do not conflict.

Complete your Registration Worksheet using the instructions provided at the end of your department’s section. If you have questions regarding your program, you should call your department helpline indicated on page 10 of this handbook.

You will access the Albert online registration system through your NYUHome account. To do this, you first need to activate your NetID. Log on to the video presentation on how to activate your NYU Net ID by clicking here: http://www.nyu.edu/registrar/sis/student_center_training.html. You can also learn other Albert features, such as how to search for courses, review your degree progress, and view your grades.

Once your account is activated and you are ready to register, login to Albert using NYUHome (http://home.nyu.edu). Instructions are below.

With your Worksheet complete and NYUHome account activated:

- Go online to https://home.nyu.edu and login using your Net ID and password
- Click Academics, then click the ALBERT login button.
- Once there, click Student Center, then click Enroll and you can now register for classes.

Payment questions can be addressed through the Bursar’s website at www.nyu.edu/bursar.

When you arrive on campus in August (remember New Student Orientation begins the week of August 29 and is required of all new students), you will meet with your academic advisor who will review the fall schedule for which you’ve enrolled. If necessary, changes in your program can be made at that time.
CALENDAR

FALL 2015

New Student Registration begins June 9
Tuition Payment Due August 4
New Student Orientation August 29 - Sept 1
FIRST DAY OF CLASSES September 2
Labor Day (holiday) September 7
Fall Recess/Columbus Day (holiday) October 12
Parent & Family Day October 24
Thanksgiving Recess (holidays) November 25-26
Last Day of Classes December 15
Final Examinations December 17-23
Winter Recess (holidays) December 24 - January 3

WINTER SESSION

Winter Session Classes January 4 - January 22
Martin Luther King Jr. Day (holiday) January 18

SPRING 2016

FIRST DAY OF CLASSES January 25
President's Day (holiday) February 15
Spring Recess (holidays) March 14-20
Last Day of Class May 9
Reading Day May 10
Final Examinations May 11-17

Full academic calendars can be found at www.nyu.edu/registrar/calendars
DIRECTORY

Tisch School of the Arts Administration

Allyson Green, Dean
721 Broadway, 12th floor
(212) 998-1800

Ken Tabachnick, Deputy Dean
665 Broadway, 6th floor
(212) 998-1463

Sheril D. Antonio, Associate Dean, Kanbar Institute of Film & Television
721 Broadway, 9th floor
(212) 998-1717

Daniel O’Sullivan, Associate Dean, Emerging Media Group
721 Broadway, 4th floor
(212) 998-1805

Sarah Schlesinger, Associate Dean, Institute of Performing Arts
715 Broadway, 2nd floor
(212) 998-1830

Kathleen McDermott, Associate Dean, Resource Planning and Compliance
721 Broadway, 12th Floor
(212) 998-1515

Robert Cameron, Associate Dean for Student Affairs
726 Broadway, 2nd floor
(212) 998-1900

Louis Scheeder, Associate Dean of Faculty
721 Broadway, 12th floor
(212) 998-1805

Kaiko Hayes, Assistant Dean for Administration
721 Broadway, 12th floor
(212) 998-1800

Andrew Uriarte, Assistant Dean, External Affairs
721 Broadway, 12th floor
(212) 998-1808

Tisch Undergraduate Departments

Art and Public Policy - Kathy Engel, Chair
665 Broadway, 6th floor
(212) 998-1805

Cinema Studies - Antonia Lant, Chair
721 Broadway, 6th floor
(212) 998-1600

Clive Davis Institute of Recorded Music - Jeffrey Rabhan, Chair
194 Mercer Street, 5th floor
(212) 992-8400

Dance - Sean Curran, Chair
111 Second Avenue, 3rd floor
(212) 998-1980

Drama, Undergraduate - Edward Ziter, Chair
721 Broadway, 3rd floor
(212) 998-1850

Dramatic Writing – Terry Curtis Fox, Chair
721 Broadway, 7th floor
(212) 998-1940

Game Design - Frank Lantz, Chair
2 Metrotech Center, Brooklyn, NY, 8th floor
(646) 997-0707

Kanbar Institute of Film and Television, Undergraduate Division
Joe Pichirallo, Chair
721 Broadway, 11th floor
(212) 998-1700

Performance Studies - Karen Shimakawa, Chair
721 Broadway, 6th floor
(212) 998-1620

Photography and Imaging - Deborah Willis, Chair
721 Broadway, 8th floor
(212) 998-1930

Tisch Academic Services
726 Broadway, 2nd floor
www.students.tisch.nyu.edu
tisch.academic.services@nyu.edu
Incoming Student page information-
www.nyu.edu/tisch/incoming

Anita Gupta, Director of Academic Services
Jean Chen-Villalba, Assistant Director of Academic Services

University Offices

Admissions, Undergraduate
665 Broadway, 11th floor
(212) 998-4500
www.nyu.edu/admissions/undergraduate-admissions.html

NYU Jeffrey S. Gould Welcome Center
50 West 4th Street
(212) 998-4550

Bursar
www.nyu.edu/bursar

Financial Aid
www.nyu.edu/financial.aid
http://students.tisch.nyu.edu/page/finaid.html

Registrar
www.nyu.edu/registrar

Housing and Residence Life
726 Broadway, 7th floor
www.nyu.edu/life/living-at-nyu.html

Student Resource Center
60 Washington Square South, Suite 210
www.nyu.edu/src

NYU Card Center
7 Washington Place
(212) 443-CARD
www.nyu.edu/nyucard
The Program

The undergraduate curriculum in the Kanbar Institute of Film and Television combines professional training with studies in the liberal arts. These studies in the sciences and humanities are required of all students to provide the background necessary for participation in a profession that influences attitudes, opinions, and ways of thinking in every aspect of human experience.

A variety of theoretical and applied courses make up the professional curriculum in the film and television arts program. Students are provided with a variety of creative experiences, from basic to advanced, in both the conceptual and production phases of film, video, cinematography, and sound, as well as traditional and computer animation. Intensive course work is available in a variety of areas including acting, directing, producing, and writing, as well as in the craft and technical skills of film editing, video postproduction, and sound mixing. Classes in cinema studies provide students with a critical and historical perspective to analyze their artistic endeavors.

Degree Requirements

AREA I: FILM AND TELEVISION ARTS  54 units

GROUP A: HISTORY AND CRITICISM (three courses for not less than 9 units)
GROUP B: PRODUCTION (four Core production courses for not less than 20 units)
GROUP C: SCRIPTWRITING (three courses for not less than 12 units)
GROUP D: CRAFT (1 point/1 course Safety Training required, additional Craft courses recommended)

AREA II: GENERAL EDUCATION  44 units

All students are required to take at least 44 units in courses to be distributed among the following categories in general education, of which at least 8 units (two full courses) are taken in each category.

1. Expository Writing (8 units) – offered through the Department of Art and Public Policy – two semesters are required for freshmen. See course information on Art in the World/Writing the Essay (EXPOS-UA5) in the Department of Art and Public Policy section at the back of this handbook, or view on ALBERT under the Course Subject “Expository Writing Program.” (Choose a lecture and corresponding recitation.) Students for whom English is a second language should consult the Expository Writing for International and E.S.L. students section at the back of this booklet for detailed information on requirements.

2. Humanities (minimum of 8 units) – literature (including dramatic literature), classics (ancient history and literature), history, theatre history, fine arts, music, philosophy, or religion. A foreign language is not required, but can be taken on the intermediate/advanced levels for Humanities credit. If taken on the elementary level, semesters I and II must be successfully completed for both to be counted toward Humanities (a 6 credit intensive course will count as Elementary Language I and II and be credited to Humanities).

3. Natural and Social Sciences (minimum of 8 units) – your choice of anthropology, biology, chemistry, computer science, economics, geology, mathematics, physics, politics, psychology, or sociology.

Besides the 6 courses you will take distributed in the three areas above, an additional 5 General Education courses (20 units) is required for a total of 44 units. For more information on General Education coursework, please refer to the following internet site: https://wikis.nyu.edu/display/tsoaftv/Gen+Eds (requires NYU Home login).
AREA III: *Electives  

30 units

* An “elective” can be any course, in any subject, in any division of New York University except the School of Continuing and Professional Studies. Electives may include additional courses beyond the required units in Areas I and II. Students can “elect” to take these units in the film area; in General Education; to add a second major or a minor; or to take courses in a variety of other areas, such as creative writing, communications, business, etc.

Total units for BFA  

128 units  
(Areas I, II, and III combined)

First Semester Curriculum:

You will receive an email which will assign you to one of the two types of semesters you will take during your first academic year. Incoming Freshmen will be assigned to either the Audio Semester or the Visual Semester for their fall term here at Tisch. You will be assigned the opposite semester in the spring. Sign up only for the courses indicated for your particular type of semester, as the curriculum for each semester is planned out and the courses are specifically designed to be taken together.

Audio Semester:  

1. Sound Image 4 units  
2. Colloquium 2 units  
3. Storytelling Strategies 4 units  
4. Art in the World/ Writing the Essay 4 units  
5. General Education Choice 4 units  
TOTAL 18 units

Visual Semester:  

1. Choice of Frame & Sequence or Introduction to Animation Techniques 4 units  
2. Colloquium 2 units  
3. Language of Film 4 units  
4. Art in the World/ Writing the Essay 4 units  
5. General Education Choice 4 units  
TOTAL 18 units

Course Information

1. CORE PRODUCTION

During each semester of your freshman year, you will enroll in one core production course. Everyone must take one semester of Sound Image, and one semester of a visual production course (Frame & Sequence or Introduction to Animation Techniques). In order to coordinate linked class activities, you have been assigned to take either a visual production course or Sound Image in the fall semester. You will enroll for the other in the spring semester. The sequence in which you take these semesters will not affect your learning experience. Note, Class days are noted as MTWRF; R = Thursday

FMTV-UT 48  
SOUND IMAGE  
4 units  
You will register for this course if you were assigned the Audio Semester.

This audio core production course, along with your visual core production course in the spring semester, will prepare you for your sophomore year core production choices. (During your sophomore year you will select two of the three Sight & Sound offerings: Sight & Sound: Filmmaking, Sight and Sound: Studio, and Sight & Sound: Documentary).

In this fundamental-level core production workshop introducing the world of sound in film, television, and radio, students will explore through individual and group projects of increasing complexity and sophistication the art of creating a “theater of the mind” in the sound medium. Lab periods are designed to provide a wide variety of audio recording experiences both on location and in studio; in digital, as well as analog formats. Specific production techniques such as live recording, mixing, and editing will be stressed. Lectures will focus on the theories of basic acoustics and audio electronics, the aesthetics of the sound medium, and the development of critical listening skills.

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Frame and Sequence is a core production course, taken as a complement to Sound Image in preparation for Fundamentals of Sight and Sound. It examines the creative and practical choices that contribute to lens-based narrative expression. Initial sessions consider camera operation and the still frame. Storyboards and narrative sequences are introduced and assignments become more complex as the semester progresses. Through individual and collaborative exercises, students develop an understanding of the camera, lenses, light-meters and shot progressions as they transport the viewer through the time, space and action of their stories. Students are introduced to the creative protocols of post-production, including the addition of sound, using Photoshop and non-linear editing software. Each student completes a simple narrative, an experimental project and a crew-based documentary, along with a final project with the option of shooting video. Students will be directly or indirectly involved with approximately forty original productions rendered as Quick-time videos. Students are expected to develop ideas and meaningful content through initial scripts and storyboards. Projects are reviewed in class at all stages of pre and post-production, where the critique is an essential learning tool. Key topics are: story and dramatic structure, casting, location, lighting and exposure, optical perspective, shot progressions, sound design, crew protocols and safety considerations. Shared digital SLR cameras, light meters and basic lighting and sound recording equipment are provided.

Special Note: As part of Frame and Sequence and Intro to Animation students are required to complete 12 hours of crewing on intermediate or advanced projects. Students may not miss any class in order to fulfill the CREW assignment.

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FMTV-UT 41
INTRODUCTION TO ANIMATION TECHNIQUES
4 units
You will choose between this course and FMTV-UT 39 Frame and Sequence if you were assigned the Visual Semester.

This visual core production course, along with your audio core production course in the spring semester, will prepare you for your sophomore year Core Production choices. (During your sophomore year you will select two of the three Sight & Sound offerings: Sight & Sound: Filmmaking, Sight & Sound: Studio, and Sight & Sound: Documentary).

This is a beginning production course in which students learn the basic principles of animation, develop visual language, storytelling, observation, and communication skills. A freshman core production selection, but open to students at all levels, it is the prerequisite for several of the other animation and visual effects courses. Prior drawing experience is not necessary.

The first half of the semester consists of weekly exercises in which students explore various styles and methods of animation including optical toys, stop motion, traditional drawn, and 2D digital animation. Students will be introduced to programs including Dragon Stop Motion, After Effects, Avid, Flash, and Photoshop. Various technical topics covered include aspect ratio, frame rates, storyboarding, editing animatics, scanning, working with image sequences, alpha channels, vector vs. raster art, compositing, rendering, using a Cintiq, and shooting stills with DSLR camera. During the second half of the semester students will complete a 15-30 second animated film with sound.

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2. COLLOQUIA

FMTV-UT 49
FRESHMAN COLLOQUIUM (to be taken with Visual semester):
ART & PRACTICE
2 units

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-OR-

FMTV-UT 46
FRESHMAN COLLOQUIUM (to be taken with Audio semester):
PERFORMANCE STRATEGIES
2 units

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3. SCRIPTWRITING OR HISTORY & CRITICISM

Depending on which semester you were assigned, you will enroll in either Storytelling Strategies or Language of Film. If you were assigned to take the Audio semester, you’ll register for Storytelling Strategies; Visual semester assignees will take Language of Film. Storytelling Strategies counts toward the Department’s scriptwriting requirement, and Language of Film is counted toward the History and Criticism requirement. You will take the other course in the spring semester when you register for the opposite assignment. The sequence in which you take these semesters will not affect your learning experience.

FMTV-UT 20
STORYTELLING STRATEGIES
4 units - You will register for this if you were assigned the Audio Semester.

The ability to understand “what makes a good story well told” is a skill that is crucial to your growth as a filmmaker whether you become a writer, director, actor, editor, cinematographer, etc. Storytelling Strategies looks at how narrative stories work through an examination of the structural and mythic elements first established by the ancient Greek playwrights and recognized by Aristotle in his “Poetics” thousands of years ago. The course continues this examination up to and including such contemporary story models as Joseph Campbell’s “The Hero with a Thousand Faces” as well as the current Hollywood paradigm, “the three-act structure.” We will seek to find those principles that form the backbone of successful narrative screenplays and contribute to a film’s ability to resonate with an audience. The lecture is for analysis. The recitations are for applying what you have learned to the writing of your short screenplay.

Please register for one Lecture and one Recitation.

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<td>002</td>
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**FMTV-UT 4**

**LANGUAGE OF FILM: AN INTRODUCTION**

*4 units*

*You will register for this if you were assigned the Visual Semester.*

A basic introduction to the study of film, this course gives an overview of the historical development of cinema (including contemporary and classic films) as an artistic and social force. It will also serve to acquaint students with the aesthetic elements of the cinema, the terminology governing film production, and the lines of critical inquiry that have been developed for the medium.

The objective of the course is to equip students, by raising their awareness of the development and complexities of the cinema, to read films as trained and informed viewers. From this base, students can progress to a deeper understanding of film, a greater grasp of the technicalities of film production and the proper in-depth study of cinema. Readings, screenings, exams, and written reports required.

**Section # | Day/Time | Class#**
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**LECTURE: (Students Register for Lecture)**
001 | W 6:20PM-9:50PM | 14199
**RECITATION: (Students Pick One Recitation)**
002 | R 11:00AM – 12:15PM | 14200
003 | W 2:00PM – 3:15PM | 14201
004 | F 11:00AM – 12:15PM | 14202
005 | F 12:30PM – 1:45PM | 14203
010 | R 12:30PM – 1:45PM | 14751

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**4. DEPARTMENT OF ART AND PUBLIC POLICY - CORE CURRICULUM**

**Please note that the use of the word “Core” here is not the same as “Core Production” for Film classes.**

**EXPOS-UT 5**

**ART IN THE WORLD/Writing the Essay**

*All students, both Audio Semester and Visual Semester assignees, will register for this class. Please see description in Art and Public Policy Core Curriculum section on page 28.*

**5. GENERAL EDUCATION COURSE**

Most of the courses you will take to complete your General Education requirements are offered through NYU College of Arts and Science. Courses that count toward the General Education requirement are those that broaden student perspectives through research, analysis, historical overview and/or critical thinking, and are not related to your major. Courses that do not count toward this requirement are professional or practical in nature or apply toward your departmental requirements. Notably, creative writing courses and courses in journalism that teach how to write in that style do not credit for general education. Also, courses taken at Stern, Steinhardt, Gallatin, and Wagner will not credit for General Education.

Refer to the departmental wiki site for general education guidance at https://wikis.nyu.edu/display/tsoaftv/Gen+Eds. There you will find the definition of a “General Education” course and a listing of the College of Arts and Science departments and the Tisch departments. Take special note on the grid for each department as to which courses count in General Education (those listed as Humanities or Science). Remember that Science includes the social sciences as well as natural sciences, such as biology and mathematics.

**Searching for a General Education Course:**

- Through the ALBERT registration site (https://home.nyu.edu), you can also see a full listing of departmental courses. ALBERT will also indicate current availability of courses for the semester, allow for access to course descriptions, and allow you to search for courses within a department that occur during preferred days/times.
In order to access the ALBERT online registration system, you must first activate your NetID and your NYUHome account (see p 4).

Once your NetID is activated, log in to NYUHome (https://home.nyu.edu), click on “Academics” tab, and follow the link on the left hand side to access to ALBERT.

Click ALBERT Login, then choose “Student Center” and click “Search for Courses”. Be sure to check the “Fall 2015” check box on the right.

If you are looking for the schedule for Art in the World, the course subject is Expository Writing (EXPOS-UA) in the College of Arts and Science course search.

If a course includes a lecture (“LEC”) plus a lab (“LAB”) or recitation (“RCT”), the lab or recitation will be listed directly after the lecture course. Often, there are several choices of lab dates and times for each lecture. You should be sure that both the lecture and recitation fit your schedule.

Once you have registered, you can check your degree progress on ALBERT by viewing your Advisement Report. Be sure to double-check your selection with our web site listed above to make sure it is a Humanities or a Science for the Film and TV department. “Electives” are NOT General Education courses. You may also call the Office of Student Affairs at (212) 998-1900 with questions regarding general education courses.

Frequently Asked Questions

What is a normal course load for a freshman? How many units can I register for during a given semester?

Freshmen enroll in 18 units per semester. The Undergraduate Division, Kanbar Institute of Film and Television, is a full-time program and as such, you must be registered for 12-18 units each semester to maintain your full-time student status. Any adjustments to the number of units for which you are registered (below 12 or more than 18) must be discussed with your advisor and approved by the Director of Administration. The freshman curriculum is assigned at a full 18 units.

What freshman production courses will I take? Does it matter in what order I take my freshman production courses?

During each semester of your freshman year you will enroll in one core production course. Each student must take one semester of Sound Image, and one semester of a visual production course (Frame & Sequence or Introduction to Animation Techniques). In order to coordinate linked class activities, you will be assigned to take either a visual production course or Sound Image in the fall semester and you will enroll for the other in the spring semester. The sequence in which you take these semesters will not affect your learning experience.

Will I have an advisor?

You will be assigned a faculty advisor with whom you will meet during the school’s New Student Orientation Program. You will receive an email in late July with the name of the advisor and your scheduled advising appointment. For subsequent advisement periods, you may sign up for an appointment with the faculty advisor of your choice. In addition, each week faculty advisors are available by appointment. Please note you will initially register this June using the instructions in this handbook.

Can I receive credit for my Advanced Placement (AP) exams?

Please refer to the Policies on Advanced Standing section at the back of this handbook for more information.

Can I place out of The Department of Art and Public Policy Core Curriculum? (Refers to Art in the World/Writing the Essay)

No. Neither AP units nor high SAT scores can replace the Core Curriculum. College courses in English Composition taken while in high school do not transfer for credit and cannot substitute for the Core Curriculum. See the Department of Art and Public Policy section at the back of this handbook for further information.
How do I make changes to my course schedule?
During the first two weeks in the fall semester, you will be able to drop and add courses using ALBERT through NYUHome (https://home.nyu.edu), the University’s online registration and information system. There is a strict drop/add schedule that is outlined in the school’s policies and procedures handbook, which you will receive during orientation. It can also be accessed online at www.nyu.edu/registrar/calendars. You should always confirm with your advisor that any changes made to your schedule would not adversely affect your progress toward graduation. You should not change your schedule from the assignment you are given, but you may find that you would like to change your choice of General Education course.

What should I do if one of my courses is closed?
Please be aware that Freshmen Film & TV classes do not have waitlists for fall registration. If a Film & TV class is closed you should find an open section to enroll in. Also note that waitlists are never a guarantee and it is highly recommended that you find open sections of all your courses to ensure you will have a complete schedule. If a non-film class (i.e. your Gen. Ed. or Expository Writing class) is closed and you would like to be placed on the waitlist, you should do so using the “SWAP” feature on Albert. The swap feature allows you to enroll in an alternate course, and also waitlist you for your preferred course. You will let the registration system know to drop your alternate course if your waitlisted course becomes available. In order to use swap you first need to enroll in your alternate course, and then waitlist using the swap tab. Please be aware that this is the only correct way to waitlist for a course; please do not use any other option as it could affect your course scheduling and billing.

When is my tuition due and what happens if I don’t pay on time?
The payment deadline is August 4, 2015. Any student who has not paid his/her tuition bill by this date will be dropped, or de-enrolled, from all courses. You may contact the Bursar’s Office at (212) 998-2806 (website: www.nyu.edu/bursar) if you have any questions regarding your tuition bill or need assistance. The Bursar’s Office does have a number of Deferred Payment options. If there is a problem relating to the proper crediting of your financial aid to your bill, contact the Financial Aid Office (212) 998-4444 or Dory Smith-Wilson in the Tisch Office of Student Affairs (212) 998-1900. Students who have been dropped from their courses have no guarantee that they will be able to re-enroll in the same courses. You should contact the Film & Television Office of Academic Support Services at (212) 998-1703/4 if you are de-enrolled.

Some things to note about registration and your bill. It is important that when you register, you have a full-time schedule of 12-18 units. (But, please realize that the Freshman schedule should be the full 18 units when all prescribed courses are selected.) If you do not register full-time, your bill will not reflect full-time tuition. This will affect any scholarships or financial aid you are scheduled to receive. It is important that you complete your registration by early July, 2014. The payment deadline is Tuesday, August 5.

Do foreign language classes count toward General Education Requirements?
Yes, if you choose to take a foreign language class it will count toward the Humanities portion of the General Education requirement; however, if you take a foreign language at the elementary level, you must take two semesters of the same language in order for it to count toward General Education. If you take only the first semester of a foreign language at the elementary level, it will count as an elective credit, and will not count toward your general education requirements. Once you complete the second semester of a beginning level language, you should notify the Film and Television Registration Office so the first semester course can be credited to Humanities. Elementary Language II, intensive elementary language at 6 units, intermediate or advanced level courses will count individually toward your general education or liberal arts requirement.

Can I declare a double major or minor?
Yes. Typically, students who choose to do so complete a second major or minor in one of the disciplines in the College of Arts and Science. It is possible to complete a double major in another department at Tisch. Undertaking a double major within departments at the Tisch School of the Arts is difficult due to the demanding nature of the production requirements. Students must have completed one year at the school before applying for the second major. Students interested in applying for a double major at TSOA must complete an application available through the Office of Student Affairs, 726 Broadway, 2nd floor. Portfolio review and/or an audition will also be required for students applying for double majors within TSOA.

If you have an interest in pursuing a double major or minor, you should first discuss your interest with your faculty advisor. You should also seek the advice of a faculty advisor in the department of your secondary major or minor. You can declare a minor online via Albert. To declare a double major you will need to fill out a form which can be found outside of the Film & TV Office of Academic Support Services, Room 1107 of 721 Broadway.
How will my progress toward the BFA degree be monitored?
Students are responsible for knowing and understanding all degree requirements. You should check the academic advisement report each semester to make sure you understand your remaining course requirements. This report is assessible from the the drop down option, Academic Requirements, in ALBERT’s Student Center. In addition, the Department has administrative staff with expertise in degree requirements and the policies and procedures of the school and university. If you have questions regarding degree requirements or your progress toward the BFA degree, you should see one of the registration staff in the Film & Television Office of Academic Support Services (Room 1107 in the 721 Broadway building).

When can I pursue an internship?
Our many internship opportunities are open to students who have completed two Sight & Sound courses and are in good academic standing during the year. Over the summer, students who have completed their freshmen year may participate in an internship. Students interested in participating in an internship during the summer should see the Internship Coordinator in Room 940 during the spring semester for more details. For more information, explore the internship website at https://wikis.nyu.edu/display/tsoaftv/Internships.

Are there study abroad opportunities?
There are numerous study abroad opportunities available to Tisch School of the Arts students, both through NYU Global Programs and Tisch Special Programs. **Students must complete two Sight and Sound courses in order to study abroad during the fall or spring semesters.** Please consult with Tisch Special Programs, 12th floor, 721 Broadway, north elevator, (212) 998-1500 or on the web at [http://specialprograms.tisch.nyu.edu](http://specialprograms.tisch.nyu.edu) for further information. Special Programs’ e-mail is tisch.special.info@nyu.edu. For NYU study abroad programs outside of the Tisch selection of programs, you can go to [www.nyu.edu/studyabroad](http://www.nyu.edu/studyabroad). You can direct any questions to studyabroad@nyu.edu or call (212) 998-4433.

Please note:
All courses taken at the Steinhardt School of Education, Stern School of Business, the Gallatin School of Individualized Study, or other divisions of NYU besides CAS and pre-approved Tisch courses will only credit towards electives and will NOT credit to General Education. You will not receive any credit at all toward your degree for any courses taken at NYU School of Professional Studies.
# Registration Worksheet for the Kanbar Institute of Film & Television

**ALBERT:** [https://home.nyu.edu](https://home.nyu.edu)

1. Gather all registration materials prior to visiting the ALBERT online registration system, including: your student ID number, course schedules and completed registration worksheet. *(See Below)*
2. Log on with your Net ID and password. If you have not yet activated your Net ID, you will need to do so prior to registering. To do so, go to [http://start.nyu.edu](http://start.nyu.edu) (see page 4 of this handbook). Once your Net ID is activated, follow the instructions below:
   - Visit ALBERT through NYUHome at [https://home.nyu.edu](https://home.nyu.edu)
   - Click on the “Academics” tab in the upper-left portion of the NYUHome page
   - Click the “Albert Login” link on the left side to login to ALBERT
   - Then click “Student Center” (under “Registration”) and click search for classes. Be sure to check to Fall 2014 checkbox on the right.
3. You can now register for classes for the Fall 2015 term. Carefully enter selections from your Registration Worksheet below, using the class numbers listed in the right column of your worksheet. Be sure to look over your schedule once you have completed your registration to confirm your selections.
4. If you encounter difficulty in registering, you may call the Film & Television Department’s Helpline at (212) 998-1703/04, (212) 998-1814 or you may call the Office of Student Affairs at (212) 998-1900.

## REGISTRATION WORKSHEET

- **M** = MONDAY  
- **T** = TUESDAY  
- **W** = WEDNESDAY  
- **R** = THURSDAY  
- **F** = FRIDAY

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>TITLE</th>
<th>DAYS/TIMES</th>
<th>UNITS</th>
<th>CLASS #</th>
</tr>
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<tbody>
<tr>
<td><strong>CORE PRODUCTION</strong>&lt;sup&gt;*&lt;/sup&gt;</td>
<td>AUDIO FMTV-UT 48 OR VISUAL FMTV-UT 39 OR FMTV-UT 41&lt;sup&gt;*&lt;/sup&gt;</td>
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<tr>
<td><strong>COLLOQUIUM</strong></td>
<td>AUDIO FMTV-UT 46 or VISUAL FMTV-UT 49</td>
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<td><strong>SCRIPTWRITING</strong> (take with the AUDIO semester)</td>
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<td>4.0</td>
<td></td>
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<tr>
<td><strong>HISTORY &amp; CRITICISM</strong> (take with the VISUAL semester)</td>
<td>FMTV-UT 4&lt;sup&gt;-OR-&lt;/sup&gt;</td>
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<tr>
<td><strong>CORE CURRICULUM</strong></td>
<td>Art &amp; Public Policy (Expository Writing) Lecture and Recitation - EXPOS-UA 5</td>
<td>Expository Writing - Art in the World/ Writing the Essay</td>
<td>See Art &amp; Public Policy Section in back of booklet</td>
<td>See Art &amp; Public Policy Section in back of booklet</td>
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<tr>
<td><strong>GENERAL EDUCATION</strong></td>
<td>Course #</td>
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**MUST TOTAL 18 UNITS**
DEPARTMENT OF ART AND PUBLIC POLICY

Fall 2015
Department of Art and Public Policy Core Curriculum
Required for all Freshmen, two semesters Fall and Spring
Expository Writing - Art in the World (Fall)
The World through Art (Spring)

This Core Curriculum is required of all Freshmen and fulfills their Expository Writing requirement. The Core Curriculum consists of two courses—Art in the World offered in the fall semester and The World Through Art offered in the spring semester. All incoming Freshmen must take both semesters. The fall course consists of a plenary lecture that will meet three times throughout the semester and an essay writing class that meets twice a week. In the spring, the lecture component meets once each week and the writing class meets twice a week. Passing the fall course is a prerequisite for enrolling in the spring course. The courses mix different artistic media so as to integrate students’ various professional interests, and combine practical and theoretical approaches to achieve a comprehensive grasp of the work that art can do in the world. These writing courses are intensive, interdisciplinary and collaborative. Lectures and workshops focus on how to read complex texts for an understanding of their arguments, and how to write well-reasoned essays supported by evidence. These courses are designed to foster an appreciation of how the arts relate to each other and to society in a changing world. These courses will allow students to reflect on a range of social and ethical issues as they pertain to their own creativity.

TSOA Core Curriculum Course Schedule
**Register for one Art in the World Plenary Lecture (Class # 6734, 6755, 6767 or 6776) and a corresponding Writing the Essay section. These courses are found on Albert under the course subject EXPOS-UA, within the College of Arts and Science course selection.

Plenary Lecture: Art in the World (Expository Writing)
EXPOS-UA 5 Class #6734
Lecture meets three Monday nights from 7:00-9:00 p.m. Dates are 9/21, 10/19, and 11/16. Students must register for one corresponding Writing the Essay EXPOS-UA5 from sections 002-018 (Class numbers 6735 through 6754).

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<thead>
<tr>
<th>Course #</th>
<th>Section</th>
<th>Time</th>
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<tr>
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<td>MW 8:00-9:15am</td>
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<td>003</td>
<td>MW 8:00-9:15am</td>
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<td>MW 9:30-10:45am</td>
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<td></td>
<td>005</td>
<td>MW 9:30-10:45am</td>
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<td>006</td>
<td>MW 11:00-12:15pm</td>
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<td>007</td>
<td>MW 4:55-6:10pm</td>
<td>6740</td>
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<td></td>
<td>008</td>
<td>MW 12:30-1:45pm</td>
<td>6741</td>
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<td></td>
<td>013</td>
<td>MW 3:30-4:45pm</td>
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<td>TR 11:00-12:15pm</td>
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<td></td>
<td>017</td>
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<tr>
<td></td>
<td>021</td>
<td>MW 3:30-4:45pm</td>
<td>6754</td>
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Plenary Lecture: Art in the World (Expository Writing)
EXPOS-UA5 Class #6755
Lecture meets three Monday nights from 7:00-9:00 p.m. Dates are 9/21, 10/19, and 11/16. Students must register for one corresponding Writing the Essay EXPOS-UA5 (Class numbers 6756 through 6766).

<table>
<thead>
<tr>
<th>Course #</th>
<th>Section</th>
<th>Day/Time</th>
<th>Class#</th>
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<tr>
<td>EXPOS-UA 5</td>
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<td>MW 9:30-10:45am</td>
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<td>MW 11:00-12:15pm</td>
<td>6758</td>
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<tr>
<td></td>
<td>026</td>
<td>MW 2:00-3:15pm</td>
<td>6759</td>
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</table>
EXPOSITORY WRITING FOR INTERNATIONAL STUDENTS AND STUDENTS FOR WHOM ENGLISH IS A SECOND LANGUAGE (E.S.L.)

International students and English-as-a-Second Language (ESL) students have the same Core Curriculum and Expository writing requirements as domestic native speakers of English. However, English-as-a-Second Language (ESL) may have requirements differing from those listed above depending on the level of English Proficiency.

Tisch School of the Arts and the Expository Writing Program (EWP) may require ESL students to be tested upon arrival to satisfy proficiency standards set by NYU’s American Language Institute (ALI). Based on the ALI’s recommendation, prerequisite work (EXPOS-UA 20 or EXPOS-UA 21) may be required. An ESL student required by ALI placement results to complete the prerequisite work must do so prior to enrollment into the core curriculum Art in the World/Writing the Essay (EXPOS-UA 5) in the Fall semester and The World Through Art/Writing The World (ASPP-UT 2) in the Spring semester.

ESL students who are not required to take the ALI placement test but who do experience difficulty with reading and writing in English should register for designated sections of the core curriculum designed at a conducive pace. In Fall, these sections are: Art in the World/Writing the Essay (EXPOS-UA 5) section 15 or section 51. These sections are restricted to students who qualify. For permission to register please contact Ms. Denice Martone in the Expository Writing Program at denice.martone@nyu.edu. In Spring, check ALBERT for ESL sections of The World Through Art/Writing The World (ASPP-UT 2).

Students who are uncertain about placement should visit the Expository Writing Website International page where there is a link to a self-diagnostic assessment test: http://www.nyu.edu/cas/ewp/html/international.html.
POLICIES ON ADVANCED STANDING FOR FRESHMEN AT THE TISCH SCHOOL OF THE ARTS

For students admitted as freshmen, Advanced Standing, meaning college credit to be applied toward the degrees, may be granted based on examination results and the evaluation of college courses taken while in high school. The total number of advanced standing units granted cannot exceed 32. The granting of credit is subject to certain conditions as described below. Note: The Department of Dance does not grant any advanced standing credit based on examination results (AP, IB), and limits the number of advanced standing units for college courses taken while in high school to a maximum of 8.

Advanced Standing credit received by NYU is evaluated and posted early in the first semester of enrollment. Freshmen expecting to receive advanced standing credit should check the transcript on ALBERT to ensure expected credit is posted by mid October.

Credit for Coursework
Credit may be awarded for satisfactory work completed at another accredited college or university. Upon admission, records are examined carefully to determine how much, if any, advanced standing will be granted. Each individual course completed elsewhere is evaluated and measured against similar coursework offered at NYU. For students admitted as freshmen, credit for courses with a course equivalent at NYU’s College of Arts and Science is usually granted if the grade obtained is “B” or better. No credit is granted for college writing or expository writing courses or for courses taken on a pass/fail basis. Credit will not be granted for college courses that satisfied high school graduation requirements.

Credit by Examination
The Advanced Placement Program (AP) (College Entrance Examination Board) and the International Baccalaureate Program (IB) enable undergraduate students to receive credit toward the undergraduate degree on the basis of performance in college-level examinations or proficiency examinations related to the school’s degree requirements, subject to the approval of the school. Instructions for sending AP scores to NYU can be found on the College Board website: www.apcentral.collegeboard.com.

With the exception of the Department of Dance, the Tisch School of the Arts participates in the Advanced Placement Program of the College Entrance Examination Board. In accordance with New York University policy, students may receive college credit toward their degree for AP tests taken prior to the completion of high school and with results of 4 or 5. See chart on the following page for details on Advanced Placement test scores for which credit is given. AP units sent to the University will be applied to students’ records by October. For additional information, students can consult with the Assistant Director of Academic Services at (212) 998-1920, or email tisch.academic.services@nyu.edu.

For the International Baccalaureate (IB) examination, The Tisch School of the Arts recognizes higher level examinations passed with grades of 6 or 7. No credit is granted for standard level examinations. Official reports must be submitted to the Office of Undergraduate Admissions for review. Except in the Department of Dance, the maximum number of units transferable by the combination of examination and college-level coursework completed in high school shall not exceed a total of 32. The maximum number of AP and/or IB units to be applied to the general education requirements of the undergraduate degree shall not exceed a total of 8. The remainder of units granted by examination, up to the maximum, will be applied to electives. Students receiving credit toward the degree may not take the corresponding college-level course in the College of Arts and Science for credit. If they do, they will lose the Advanced Placement credit.
<table>
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<tr>
<th>AP Examination and Grade</th>
<th>Units</th>
<th>NYU Course Equivalent</th>
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<tbody>
<tr>
<td>Art History</td>
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<td>ARTH-UA 1 or ARTH-UA 2</td>
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<tr>
<td>Biology</td>
<td>4, 5</td>
<td>BIOL-UA 11,12/BIOL-UA 13,14</td>
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<td>Calculus AB</td>
<td>4, 5</td>
<td>MATH-UA 121</td>
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<td>Calculus BC</td>
<td>4</td>
<td>MATH-UA 121^2</td>
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<td>Calculus BC</td>
<td>5, 8</td>
<td>MATH-UA 121, 122</td>
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<td>Chemistry</td>
<td>4, 5</td>
<td>CHEM-UA 101,102/CHEM-UA 109,110</td>
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<td>Chinese Language and Culture</td>
<td>4, 5</td>
<td>EAST-UA 204^3</td>
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<td>Computer Science A</td>
<td>4, 5</td>
<td>CSCI-UA 101</td>
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<td>English Literature</td>
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</tbody>
</table>

1. Students who obtain a score of 5 and who major or minor in art history are exempt from the introductory course, but AP credit does not reduce the total number of courses required for the major or the minor.

2. Students wishing to enroll in Calculus II (MATH-UA 122) or Calculus III (MATH-UA 123) must meet one or more of the prerequisites detailed in course description. Please visit College of Arts and Science course search, under the course heading Math (MATH-UA122/123) at www.nyu.edu/registrar, and click course search.

3. In order to receive credit for a score of 4 or 5 on Chinese Language and Culture and/or Japanese Language and Culture, students must successfully place above Intermediate II on language placement exams administered by the East Asian Studies department. Units awarded in this manner count as elective credit and cannot be applied to the East Asian Studies major or minor.

4. Credit received for the Environmental Science exam does not count toward the major or minor in environmental studies.

5. Credit received for the German Language exam does not reduce the number of courses required for the German major.

6. Students wishing to go on in Latin must consult the Classics department for proper placement. AP credit will not reduce the number of courses required for the major or minor.

7. Students who major or minor in economics in the policy concentration are exempt from the introductory principles courses as listed above, but AP credit does not reduce the total number of courses required for the major or minor. AP credit does not apply to ECON-UA 5.
8. Students who obtain a score of 4 on the Spanish Literature exam receive 4 units for SPAN-UA 100. If they wish to continue taking Spanish classes, they must take a language placement exam and consult with the Director of the Spanish Language Program.

9. Students who obtain a score of 5 on the Spanish Literature exam receive 4 units for SPAN-UA 100. They must consult with the Director of the Spanish Language Program if they wish to continue taking Spanish classes, or if they wish to receive credit for SPAN-UA 200, instead of for SPAN-UA 100.

10. Students who obtain a score of 5 and who major in psychology receive credit for Statistics for the Behavioral Sciences and may count it toward the major. Those with a score of 4 are exempt from this course, but the AP credit does not count toward the nine courses required for the major.

11. Credit can count as an elective toward the history major but not toward the history minor.

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**GLOSSARY OF TERMS**

**Academic Progress:** The Office of Financial Aid checks to see if you are making what is considered “academic progress,” and have earned at least 76% of your attempted credits each academic year with passing grades and maintain a cumulative GPA of at least 2.0. More information on academic progress requirements for financial aid can be found at www.nyu.edu/financial.aid/progress.html.

**Albert:** NYU’s web-based Registration System, named after founder Albert Gallatin. You register and waitlist for courses using Albert. You can also check course availability, declare a cross-school minor, update the your contact information, check your midterm and final grades, view your transcript and schedule, check to see if you have registration blocks, and check your account balance with the Bursar. There is also a link to Financial Aid. For more information about Albert please see http://www.nyu.edu/registrar/registration/albert-registration.html. To access Albert, login to home.nyu.edu, choose the “Academics” tab, and click “Albert Login.”

**Advisement:** Each semester you will have an advising session prior to the registration period. Once you have been advised by your advisor or departmental registration professional, you will then be cleared to register.

**Class Numbers:** The number that you enter on the ALBERT Registration screen to register for a course. You can find this number in the course detail once you identify a course you are interested in enrolling. Other course detail information include class time, day(s), location, professor, number of units, class status and any special notes.

**Core Curriculum:** This refers to the Tisch School of the Arts’ required expository writing courses: Art in the World (EXPOS-UA 5) in the fall semester, and The World Through Art (ASPP-UT 2) in the spring. For more information on the core curriculum, see page 22 in this handbook.

**Course Number:** Has three parts: the prefix gives you the School and Department, the following digits give you the course, and the final three digits tell you the section. For example: CINE-UT 10.001 is Tisch Cinema Studies Department (CINE-UT), Intro to Cinema Studies (10), section 1 (001).

**Craft Courses:** Focuses on a portion of the overall production process, i.e. sound, editing, producing, directing, camera, rendering, etc.

**Degree Requirements:** Each department has a minimum number of units that must be completed in specific areas, as well as a total number of units required to achieve your degree.

**Drop/Add:** In the first two weeks of a semester, students can drop or add courses using Albert. In the third week, students must process a Program Change Form and get a departmental signature (and if adding a class, get the signature of the professor). Beginning with the fourth week, students must get an additional signature from the Tisch Office of Student Affairs. Students who drop a course after the second week of classes will receive a “W” (a Withdrawal notation) on the transcript for this course. The final deadline to drop a course is the first day of the ninth week of the semester. More information can be found on the Registrar’s website at www.nyu.edu/registrar/registration/withdrawal-schedules.html.

**Electives:** This term is used to describe units beyond your minimum required Major units and your General Education/ Liberal Arts units. These units can be taken in any subject you like, at any school within NYU (Tisch, CAS, Stern, Gallatin, Steinhardt) except at NYU School of Professional Studies.
Expository Writing: The Tisch School of the Arts has implemented a core curriculum in the freshman year which is a sequence of two semesters in expository writing. Through the core curriculum sequence, students may combine practical and theoretical approaches in regard to their ability to write and communicate, in order to achieve a comprehensive grasp of the work that art can do in the world. See page 22 of this handbook. These courses credit toward students’ general education units.

Full-time status/Part-time status: Full-time status is defined as enrollment in 12 to 18 units per semester, and are charged a flat tuition fee. Part-time students are those taking 1 to 11 units per semester (permission must be granted to do so, since Tisch programs are full-time.) Part-time tuition is charged on a per unit basis.

General Education (Gen Ed)/ Liberal Arts: The liberal arts portion of your degree is a large component of your education here at Tisch. You are required to take 32-44 General Education units, which is eleven 4 unit courses over 8 semesters. Courses that count toward the General Education (Gen Ed) requirement are those that broaden student perspectives through research, analysis, historical overview and/or critical thinking. These courses may not be related to your major, and are typically found through the College of Arts & Science, as well as a number of pre-approved Gen Eds at Tisch. Courses that do not count toward this requirement are professional or practical in nature or apply toward your departmental requirements.

When choosing your Gen Ed classes, you should consider what interests you, what stories you like to tell or hear told, and what body of work within the Film & Television creative collective you admire. What topics does your favorite director tend to visit again and again? What will you be making films and television shows about? What departments at the College of Arts and Science appeal to you as a possible minor or second major? How can you broaden and deepen your knowledge base as a creative individual?

NYUHome: NYU Home (www.home.nyu.edu) is the web-based portal that allows you to access your email, Albert, research tools, and other university services. You can find out how to activate your NYUHome account here: www.nyu.edu/its/nyuhome or on page 4 of this handbook.

Plenary or lecture (LEC): The “plenary” meetings of your courses are the lectures that all members of the class attend.

Recitation (RCT): The meetings of your classes that relate to a lecture, but are smaller in class size (you are divided into sections) and the material covered in the lecture is discussed in finer detail. Students should register for recitations that correspond to lecture sections, when applicable.

Refund Schedule: Students who drop from full time to part time status, or who are overenrolled and drop down to full-time status after the first day of classes may be eligible for a partial refund of tuition. The Office of the Bursar publishes a refund schedule each semester. For detailed clarification of policies and the schedule, please see: http://www.nyu.edu/bursar/refunds/

Registration: Each semester you are assigned a registration appointment time based on the number of earned credit hours (accumulated units) for course work you have completed. Neither credit from courses that have grades of “Incomplete” nor for courses in which you are currently enrolled is counted toward the earned credit hours. With the exception of this registration for your initial semester, you will be required to meet with an advisor prior to registration in order to be cleared to register. Once you have met with your advisor, you can go on Albert and register for classes at your assigned registration time. Students can check registration status every semester prior to registering to ensure there are no stops on registration, which can occur for such reasons as failure to submit proper immunization records, a library fine, an outstanding balance, or other reasons.

Unit: A unit refers to the value and time requirements of an academic course. The term credit, point, and unit is used interchangeably in the ALBERT registration system, in course descriptions, and in your discussions with faculty and administrative staff.

TSOA Policies and Procedures Handbook: This is an informative booklet that details academic policies and other guidelines at Tisch. New students receive a handbook from the Tisch Student Affairs office during orientation week, and can download a copy at http://students.tisch.nyu.edu/page/acadServices.html (under “Downloads”).